



## **LEGAL NOTICE**

**REQUEST FOR BID  
SEALED BID 14-165**

**For**

**ROOF REPLACEMENT PROJECT- ADMINISTRATION BUILDING  
AND  
COUNTY COURTHOUSE**

**For**

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

St. Charles County is seeking bids for **Roof Replacement Project-Administration Building and County Courthouse**. Acceptable roofing system for roof replacement shall be a 4-ply cold processed built up system. The vendor must guarantee the quoted prices for a period of 90 days. 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 thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

## BID INSTRUCTIONS

One original and two [2] signed copies of the bid must be received in a sealed envelope plainly marked “**14-100 ROOF REPLACEMENT PROJECT-ADMINISTRATION BUILDING AND COUNTY COURTHOUSE**” with the date and time of the bid opening in the lower left corner of the envelope. **Acceptable roofing system for roof replacement shall be a 4-ply cold processed built up system.**

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 August 8, 2014 at 3:00 P.M., in Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

**A Mandatory Pre-Bid Site Meeting will be held on August 1, 2014 at 9:00 PM. Contractors are to meet in the lobby of the Administration Building located at 201 North Second Street St. Charles, MO 63301.**

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

Any 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 Street  
St. Charles, Missouri 63301

### **Inquiries about the specifications should be made to:**

Michael Buford, Director  
Facility Maintenance Department  
300 North Second Street, Room 101  
St. Charles, Missouri 63301  
Phone: (636) 949-7339  
Fax: (636) 949-3014  
[Mbuford@sccmo.org](mailto:Mbuford@sccmo.org)

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **3:00 PM** on **8/4/2014**. 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. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.*

*Any Offeror engaging in such prohibited communications 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 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 three [3] 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 entity within the St. Charles County 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. 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.
- Time of delivery, installation, and system implementation is part of the consideration and must be stated in definite terms if different than listed above, as this must be a factor in making the award. If time varies on different items, the bidder shall so state. It is anticipated that the contract awarded to the successful bidder will include penalties for deadlines that may be missed as a result of acts or omissions of the supplier.
- The bidder shall hold St. Charles County, their officers, agents and employees harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used under this bid call.

➤ **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 name the County as an additional insured and provide for thirty (30) days written notice prior to any material changes or cancellation.

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.

➤ **Bonds:** The following Bond types are required:

Performance Bond- A 100% Performance and Payment Bond in favor of the Owner. The Security Co. representing Contractor must be authorized to do business in the State of Missouri and be approved by Owner.

Bid Bond- A 5% deposit of the bid total, presented in the form of a cashier's check, Certified check, or bid bond, made payable to St. Charles County.

➤ Reliance

Seller acknowledges that it is and that buyer relies upon seller as an expert, fully competent in all phases involved in producing, testing and developing, installing, modifying, altering, reconditioning, stocking, servicing and integrating the equipment and/or systems furnished hereunder, and in training of buyer personnel.

In this context, seller agrees that it will not deny any responsibility or obligation to buyer on the ground that any such phase was originated or accomplished by buyer. Seller shall be responsible for the equipment and/or systems furnished hereunder as though said phases as set forth above were originated and accomplished by it.

More specifically, and without limiting the above, buyer in originating, furnishing or approving any specification, drawing, plan, change, schedule or other document or part thereof, or any test report, or in accepting any systems, neither accepts responsibility for, nor relieves seller from the performance of all terms and conditions of the Request For Proposal, and any contract that may be awarded. Any such acts by buyer shall not modify, impair, or abrogate any rights of buyer under this Request for Proposal and any subsequent contract.

Indicate acceptance of the all Bid Instructions  
Terms and Conditions

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**Certification**

The contractor understands and agrees that by signing the Bid document, the contractor certifies the following:

The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the contractor is found to be in violation of this requirement or applicable federal, state and /or local laws and/or regulations, and if the County of St. Charles has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the County shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the County.

The contractor agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.

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## **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 and E-Verify MOU signature page 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**

St. Charles County Government is seeking bids for the Roof Replacement for the Courts Building located at 300 North Second Street and the Administration Building located at 201 North Second St. St. Charles, MO 63301. The acceptable roofing system shall be a 4-ply cold processed built up. Contractors will be required to provide product specification for the roof system they are bidding. The completed project must meet the following specifications:

### **General Conditions for Execution of Contract**

- The Contractor must supply all labor and material as required to execute the contract.
- The Contractor must comply with all provisions of the Prevailing Wage Law under **Annual Wage Order #21 as amended 6/27/2014** for this project. The contractor will forfeit a **penalty** to the County of \$100 per day (or portion of a day) if a worker is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor (see section 290.250, RSMo). **Certified payroll shall be submitted with request for payment.**
- The Contractor **is required to provide a Bid Bond** for this agreement as defined in the above "Terms and Conditions".
- The Contractor **must provide a Performance and Payment Bond** for this agreement as defined in the above "Terms and Conditions".
- The Contractor must comply with all Federal and State Employment / Labor regulations including those from the U.S. "Occupational Safety and Health Administration".
- The Contractor must provide all applicable Liability Insurance Certificates to the County upon the award of the bid.
- The Contractor must specifically claim any exclusions or deviations from the bid specifications. The Contractor must submit any such exclusions or deviations with their proposal.
- The Contractor must provide the names of at least three customer references with the proposal submitted. The Contractor shall have completed similar projects for the reference customers in the previous two years.
- The Contractor must not include any permit fees in the proposal submitted to the County.
- The Contractor must provide a Manufacturer's factory warranty for the new single ply Roofing System. The warranty shall cover material and performance for a minimum period of twenty years.
- The Contractor must provide a written warranty for the new Roofing System. The warranty shall cover material, workmanship, and performance for a minimum period of two years in addition to the individual factory warranties offered by the manufacturers.
- The Contractor must complete the project within 90 days after the contract has been awarded by the County.

### **Payment Schedule**

- The Contractor shall apply for the following payments during the execution of the contract.
- 90% of the total contract value payable upon substantial completion of the project.
  - Final 10% of the total contract value payable upon satisfactory completion of the project and the complete submittal of Project close-out documents. Project close-out documentation includes the compilation of manufacturer's information and warranties, Lien Waivers, and Prevailing Wage compliance documentation.



## Site Access for Execution of Contract

- The various roof areas of the Courts Building are accessible to Contractor Personnel from the sixth floor of the Courts Building. The Courts Building will be made available to the Contractor from 7:30 am to 4:00 pm on conventional business days (Monday through Friday) during the execution of the contract.
- As a service elevator is not available in this building, Contractor Personnel will be allowed to use the Public elevators in the building if precautions are utilized to prevent damage to the floor coverings located in the building from the public elevators to the roof access ladder.
- The County may provide extended hours of building access upon request of the Contractor during the execution of the contract.
- The alley located immediately east of the Courts Building can be used for the temporary staging of trucks and material handling equipment as required for the Contractor to execute the contract. The staging of equipment and trucks must be coordinated with the Facilities Management Department with a minimum of 48 hours advance notice. Trucks or equipment will not be allowed to remain staged in the alley after business hours.
- Parking spaces on the south side of Adams Street from the alley to Second Street will be reserved by the County for utilization by the Contractor during the execution of the Contractor. The Contractor must provide the Facilities Management Department with a minimum of one week advance notice to reserve these parking spaces for the Contractor.

## Facility Information

- The entire Roofing System of the Courts Building and Administration building is being replaced under the project scope of work. Portions of the Roofing System located at both locations have already been replaced. There is approximately 8,000 sq.ft. to be replaced at the Courts Building and 13,000 sq.ft at the Administration Building to be replaced. There is a recent infrared of the damaged area at the Administration building available. The Courts building areas that were wet have already been replaced.
- Material handling equipment and debris chutes must be capable of safely accommodating this difference in elevations at each location.
- The existing roofing system on the subject area of the Courts/Administration Building is tapered insulation installed on a concrete roof deck with a PIB single ply rubber membrane and rock ballast. The Contractor is responsible for verifying the amount of existing roof area as well as the amount of rock ballast where present on the existing roofing system before submitting their bid.

## **Grade Level Safety and Debris / Material Control**

- The Contractor must barricade areas and provide personnel as required to prevent Pedestrians and Vehicles from passing within grade level areas that could be subjected to falling materials as well as areas that could interfere with the operation of material handling equipment.
- The Contractor must inspect temporary debris chutes or other methods constructed to contain and or convey construction debris at the beginning of each workday. The Contractor is responsible for maintaining control of all roofing debris from the time it is removed from the roof until that time that it leaves the County premises.
- The Contractor is responsible for maintaining control of all construction materials from the time it is received on the County premises until the time it is installed. The County does not have the capability to securely store construction materials for the Contractor within the Courts Building.
- The Contractor must not store materials on the roof of the Courts Building in a manner that results in a condition of dangerous concentrated loading on the roof of the Courts Building.

## **Final Documentation**

- The Contractor must compile and provide the Manufacturer's literature for all components utilized in the Roofing System.
- The Contractor must generate, compile, and submit applicable "Lien Waivers" to the County for the material and labor utilized in the project.
- The Contractor must submit an affidavit of "Prevailing Wage Compliance" to the County.
- The Contractor must submit a written warranty statement including the effective date and the duration of the warranty for materials and workmanship.
- The Contractor must submit a written Roofing System warranty statement from the manufacturer for the accepted installation of the Roofing System.

**Attached please find the Roofing Specification Book and for this project**

## 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: \_\_\_\_\_

**BID SUMMARY SHEET**

**14-165**

**ROOF REPLACEMENT PROJECT-ADMINISTRATION BUILDING AND  
COUNTY COURTHOUSE**

1. Administration Building Bid Price: \$ \_\_\_\_\_  
(to include 25 yr Warranty)

Manufacture of system bid: \_\_\_\_\_

2. County Courthouse Bid Price: \$ \_\_\_\_\_  
(to include 25 yr Warranty)

Manufacture of system bid: \_\_\_\_\_

3. **Total Bid Price \$** \_\_\_\_\_

4. Please describe and discuss Warranty issued with roofs provided and any cost associated with the warranty during the 25 year life of the roof.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach additional pages if necessary)

**Customer References** (Similar work performed during the last 24 months)

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_

Exclusions or deviations claimed by Contractor (if any) must be explained on the **Exception Sheet** included in the bid packet.

\_\_\_\_\_  
Authorized signature

**Date** \_\_\_\_\_

**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**

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the County for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

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.)

\_\_\_\_\_  
**Authorized Representative's Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**E-Mail Address**

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)

\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

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

\_\_\_\_\_  
**Date**

**American Made:**

In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency where the purchase, lease or contract involves the expenditure of twenty-five thousand dollars (\$25,000) or more, shall be manufactured or produced in the United States. Section 34.350.2(1) of that Act specifies that the term “public agency” includes all political subdivisions of the State of Missouri, which definition includes counties.

The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.

If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Department Head or Elected Official bears the burden of certification as required prior to the award of a contract.

In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.



**EXHIBIT A**

**ST. CHARLES COUNTY  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

**Section A – All Products Are Manufactured or Produced In U.S.**

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

**If Section A is completed, do not complete Section B.**

**Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.**

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

**Section C – Products May Qualify Because of Qualifying Treaty**

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

**SECTION C**

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME