



## **LEGAL NOTICE**

**REQUEST FOR BID  
SEALED BID 14-131**

**For**

**Family Arena Cleaning Services**

**For**

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Family Arena Cleaning Services**. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) two year extensions under the same terms and conditions. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving ninety (90) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

## BID INSTRUCTIONS

One [1] signed original and one [1] signed copy of the bid must be received in a sealed envelope plainly marked “**Sealed Bid 14-131 Family Arena Cleaning Services**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

**Bid opening will be on 6/12/2014 at 10:00 AM** , in **Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

A **mandatory** pre-bid walk through will be held at the Family Arena on **6/4/2014 at 10:30 a.m.**

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

### **BID INQUIRIES**

All questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second St  
St. Charles, Missouri 63301  
Fax: (636)949-7589  
[purchasing@sccmo.org](mailto:purchasing@sccmo.org)

**For questions or inquiries concerning the specifications please contact:**

Greg Milam, Director of Operations  
St. Charles County Family Arena  
2002 Arena Parkway  
St. Charles, Missouri 63303  
Fax: (636)896-4205  
[gmilam@familyarena.com](mailto:gmilam@familyarena.com)

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **6/6/2014**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.**

## **Prohibited Communication**

**Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited PRIOR TO BID OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County.**

**Any Offeror engaging in such prohibited communications prior to Bid Opening may be disqualified at the sole discretion of St. Charles County.**

## **TERMS AND CONDITIONS**

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.

- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public agency of St. Charles County Government for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered including geographic location. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.
- **INSURANCE:**

The successful bidder must agree to provide and maintain during the life of the Contract the insurance(s) listed below, in the minimum amounts specified, with an insurance company licensed to do business in the State of Missouri. All policies must be endorsed to include naming the County as an additional insured, a Waiver of Subrogation and a provision for thirty (30) days written notice of cancellation or material change. A copy of the endorsement (s) must accompany a Certificate of Insurance to be provided prior to the commencement of any work.

Workers Compensation: Statutory limits, as required by the statutes of the State of Missouri and Employer’s Liability with limits, is no less than \$500,000.

Comprehensive General Liability (including automobile): Limits of no less than \$1,000,000/3,000,000/1,000,000 per occurrence or \$3,000,000CSL.

**Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer’s hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal

government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

***Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division  
The online address to enroll in the E-verify program is:***

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

**OPEN RECORDS**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

## **BID SPECIFICATIONS**

**General Description:** St. Charles County is accepting proposals for **cleaning services at the Family Arena**. This is to include full-time day staffing of supervisors and laborers Monday through Friday, supervisors and laborers for event staffing (approximately 5 – 6 hours) and supervisors and laborers for post event staffing. The building consists of approximately 1 million square feet. The County reserves the right to self-perform cleaning services before or after any event.

### **Day Staffing**

#### **Monday – Friday fulltime employees (Detail Cleaning of All Areas of Facility)**

1. Main lobby, stairs, floors, door glass, mats, restroom, countertops, all trash receptacles, etc.
2. Club restaurant and Club elevator and all landing areas
3. Freight elevator
4. Service corridor, locker rooms, dressing rooms, media room (loading dock-inside and out)
5. Administration office, Maintenance office, change over office, ticket office
6. All Offices and Locker Rooms extract and bonnet carpets.
7. Suites, 48 total – All areas extract and bonnet carpets, clean upholstered chairs, detail clean restrooms, countertops, glass, etc.
8. Event floor and all concrete entranceways –5 total
9. All main concourse restrooms (detail clean and restock)
10. All stairs in building leading from upper seating areas to main concourse—detail sweep, mop and brush scrub.
11. Main concourse corridor and all portals - detail sweep, mop and auto scrub
12. Empty and replace all dirty trash can liners and clean all trash receptacles in building
13. Upper bowl seating areas –detail sweep, mop and clean all glass, walls, signboards and seats. Also machine & brush scrub all stairs and concrete floor surfaces.
14. Lower bowl seating areas – same as upper bowl
15. Clean all horizontal surfaces 12' and below main concourse, signage, TVs, pipes, etc.
16. Outside—all outside entrances from sidewalk to building entrances and around perimeter of building. Clean and remove all trash/litter from parking lot & surrounding areas.

Special Project Work but still included in Day Staffing.

1. Carpets
  - a. Extract, bonnet, spot clean all carpeted surfaces in facility
2. Upholstered Chairs
  - a. Spot clean all chairs in facility
3. Locker Room, Rest Rooms, Shower Rooms, etc.
  - a. Machine scrub all tile and concrete wall and floor areas
4. Main Concourse & Loading dock areas, Service corridor
  - a. Machine auto scrub all concrete floor surfaces

## Staffing Levels and Time Estimates

In order to determine your experience in this type of work, we are putting forth the following scenarios for you to ESTIMATE the manpower and the hours necessary to comply with the specifications included in this Request for Bid.

### **Full-Time Day Staffing**

	#Workers	#Hours
Supervision	_____	_____
Labor	_____	_____
Supplies & Equipment	_____	
Other Costs	_____	

### **Event Staffing (Supervisors & Labor)**

All public areas of facility are utilized and concession stands are open. Monitor all cleaning activities during event – Restock; clean all rest rooms, police all areas inside and outside of building. Keep trash receptacles clean and liners replaced. Sweep & mop all debris or spills throughout the facility. Be available to react and complete all tasks pertaining to special requests from St. Charles Family Arena Management staff.

### **Attendance of 0-1000**

	#Workers
Supervision	_____
Labor	_____
Supplies & Equipment	_____
Other Costs	_____

### **Attendance of 1001-3000**

	#Workers
Supervision	_____
Labor	_____
Supplies & Equipment	_____



Other Costs

\_\_\_\_\_

**Attendance of 3001-7500**

#Workers

Supervision

\_\_\_\_\_

Labor

\_\_\_\_\_

Supplies & Equipment

\_\_\_\_\_

Other Costs

\_\_\_\_\_

**Attendance of 7501 & UP**

#Workers

Supervision

\_\_\_\_\_

Labor

\_\_\_\_\_

Supplies & Equipment

\_\_\_\_\_

Other Costs

\_\_\_\_\_

**Post Event Staffing**

All public areas of facility are utilized and concession stands are open. You have 5-hous to clean the building.

Areas of Post Event cleaning (See Day Staff numbered responsibilities: 1 through 15) .

**Attendance of 0-1000**

#Workers

Supervision \_\_\_\_\_

Labor \_\_\_\_\_

Supplies & Equipment \_\_\_\_\_

Other Costs \_\_\_\_\_

**Attendance of 1001-3000**

#Workers

Supervision \_\_\_\_\_

Labor \_\_\_\_\_

Supplies & Equipment \_\_\_\_\_

Other Costs \_\_\_\_\_

**Attendance of 3001-5000**

#Workers

Supervision \_\_\_\_\_

Labor \_\_\_\_\_

Supplies & Equipment \_\_\_\_\_

Other Costs \_\_\_\_\_

**Attendance of 5001 to 7500**

#Workers

Supervision \_\_\_\_\_

Labor \_\_\_\_\_

Supplies & Equipment \_\_\_\_\_

Other Costs \_\_\_\_\_

**Attendance of 7501 & Up**

#Workers

Supervision \_\_\_\_\_

Labor \_\_\_\_\_

Supplies & Equipment \_\_\_\_\_

Other Costs \_\_\_\_\_

**Hourly Costs for Event Staff and Post Event Staff**

Supervision \$ \_\_\_\_\_/hour

Labor \$ \_\_\_\_\_/hour

Admin fee \_\_\_\_\_%

Do you have a minimum number of hours for each worker?

If yes, how many: \_\_\_\_\_

Do you use outside companies to supply you with workers?

If yes, please list the companies:

\_\_\_\_\_

\_\_\_\_\_

**Equipment & Supplies Required**

We require the vendor to provide the Family Arena with a minimum of the following equipment – at no additional cost – to accomplish tasks. We require you to maintain this equipment and insure it is in proper working condition.

- 1 Rider auto scrubber
- 2 Walk behind scrubbers
- 2 Walk-behind wet vacs
- 2 Wet/dry vacs
- 1 Carpet extractor –walk behind and portable
- 1 C3 machine
- 4 Radios
- 2 Burnishers
- 1 Power washer
- 6 Tilt dumpsters
- Mops, Brooms, Dust Pans, Push Brooms, Dust Mops
- Any Additional equipment needed to provide full cleaning service.

Do you agree to provide the listed equipment if you are chosen as the vendor?  
(please circle)    Yes    No

**Chemicals**

Vendor is required to supply all chemicals necessary to accomplish tasks or to meet the needs of each event and post event.  
The Family Arena may request a certain chemical be on hand for needs of building staff.

## FULL TIME DAY STAFF

Title	Hours Per Day	Hours Per Month	Rate Per Hour	Cost Per Month
Working Supervisor				
Service Worker				
Totals				
Taxes				
Insurance				
Benefits				
Vacation				
Uniforms/Radios				
Materials/Supplies				
Total Job Costs				
Overhead/Profit				
Total Monthly Billing				

### Consumable Supplies

The Family Arena reserves the right to purchase consumable supplies from any source; however, if your company sells supplies, and are priced competitively, we will purchase products from you.

The Family Arena is currently using the following products. Please provide current pricing for the following:

- HAND SANITIZER LIQ-SYM 6X1200 \$ \_\_\_\_\_ per case
- HAIR HAN & BODY FOAM-SYM 6X1250 \$ \_\_\_\_\_ per case
- GREEN CRT FOAM HND-SYMM 6X1250 \$ \_\_\_\_\_ per case
- IND HAND CLEANER- SYM 4X2000 \$ \_\_\_\_\_ per case
- 1250 DISP-SYM LOGO-FROST-6/CS SYMMETRY LOGO \$ \_\_\_\_\_ per case
- WHITE MULTIFOLD TOWEL 12PK/250 3000CASE \$ \_\_\_\_\_ per case

- 2PLY UNIV TISSUE 96rl/CS \$ \_\_\_\_\_ per case
- 2PLY PERF ROLL TISSUE 96RL/CS \$ \_\_\_\_\_ per case
- 4.375X3.75 TISSUE 2PLY 96rl/CS \$ \_\_\_\_\_ per case
- BAG/SANISAC WAX LINERS 500/CS \$ \_\_\_\_\_ per case
- 41X54 15MIC BLACK BAGS \$ \_\_\_\_\_ per case
- 38X58 1.5 MIL, BLK BAGS \$ \_\_\_\_\_ per case
- 30X37, HVY WGT, CLR BAGS \$ \_\_\_\_\_ per case
- 44X56 1.5 MIL BLACK BAGS \$ \_\_\_\_\_ per case
- 46X50 1.5 MIL BLK BAGS \$ \_\_\_\_\_ per case

Products and/or dispensers are subject to change. Paper Towels, Toilet Tissue, Hand Soaps, Plastic Liners and other consumable products will be negotiated between St. Charles Family Arena and Vendor.

The St. Charles County Family Arena, as part of evaluating any bid response to this solicitation, would take into account the interest of the bidder to negotiate and enter a Family Arena service agreement or agreements.

The services the Family Arena would be able to offer under a service agreement are as follows:

1. Suite rental
2. Advertising

The value of these items would be determined by the published price schedule in effect at the time of execution of the particular service agreement. The successful bidder would then execute the service agreement simultaneously with the Family Arena service agreement(s).

Are you interested in negotiating a service agreement for suite rental? \_\_\_Yes \_\_\_No

Are you interested in negotiating a service agreement for advertising? \_\_\_Yes \_\_\_No

## Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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«Bid\_Number» «Title»

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Family Arena

**Bid Response from (please complete)**

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**Name of Company or individual**

**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Indicates acceptance of all bid terms and conditions)

Date: \_\_\_\_\_



# AFFIDAVIT OF WORK AUTHORIZATION

Comes now \_\_\_\_\_ as \_\_\_\_\_ first being duly  
(Name) (Office held)

sworn, on my oath, affirm \_\_\_\_\_ is enrolled and will  
(Company name)

continue to participate in a federal work authorization program in respect to employees that will work

in connection with the contracted services related to \_\_\_\_\_  
\_\_\_\_\_  
(Describe project or insert bid number)

for the duration of the contract, in accordance with RSMo Chapter 285.530 (2). I also affirm that  
\_\_\_\_\_ does not and will not  
(Company name)

knowingly employ a person who is an unauthorized alien in connection with the contracted services  
related to the \_\_\_\_\_  
\_\_\_\_\_  
(Describe project or insert bid number)

for the duration of the contract.

***In affirmation thereof, the facts stated above are true and correct (the undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo).***

\_\_\_\_\_  
Signature (person with authority)

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am commissioned as a notary  
(Day) (Month & Year)

Public within the County of \_\_\_\_\_, State of \_\_\_\_\_, and my  
commission expires on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date