



STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT

**RETURN AMENDMENT NO LATER THAN APRIL 23, 2019 TO:**

Steven W. Beeson, Procurement Officer I

[steven.beeson@doc.mo.gov](mailto:steven.beeson@doc.mo.gov)

(573) 526-6590 (Phone)

(573) 522-1562 (Fax)

FMU/PURCHASING SECTION

P.O. BOX 236

JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
April 2, 2019	Attn: Nathan Hammock, Owner Total Extermination Services dba X-Pests P.O. Box 72 Augusta, MO 65332	Amendment 003 Y17708417	Pest Control Services for Transition Center of St. Louis

**CONTRACT Y17708417 IS HEREBY AMENDED AS FOLLOWS:**

Pursuant to paragraphs 3.1.2 and 3.1.3 on page 14, the Missouri Department of Corrections desires to renew the above-referenced contract for the period of August 15, 2019 through August 14, 2020.

All other terms, conditions, and provisions of the previous contract period, including pricing, shall remain and apply hereto.

If in agreement, the contractor shall complete, sign, and return this document as acceptance on or before the date indicated above.

**IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.**

Company Name: X-Pests

Mailing Address: P.O. Box 72

City, State, Zip: Augusta, Mo 63332

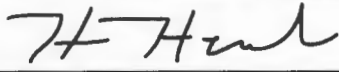
Telephone: 636-357-4432

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

MissouriBUYS SYSTEM ID: 106527

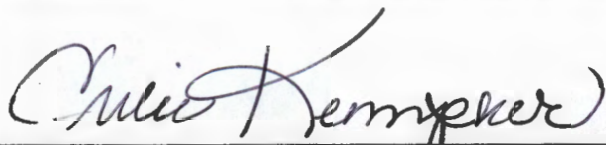
Email: nhammock@x-pests.com

Authorized Signer's Printed Name and Title: Nathan Hammock Owner

Authorized Signature: 

Date: 4/25/19

**THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.**



Julie Kempker, Director, Division of Probation and Parole

5-6-19  
Date



STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT

**RETURN AMENDMENT NO LATER THAN FEBRUARY 21, 2019 TO:**

Steven W. Beeson, Procurement Officer I  
[steven.beeson@doc.mo.gov](mailto:steven.beeson@doc.mo.gov)  
(573) 526-6590 (Phone)  
(573) 522-1562 (Fax)  
FMU/PURCHASING SECTION  
P.O. BOX 236  
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
January 10, 2019	Attn: Nathan Hammock, Owner X-Pests P.O. Box 72 Augusta, MO 65332	Amendment 002 Y17708417	Pest Control Services for Transition Center of St. Louis

**THE CONTRACT ENTERED INTO ON 12/18/2017 BETWEEN TOTAL EXTERMINATION SERVICES AND THE MISSOURI DEPARTMENT OF CORRECTIONS IS HEREBY AMENDED AS FOLLOWS:**

Effective on the date of final signatures below, the contract is assigned to Total Extermination Services dba X-Pests, per the attached documentation.

All other terms, conditions, and provisions of the previous contract period, including all prices, shall remain the same and apply hereto.

The contractor shall complete, sign, and return this document as acceptance on or before the date indicated above.

Further, the contractor agrees to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and likewise agrees that when this document is countersigned by an authorized official of the Missouri Department Of Corrections, a binding contract shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its' principals are not suspended or debarred by the federal government.

**IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.**

Company Name: X-Pests

Mailing Address: P.O. Box 72

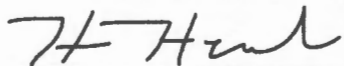
City, State, Zip: Augusta, Mo 63332

Telephone: 636-357-4432 Fax: \_\_\_\_\_

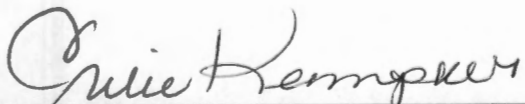
MissouriBUYS SYSTEM ID: 106527

Email: nhammock@x-pests.com

Authorized Signer's Printed Name and Title: Nathan Hammock Owner

Authorized Signature:  Date: 1/25/19

**THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.**



Julie Kempker, Director, Division of Probation and Parole

2-8-19  
Date





STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT

RE: Y17708417

(Contract Number)

ASSIGNOR	ASSIGNEE
Total Extermination Services	X-Pests
MAILING ADDRESS	MAILING ADDRESS
P.O. Box 72	P.O. Box 72
CITY, STATE, ZIP	CITY, STATE, ZIP
Augusta, Mo 63332	Augusta, Mo 63332
TELEPHONE	TELEPHONE
636-357-4432	636-357-4432
FAX	FAX
N/A	N/A
E-MAIL ADDRESS	E-MAIL ADDRESS
nhammock@totalexterminationsservice.com totalexterminationsservices@hotmail.com	nhammock@x-pests.com info@x-pests.com

The Assignor, as named above, assigns the contract in its entirety to the Assignee, as named above.

The Assignee shall honor and comply with all terms and conditions, requirements and specifications of the contract, and hereby entitles the Missouri Department of Corrections to performance by Assignee of all obligations under the contract. This assignment does not entitle the Assignee to receive payment in any amount above that which the Assignor would otherwise receive. In addition, the Assignee releases the Department from all responsibilities for payment made previously to the Assignor pursuant to the contract.

The Assignee agrees that any payments made by the Department pursuant to the contract, including all payments assigned to the Assignee, shall be contingent upon the performance of the Assignee in accordance with all terms and conditions, requirements, and specifications of the contract, and the approval and acceptance of such performance by the Department.

This Agreement and Consent shall not be final until it is incorporated into the subject contract by formal amendment subject to approval and acceptance by the Department, Division of Purchasing.

IN WITNESS THEREOF, the parties hereto have executed this Agreement and Consent on the date as stated below.

Assignor:

Assignee:

AUTHORIZED SIGNATURE	AUTHORIZED SIGNATURE
PRINTED NAME	PRINTED NAME
Nathan Hammock	Nathan Hammock
TITLE	TITLE
Owner	Owner
DATE	DATE
1/3/19	1/3/19
FEIN	FEIN
46-1032868	46-1032868
VENDOR NUMBER	VENDOR NUMBER
4610328680-0	4610328680-0





STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT

RETURN AMENDMENT NO LATER THAN AUGUST 3, 2018 TO:

Cynthia Adkins, Procurement Officer I

[cynthia.adkins@doc.mo.gov](mailto:cynthia.adkins@doc.mo.gov)

(573) 526-6402 (Phone)

(573) 522-1562 (Fax)

FMU/PURCHASING SECTION

P.O. BOX 236

JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
July 27, 2018	Attn: Nathan Hammock, Owner Total Extermination Services P.O. Box 72 Augusta, MO 65332	Amendment 001 Y17708417	Pest Control Services for Transition Center St. Louis

CONTRACT Y17708417 IS HEREBY AMENDED AS FOLLOWS:

Pursuant to paragraphs 3.1.2 and 3.1.3 on page 14, the Missouri Department of Corrections desires to renew the above-referenced contract for the period of August 15, 2018 through August 14, 2019. All references to St. Louis Community Release Center (SLCRC) shall be amended to Transition Center St. Louis (TCSTL).

Pursuant to EXHIBIT A, Pricing Page, on pages 24 through 25, the Missouri Department of Corrections hereby desires to amend the contract prices below to be as follows:

Line Item 001	Bi-Monthly Pest Control Services	\$228.38, per treatment
Line Item 002	Monthly Pest Control Services	\$228.38, per treatment
Line Item 003	Emergency Pest Control Services	\$177.63, per treatment

All other terms, conditions, and provisions of the previous contract period shall remain and apply hereto.

The contractor shall complete, sign, and return this document as acceptance on or before the date indicated above.

\*\*\*\*\*  
IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.

Company Name: T.E.X.S. TOTAL EXTERMINATION SERVICES LLC

Mailing Address: P.O. Box 72

City, State, Zip: AUGUSTA, MO 65332

Telephone: 636-357-4432 Fax: \_\_\_\_\_

MissouriBUYS SYSTEM ID: 106527

Email: nhammock@totalexterminationervice.com

Authorized Signer's Printed Name and Title: NATHAN HAMMOCK OWNER

Authorized Signature: [Signature] Date: 8/30/18

THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.

[Signature]

9-14-18

Julie Kempker, Director, Division of Probation and Parole

Date

## INVITATION FOR BID



**Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive, P.O. Box 236  
Jefferson City, MO 65102**

**Buyer of Record:  
Diana Fredrick, CPPB  
Procurement Officer II  
Telephone: (573) 526-0591  
[Diana.fredrick@doc.mo.gov](mailto:Diana.fredrick@doc.mo.gov)**

## IFB931Y17708417 ADDENDUM 001

**Pest Control Services**

**FOR**

**Department of Corrections  
St. Louis Community Release Center**

**Contract Period: Date of Award through One Year  
Date of Issue: July 13, 2017  
Page i of 42**

**Bids Must Be Received No Later Than:**

**2:00 p.m., Thursday, July 27, 2017**

Bids may be submitted electronically through MissouriBUYS only or a hard-copy bid may be submitted. Hard-copy bids must be **SEALED** and be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102. The vendor should clearly identify the IFB number on the lower right or left-handed corner of the container in which the bid is submitted to the Department. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding contract, as defined herein, shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its principals are not suspended or debarred by the federal government.

Company Name: Total Extermination Services LLC  
Mailing Address: P.O. Box 72  
City, State, Zip: Augusta, Mo, 65332  
Telephone: 636-357-4432 Fax: \_\_\_\_\_  
MissouriBUYS SYSTEM ID: 106527  
Email: nhammock@totalexterminationservice.com  
Authorized Signer's Printed Name and Title: Nathan Hammock OWNER  
Authorized Signature: [Signature] Date: 8/1/17

**NOTICE OF AWARD:** This bid is accepted by the Missouri Department of Corrections as follows: In it's entirety:

Contract No. Y17708417

[Signature: Kenny Jones]  
Kenny Jones, Chairman of the Board, Division of Probation and Parole

8-15-17  
Date

*The original cover page, including addendums, should be signed and returned with the bid.*

## EXHIBIT C, Continued

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

## BOX C – AFFIDAVIT ON FILE – CURRENT BUSINESS ENTITY STATUS

I certify that Total Extermination Services (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed by the vendor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency to Which Previous E-Verify Documentation Submitted:

Missouri Department of Natural Resources

Date of Previous E-Verify Documentation Submission: 11/29/16

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted:  
RFPS 300349017004110  
 (if known)

Nathan Hammock  
 Authorized Business Entity Representative's  
 Name (Please Print)

[Signature]  
 Authorized Business Entity  
 Representative's Signature

1146906  
 E-Verify MOU Company ID Number

nhammock@totalexterminationervice.com  
 E-Mail Address

Total Extermination Services  
 Business Entity Name

8/1/17  
 Date

## FOR STATE USE ONLY

Documentation Verification Completed By:

\_\_\_\_\_  
 Procurement Officer

\_\_\_\_\_  
 Date

END OF EXHIBIT C

**EXHIBIT E**  
**Miscellaneous Information**

**Employee Bidding/Conflict of Interest**

Vendors who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the vendor and/or any of the owners of the vendor's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:		
	In what office/agency are they employed?	
	Employment Title:	
Percentage of ownership interest in vendor's organization:		_____%

**Missouri Department of Agriculture Certified Applicator license** – State license number and expiration date:

License Number C18885

Expiration Date 7/31/17 Renewed

**Personnel** – Provide a list of employees who will be providing pest control services. (Use additional sheets if necessary)

EMPLOYEE NAME	LICENSE NUMBER	EXPIRATION DATE
Nathan Hammock	C18885	7/31/17 Renewed

**END OF EXHIBIT E**

**EXHIBIT F**  
**Current/Prior Experience**

**Current/Prior Contracts:** The vendor should provide at least three (3) references for which the vendor has provided or is currently providing pest control services within the past three (3) years that are similar in size and scope to the services being required herein.

COMPANY/INSTITUTION	CONTACT NAME, PHONE NUMBER & EMAIL	DATES OF SERVICE PROVIDED	TOTAL SQUARE FOOTAGE OF FACILITY SERVICED
Stone Creek Living	Diona Jett 636-368-6865	Monthly & Bi-Monthly 2016 to present	400,000 Sq. Ft.
John Ci's Tap Room August Brewing Co.	Jerry Heisler 636-667-8103	2014 to Present	40,000 Sq. Ft.
True Manufacturing (Wildlife Removal Only)	Erica Conto 636-240-2406 EConto@Fruemfg.com	2015 to Present	Over 2,000,000 Sq. Ft.
			_____ Sq. Ft.
			_____ Sq. Ft.

END OF EXHIBIT F



## **Fredrick, Diana**

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**From:** nathan hammock <TotalEXterminationServices@hotmail.com>  
**Sent:** Wednesday, August 09, 2017 8:38 PM  
**To:** Fredrick, Diana  
**Subject:** Re: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center  
**Attachments:** E VERIFY001.pdf

Hello Diana,

I have attached the MOU documents that were requested, we appreciate your help with this new adventure that we are on with E Verify. It has been a little confusing. Hopefully this will get us on the right track.

Thank you,

### **Chelsea J Henderson**

Executive Assistant  
Total Extermination Services  
(636) 667-9910  
[www.totalexterminationsservice.com](http://www.totalexterminationsservice.com)

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**From:** Fredrick, Diana <Diana.Fredrick@doc.mo.gov>  
**Sent:** Wednesday, August 9, 2017 8:41 AM  
**To:** 'nathan hammock'  
**Subject:** RE: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

Good morning Nathan,

Unfortunately, no. I need either the E-Verify Employment Eligibility Verification page listing the business name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the business name and MOU signature page completed and signed by the vendor and the Department of Homeland Security. The documentation you sent me is from the E-Verify Employer Wizard. If you notice at the bottom of this document, it states "View MOU". Open that and print it and send it to me.

Thank you!

*Diana Fredrick, CPPB*  
Missouri Department of Corrections, Central Office  
Fiscal Management Unit, Purchasing  
Phone: 573-526-0591  
Fax - 573-522-1562  
My office hours are from 8:30 AM to 1:30 PM and 2:00 PM to 5:00 PM

For Bidding Opportunities, please click here: <http://doc.mo.gov/DHS/Contracts.php>

Purchasing Section - Missouri Department of Corrections

doc.mo.gov

The Purchasing Section is responsible for the development and procurement of professional and general service, and commodity contracts. These contracts provide ...

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**From:** nathan hammock [mailto:TotalEXterminationServices@hotmail.com]  
**Sent:** Wednesday, August 09, 2017 8:21 AM  
**To:** Fredrick, Diana  
**Subject:** Re: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

Good Morning Diana,  
I hope this is what you needed for e verify. Please let me know if you need anything else. Chelsea Henderson is my office assistant.  
Thank you,

**Nathan Hammock**  
Owner  
Total Extermination Services  
(636) 357-4432  
[www.totalexterminationsservice.com](http://www.totalexterminationsservice.com)



Pest Control | Termite Services | St. Charles |  
St. Louis MO

[www.totalexterminationsservice.com](http://www.totalexterminationsservice.com)

We are a pest control, termite, and animal control company serving St. Charles County, St. Louis County and surrounding area. From raccoons and moles to bugs ...

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**From:** Fredrick, Diana <[Diana.Fredrick@doc.mo.gov](mailto:Diana.Fredrick@doc.mo.gov)>  
**Sent:** Tuesday, August 8, 2017 11:02 AM  
**To:** 'nathan hammock'  
**Subject:** RE: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

Thank you Nathan. As soon as I receive the E-verify document, I can move forward.

**Diana Fredrick, CPPB**  
Missouri Department of Corrections, Central Office  
Fiscal Management Unit, Purchasing

Phone: 573-526-0591  
Fax - 573-522-1562  
My office hours are from 8:30 AM to 1:30 PM and 2:00 PM to 5:00 PM

For Bidding Opportunities, please click here: <http://doc.mo.gov/DHS/Contracts.php>

## Purchasing Section - Missouri Department of Corrections

doc.mo.gov

The Purchasing Section is responsible for the development and procurement of professional and general service, and commodity contracts. These contracts provide ...

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**From:** nathan hammock [<mailto:TotalEXterminationServices@hotmail.com>]  
**Sent:** Tuesday, August 08, 2017 10:49 AM  
**To:** Fredrick, Diana  
**Subject:** Re: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

here are tow of the requested documents.

I was unable to find my documentation for e verify. I have my HR working on re establishing our documentation for e verify today. I hope to have that to you today or early tomorrow.

Thank you,

### Nathan Hammock

Owner  
Total Extermination Services  
(636) 357-4432  
[www.totalexterminationsevice.com](http://www.totalexterminationsevice.com)

---

**From:** Fredrick, Diana <[Diana.Fredrick@doc.mo.gov](mailto:Diana.Fredrick@doc.mo.gov)>  
**Sent:** Wednesday, August 2, 2017 3:01 PM  
**To:** 'nathan hammock'  
**Subject:** RE: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

Thank you.

*Diana Fredrick, CPPB*  
Missouri Department of Corrections, Central Office  
Fiscal Management Unit, Purchasing  
Phone: 573-526-0591  
Fax - 573-522-1562  
My office hours are from 8:30 AM to 1:30 PM and 2:00 PM to 5:00 PM

For Bidding Opportunities, please click here: <http://doc.mo.gov/DHS/Contracts.php>

## Purchasing Section - Missouri Department of Corrections

doc.mo.gov

The Purchasing Section is responsible for the development and procurement of professional and general



service, and commodity contracts. These contracts provide ...

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**From:** nathan hammock [<mailto:totalexterminationsservices@hotmail.com>]

**Sent:** Wednesday, August 02, 2017 1:45 PM

**To:** Fredrick, Diana

**Subject:** Re: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

I will get that to you asap.

thank you

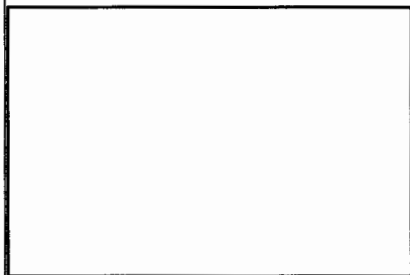
Thank you,

Nathan Hammock

Total EXtermination Services

636-357-4432

[www.totalexterminationsservices.com](http://www.totalexterminationsservices.com)



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Total Extermination Services - T.Ex.S. | Home

[www.totalexterminationsservices.com](http://www.totalexterminationsservices.com)

Total Extermination Services is a pest control company that specializes in providing you with safe pest control services.

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----- Original message -----

**From:** "Fredrick, Diana" <[Diana.Fredrick@doc.mo.gov](mailto:Diana.Fredrick@doc.mo.gov)>

**Date:** 8/2/17 12:05 PM (GMT-06:00)

**To:** 'nathan hammock' <[TotalEXterminationServices@hotmail.com](mailto:TotalEXterminationServices@hotmail.com)>

**Subject:** RE: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

Hi Nathan,

Thank you for sending the required documentation in order to continue with the evaluation of your bid. Unfortunately, the Missouri Department of Natural Resources did not send your E-Verify information to the Missouri Office of Administration (OA) to be documented. That being said, I will need you to complete pages 29 and 30 and return to me along with the documentation listed on page 29. Once I receive this, I will send a copy to the OA and it will be good for one year. You will need to submit an Affidavit of Work Authorization yearly after that. If possible, please provide this documentation to me by the end of the week. If you need another copy of the IFB, please let me know.

Thank you,

*Diana Fredrick, CPPB*

Missouri Department of Corrections, Central Office

Fiscal Management Unit, Purchasing

Phone: 573-526-0591

Fax - 573-522-1562

My office hours are from 8:30 AM to 1:30 PM and 2:00 PM to 5:00 PM

For Bidding Opportunities, please click here: <http://doc.mo.gov/DHS/Contracts.php>

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**From:** nathan hammock [<mailto:TotalExterminationServices@hotmail.com>]

**Sent:** Tuesday, August 01, 2017 12:24 PM

**To:** Fredrick, Diana

**Subject:** Re: IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

Please let me know if you need anything else.

Thank you,

**Nathan Hammock**

Owner

Total Extermination Services

(636) 357-4432

[www.totalexterminationsservice.com](http://www.totalexterminationsservice.com)

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**From:** Fredrick, Diana <[Diana.Fredrick@doc.mo.gov](mailto:Diana.Fredrick@doc.mo.gov)>

**Sent:** Thursday, July 27, 2017 3:15 PM

**To:** nathan hammock ([TotalExterminationServices@hotmail.com](mailto:TotalExterminationServices@hotmail.com))

**Subject:** IFB931Y17708417 - Pest Control Services for St. Louis Community Release Center

Mr. Hammock,

Thank you for your bid submission under the above subject IFB. Please complete, download, and email or fax (573-522-1562) to me the following pages of the IFB so we can continue with our evaluation of your bid.

1. Addendum 1 IFB Cover Page
2. Page 25 of EXHIBIT A, Pricing Page
3. EXHIBIT C, Page 28, 29 or 31, (whichever applies to your business) and page 30 (must be completed and notarized). If you are using Box B on page 29, please also include the required documentation from E-Verify as stated.
4. EXHIBIT D
5. Revised EXHIBIT E

I have attached a copy of the IFB for your convenience. Please have these completed documents to me no later than August 1, 2017.

Thank you,

*Diana Fredrick, CPPB*

Missouri Department of Corrections, Central Office

Fiscal Management Unit, Purchasing

Phone: 573-526-0591

Fax - 573-522-1562

My office hours are from 8:30 AM to 1:30 PM and 2:00 PM to 5:00 PM

For Bidding Opportunities, please click here: <http://doc.mo.gov/DHS/Contracts.php>

## Purchasing Section - Missouri Department of Corrections

[doc.mo.gov](http://doc.mo.gov)

The Purchasing Section is responsible for the development and procurement of professional and general service, and commodity contracts. These contracts provide ...



**EXHIBIT A**  
**Pricing Page**

**Pest Control Services** - The vendor shall provide a firm, fixed price below for the original contract period for providing services in accordance with the provisions and requirements specified herein. All costs associated with providing Pest Control Services shall be included in the stated prices.

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	ORIGINAL CONTRACT PERIOD FIRM FIXED PRICE
1	<b>UNSPSC Code: 72102100</b> Bi-Monthly (2 times each month) Pest Control Services (includes glue boards as specified in paragraph 2.2.2)	24	\$ <u>225.<sup>00</sup></u> Per Treatment
2	<b>UNSPSC Code: 72102100</b> Monthly (1 time each month) Pest Control Service	12	\$ <u>225.<sup>00</sup></u> Per Treatment
3	<b>UNSPSC Code: 72102100</b> Emergency Pest Control Service	1	\$ <u>175.<sup>00</sup></u> Per Treatment

**Renewal Option Pricing** - The vendor must indicate below the maximum allowable percentage of price increase or guaranteed minimum percentage of price decrease applicable to the above pricing for the renewal option years. If a percentage is not stated (e.g. left blank, page not returned, etc.), the Department shall have the right to execute the option at the same price(s) stated for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.

All increases or decreases shall be calculated against the *original* contract price, not against the previous year's price. A cumulative calculation shall not be utilized.

LINE ITEM	Potential Renewal Period	Maximum Increase		Minimum Decrease
4	First Renewal Period	Original Price + <u>1.5</u> %	OR	Original Price - ____%
5	Second Renewal Period	Original Price + <u>1.5</u> %	OR	Original Price - ____%

~ Do not complete both a maximum increase and a minimum decrease for the same renewal period. ~

**Delivery:** The desired delivery is fifteen (15) calendar days after receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: \_\_\_\_\_ days ARO.

**Vendor's Acceptance of the State Purchasing Card (Visa):**

The vendor should indicate agreement/disagreement to allow the Department to make purchases using the state purchasing card (Visa). If the vendor agrees, the vendor shall be responsible for all service fees, merchant fees and /or handling fees. Furthermore, the vendor shall agree to provide the items/services at the prices stated herein:

Agreement \_\_\_\_\_ Disagreement \_\_\_\_\_

**EXHIBIT A. Pricing Page** continued on the next page

**EXHIBIT A, Pricing Page continued****Terms:**

The vendor should state below its discount terms offered for the prompt payment of invoices:

2 % if paid within 15 days of receipt of invoice

**Web Site:**

The vendor should state web site address if online invoicing is available: totalexterminationervice.com

By signing below, the vendor hereby declares understanding, agreement and certification of compliance to provide the item(s) at the prices quoted, in accordance with all requirements and specifications contained herein and in accordance with the Terms and Conditions. The vendor further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid.

Company Name: Total Extermination Service LLC

Printed Name: Nathan Hammock Email: nhammock@totalexterminationervice.com

Authorized Signature:  Date: 8/1/17

**END OF EXHIBIT A, Pricing Page**

## EXHIBIT C, Continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

## BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that Total Extermination Services (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Nathan Hammock

Authorized Business Entity Representative's  
Name (Please Print)

[Signature]

Authorized Business Entity  
Representative's Signature

Total Extermination Services

Business Entity Name

8/3/17

Date

nhammock@totalexterminationservices.com

E-Mail Address

As a business entity, the vendor must perform/provide each of the following. The vendor should check each to verify completion/submission of all of the following:

- ☒ Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;
- AND
- ☒ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the vendor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed, at minimum, by the vendor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the vendor's name and company ID, then no additional pages of the MOU must be submitted;
- AND
- ☒ Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT C, (Continued on next page)



## EXHIBIT C, Continued

**AFFIDAVIT OF WORK AUTHORIZATION:**

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

Comes now Nathan Hammock (Name of Business Entity Authorized Representative) as Owner (Position/Title) first being duly sworn on my oath, affirm Total Extermination Services (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 State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Total Extermination Services (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under 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.)*

[Signature] Nathan Hammock  
Authorized Representative's Signature Printed Name

Owner 8/4/17  
Title Date

totalexterminationsever.com [blank]  
E-Mail Address E-Verify Company ID Number

Subscribed and sworn to before me this 4 of August 2017. I am commissioned  
(DAY) (MONTH, YEAR)

as a notary public within the County of St. Charles,  
(NAME OF COUNTY)

State of Missouri, and my commission expires on 7-12-2020.  
(NAME OF STATE) (DATE)

[Signature] 8-4-17  
Signature of Notary Date



LEAH D. MURPHY  
My Commission Expires  
July 12, 2020  
St. Charles County  
Commission #15446430

EXHIBIT C. (Continued on next page)

**EXHIBIT D****Missouri Secretary of State/Authorization to Transact Business**

In accordance with section 351.572.1, RSMo, the Department is precluded from contracting with a vendor or its affiliate who is not authorized to transact business in the State of Missouri. Vendors must either be registered with the Missouri Secretary of State, or exempt per a specific exemption stated in section 351.572.1, RSMo.  
(<http://www.moga.mo.gov/mostatutes/stathtml/35100005721.html>).

If the vendor is registered with the Missouri Secretary of State, the vendor shall state legal name or charter number assigned to business entity

Legal Name: T.E.X.S Total Extermination Services LLC

Missouri State Charter # 1250617

If the vendor is not required to be registered with the Missouri Secretary of State, the vendor shall state the specific exemption stated per section 351.572.1, RSMo.

State specific exemption \_\_\_\_\_  
(List section and paragraph number)

Stated in section 351.572.1 RSMo,

\_\_\_\_\_  
(State Legal Business Name)

**END OF EXHIBIT D**

**EXHIBIT E**  
**Miscellaneous Information**

**Employee Bidding/Conflict of Interest**

Vendors who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the vendor and/or any of the owners of the vendor's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:	
In what office/agency are they employed?	
Employment Title:	
Percentage of ownership interest in vendor's organization:	%

**REVISED BY ADDENDUM 001**

**Missouri Department of Agriculture USA Plants ID#** — C18885

**REVISED BY ADDENDUM 001**

**Personnel** – Provide a list of employees who will be providing pest control services. (Use additional sheets if necessary)

EMPLOYEE NAME	LICENSE NUMBER	CATEGORIES	EXPIRATION DATE
Nathan Hammock	C18885	7A, 7B	7-31-2018

**END OF EXHIBIT E**



Company ID Number: 1146906

Approved by:

<b>Employer</b> Total Extermination Services LLC	
<b>Name (Please Type or Print)</b> Nathan Y Hammock	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 11/29/2016
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 11/29/2016

[MOPlants Home Page](#)[Plant Industries Home Page](#)[Feed Info At: data.mo.gov](#)[Pesticide Programs](#)[Pesticide License Search](#)[Product Registration](#)[Nursery Grower/Dealer Search](#)[Logon / Register](#)**Pesticide Business/Applicator Summary**

Pesticide Business/Applicator Information			
USAPlants ID:	000PDW	Entity Type:	Person
First Name:	NATHAN	Last Name:	HAMMOCK
Middle Initial :	Y	Employer:	T.EX.S. LLC
<a href="#">Back</a>			
Address Information			
Address 1:	2 RIVER BLUFF CT	Address 2:	
City:	AUGUSTA	State:	MO
Zip Code:	63332	Phone:	
Program Information			
License Number:	C18885	Expiration Date:	07/31/2018
License Type:	Commercial Applicator	Recertify By Date:	07/31/2018
Insurance Information			
Insurance Expire Date: 01/01/3000			
Categories			
Category			
0-Core			
7A-General Structure Pest Control			
7B-Termite Pest Control			
3 record(s) found.			

[Home](#)

JOHN R. ASHCROFT

MISSOURI  
SECRETARY  
OF STATE

## MISSOURI ONLINE BUSINESS FILING

 Online Help

## Limited Liability Company Details as of 8/10/2017

<b>Business Entity Fees &amp; Forms</b>	<div>✳Required Field</div> <div>File Documents - select the filing from the "Filing Type" drop-down list, then click FILE ONLINE.</div> <div>File Registration Reports - click FILE REGISTRATION REPORT.</div> <div>Copies or Certificates - click FILE COPIES/CERTIFICATES.</div>
<b>Business Entity FAQ</b>	
<b>Business Entity Home Page</b>	
<b>Business Entity Online Filing</b>	
<b>Business Outreach Office</b>	
<b>Business Entity Contact Us</b>	
<b>UCC Online Filing</b>	
<b>Secretary of State Home Page</b>	

RETURN TO  
**SEARCH RESULTS**

Select filing from the list.  
Filing Type    Amendment to Articles of Organization

**FILE ONLINE**

**ORDER COPIES/  
CERTIFICATES**

General Information    Filings    Address    Contact(s)

Name(s) T.EX.S. Total Extermination Services LLC  
Type Limited Liability Company  
Domesticity Domestic  
Registered Agent **UNITED STATES CORPORATION AGENTS, INC.**  
1213 N Kingshighway Suite 102  
Cape Girardeau, MO 63701

Address  
Charter No. LC1250617  
Status Active  
Date Formed 9/18/2012

Duration Perpetual  
Managed by Member

The information contained on this page is provided as a public service, and may change at any time. The State, its employees, contractors, subcontractors or their employees do not make any warranty, expressed or implied, or assume any legal liability for the accuracy, completeness or usefulness of any information, apparatus, product or process disclosed or represent that its use would not infringe on privately-owned rights.

## INVITATION FOR BID



**Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive, P.O. Box 236  
Jefferson City, MO 65102**

**Buyer of Record:  
Diana Fredrick, CPPB  
Procurement Officer II  
Telephone: (573) 526-0591  
Diana.fredrick@doc.mo.gov**

## IFB931Y17708417 ADDENDUM 001

**Pest Control Services**

**FOR**

**Department of Corrections  
St. Louis Community Release Center**

**Contract Period: Date of Award through One Year  
Date of Issue: July 13, 2017  
Page i of 42**

**Bids Must Be Received No Later Than:**

**2:00 p.m., Thursday, July 27, 2017**

Bids may be submitted electronically through MissouriBUYS only or a hard-copy bid may be submitted. Hard-copy bids must be **SEALED** and be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102. The vendor should clearly identify the IFB number on the lower right or left-handed corner of the container in which the bid is submitted to the Department. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding contract, as defined herein, shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its principals are not suspended or debarred by the federal government.

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

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

MissouriBUYS SYSTEM ID: \_\_\_\_\_

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

Authorized Signer's Printed Name and Title: \_\_\_\_\_

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

**NOTICE OF AWARD:** This bid is accepted by the Missouri Department of Corrections as follows:

Contract No. \_\_\_\_\_

\_\_\_\_\_  
Kenny Jones, Chairman of the Board, Division of Probation and Parole

\_\_\_\_\_  
Date

*The original cover page, including addendums, should be signed and returned with the bid.*

# **Solicitation Change Details Report**

**Solicitation no.IFB931Y17708417**

***'Pest Control Services'***

## **Header Information**

There are no changes under this section.

## **Solicitation Fields**

There are no changes under this section.

## **Documents Added**

1. Document: 'IFB931Y17708417-ADDENDUM\_001-Pest\_Control\_Services\_for\_SLCRC.pdf' was added.

## **Solicitation Group Changes**

There are no changes under this section.

## Item Specifications and Quantities

There are no changes under this section.



**Addendum #001 for IFB931Y17708417**

**Title:** Pest Control Services

**Contract Period:** Date of Award through One (1) Year

**PROSPECTIVE VENDORS ARE HEREBY NOTIFIED IFB931Y17708417 IS HEREBY AMENDED AS FOLLOWS:**

1. The following paragraphs contain a change as a result of Addendum #001:
  - 2.4.1 on page 11
  - 3.1.5 on page 15
  - 3.1.10 on page 15

Due to the changes made on page 15, pages 16-18 have also changed.

2. **Exhibit E, Miscellaneous Information** has been revised as a result of Addendum #001:

**All other requirements, specifications, terms and conditions for IFB931Y17708417 remain the same.**

Note: The revisions made as results of this addendum have been *italicized* and **bolded**

## INVITATION FOR BID



**Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive, P.O. Box 236  
Jefferson City, MO 65102**

**Buyer of Record:  
Diana Fredrick, CPPB  
Procurement Officer II  
Telephone: (573) 526-0591  
[Diana.fredrick@doc.mo.gov](mailto:Diana.fredrick@doc.mo.gov)**

# IFB931Y17708417

**Pest Control Services**

**FOR**

**Department of Corrections  
St. Louis Community Release Center**

**Contract Period: Date of Award through One Year  
Date of Issue: July 7, 2017  
Page 1 of 42**

**Bids Must Be Received No Later Than:**

**2:00 p.m., Thursday, July 27, 2017**

Bids may be submitted electronically through MissouriBUYS only or a hard-copy bid may be submitted. Hard-copy bids must be **SEALED** and be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102. The vendor should clearly identify the IFB number on the lower right or left-handed corner of the container in which the bid is submitted to the Department. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding contract, as defined herein, shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its principals are not suspended or debarred by the federal government.

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

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

MissouriBUYS SYSTEM ID: \_\_\_\_\_

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

Authorized Signer's Printed Name and Title: \_\_\_\_\_

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

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

**NOTICE OF AWARD:** This bid is accepted by the Missouri Department of Corrections as follows:

Contract No. \_\_\_\_\_

\_\_\_\_\_  
Kenny Jones, Chairman of the Board, Division of Probation and Parole

\_\_\_\_\_  
Date

*The original cover page, including addendums, should be signed and returned with the bid.*

# Instructions for Submitting a Solicitation Response

The Department of Corrections is now posting some of its bid solicitation documents on the new MissouriBUYS Bid Board (<https://www.missouribuyss.mo.gov>). MissouriBUYS is the State of Missouri's web-based statewide eProcurement system which is powered by WebProcure, through our partner, Perfect Commerce.

For all bid solicitations, vendors now have the option of submitting their solicitation response either as an electronic response or as a hard copy response. As a means to save vendors the expense of submitting a hard copy response and to provide vendors both the ease and the timeliness of responding from a computer, vendors are encouraged to submit an electronic response. Both methods of submission are explained briefly below and in more detail in the step-by-step instructions provided at [https://missouribuyss.mo.gov/pdfs/how\\_to\\_respond\\_to\\_a\\_solicitation.pdf](https://missouribuyss.mo.gov/pdfs/how_to_respond_to_a_solicitation.pdf). (This document is also on the Bid Board referenced above.).

Notice: The vendor is solely responsible for ensuring timely submission of their solicitation response, whether submitting an online response or a hard copy response. Failure to allow adequate time prior to the solicitation end date to complete and submit a response to a solicitation, particularly in the event technical support assistance is required, places the vendor and their response at risk of not being accepted on time.

- **ELECTRONIC RESPONSES:** To respond electronically to a solicitation, the vendor must first register as a vendor with MissouriBUYS by going to the MissouriBUYS Home Page (<https://missouribuyss.mo.gov>), clicking the "Register" button at the top of the page, and completing the Vendor Registration. Once registered the vendor should log back into MissouriBUYS and edit their profile by selecting the organizational contact(s) that should receive an automated confirmation of the vendor's electronic bid responses successfully submitted to the state.

To respond electronically to a solicitation, the vendor must login to MissouriBUYS, locate the desired solicitation on the Bid Board, and, at a minimum, the vendor must read and accept the Original Solicitation Documents and complete pricing and any other identified requirements. In addition, the vendor should download and save all of the Original Solicitation Documents on their computer so that they can prepare their response to these documents. Vendors should upload their completed response to these downloaded documents (including exhibits, forms, and other information concerning the solicitation) as an attachment to the electronic solicitation response. Step-by-step instructions for how a registered vendor responds to a solicitation electronically are available on the MissouriBUYS system at: [https://missouribuyss.mo.gov/pdfs/how\\_to\\_respond\\_to\\_a\\_solicitation.pdf](https://missouribuyss.mo.gov/pdfs/how_to_respond_to_a_solicitation.pdf).

- Vendors are encouraged to submit their entire bid electronically; however in lieu of attaching exhibits, forms, pricing, etc. to the electronic solicitation response, a vendor may submit the exhibits, forms, pricing, etc. through mail or courier service. However, any such submission must be received prior to the solicitation's specified end date and time. Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any hard copy solicitation response documents submitted through mail or courier service.
- In the event a registered vendor electronically submits a solicitation response and also mails hard copy documents that are not identical, the vendor should explain which response is valid for the state's consideration. In the absence of such explanation, the state reserves the right to evaluate and award the response which serves its best interest.

**Addendum Document:** If an addendum document has been issued, please follow these steps to accept the addendum document(s).

1. If you have not accepted the original solicitation document go to the **Overview** page, find the section titled, **Original Solicitation Documents**, review the solicitation document(s) then click on the box under **Select, and** then click on the **Accept** button.
2. To accept the addendum document, on the **Overview** page find the section titled **Addendum Document**, review the addendum document(s) then click on the box under **Select, and** then click on the **Accept** button.

**Note:** If you submitted an electronic response prior to the addendum date and time, you should review your solicitation response to ensure that it is still valid by taking into consideration the revisions addressed in the addendum document. If a revision is needed to your solicitation response and/or to indicate your acceptance of the addendum document, you will need to retract your response and re-submit your response by following these steps:

1. Log into **MissouriBUYS**.
  2. Select the **Solicitations** tab.
  3. Select **View Current Solicitations**.
  4. Select **My List**.
  5. Select the correct **Opportunity Number (Opportunity No)**; the **Overview** page will display.
  6. Click on **Review Response** from the navigation bar.
  7. Click on **Retract** if your response needs to be revised.
  8. A message will come up asking, "Are you sure you want to retract the Bid". Click on **Continue** to confirm.
  9. Click on **Respond** and revise as applicable.
  10. Click on **Review Response** from the navigation bar and then click on **Submit** to submit your response.
- **HARD COPY RESPONSES:** Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any hard copy solicitation response documents.

**End of Instructions for Submitting Solicitation Response**

**TABLE OF CONTENTS**

This document, referred to as an Invitation for Bid (IFB), is divided into the following parts:

Section One:	Introduction and General Information
Section Two:	Performance Requirements
Section Three:	General Contractual Requirements
Section Four:	Bid Submission, Evaluation, and Award Information
EXHIBIT A -	Pricing Page
EXHIBIT B -	Missouri Service Disabled Veteran Business Enterprise Preference
EXHIBIT C -	Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization
EXHIBIT D -	Missouri Secretary of State Authorization to Transact Business
EXHIBIT E -	Miscellaneous Information
EXHIBIT F -	Current/Prior Experience
Terms and Conditions	

## 1. INTRODUCTION AND GENERAL INFORMATION

*This section of the IFB includes a brief introduction and background information about the intended services for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.*

### 1.1 Purpose:

- 1.1.1 This document constitutes a request for competitive bids for the provision of pest control services for the Missouri Department of Corrections (hereinafter referred to as "Department"), St. Louis Community Release Center (hereinafter referred to as "SLCRC"), as set forth herein.

### 1.2 General Information:

- 1.2.1 Terms and Conditions - It is recommended that all vendors review the Terms and Conditions governing this solicitation in its entirety, giving particular emphasis to examining those sections related to:

- Open Competition
- Preparation of Bids
- Submission of Bids
- Evaluation and Award

- 1.2.2 Funds – Expenditures from federal funds are not included in this contract.

- 1.2.3 The Missouri Department of Corrections, Purchasing Section, is transitioning to the new MissouriBUYS eProcurement system. All vendors that sell products or services to the state, new or existing, will be required to register or re-register on the MissouriBUYS website at <https://missouribuy.mo.gov>. Please note that there are written instructions located on the "Register" tab as well as a Vendor Training Video.

### 1.3 Questions Regarding the IFB:

- 1.3.1 It is the vendor's responsibility to ask questions, request changes or clarifications, or otherwise advise the Department if the vendor believes that any language, specifications or requirements are: (1) ambiguous, (2) contradictory or arbitrary, or both, (3) violate any state or federal law or regulation, (4) restrict or limit the requirements to a single source, or (5) restrict or limit the vendor's ability to submit a bid.
- a. Except as may be otherwise stated herein, the vendor and the vendor's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the IFB, the solicitation process, the evaluation, etc., to the Buyer of Record indicated on the first page of this IFB. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Vendors and their agents who have questions regarding this matter should contact the Buyer of Record.
  - b. All questions and issues should be submitted at least ten (10) working days prior to the due date of the bid. If not received prior to ten (10) working days before the bid due date, the Department may not be able to fully research and consider the respective questions or issues. Questions and issues relating to the IFB, including questions related to the competitive procurement process, must be directed to the Buyer of Record. It is preferred that questions be e-mailed to the Buyer of Record at [Diana.Fredrick@doc.mo.gov](mailto:Diana.Fredrick@doc.mo.gov).
  - c. The Department will attempt to ensure that a vendor receives an adequate and prompt response to questions, if applicable. Upon the Department's consideration of questions and issues, if the Department determines that changes are necessary, the resulting changes will be included in a subsequently issued IFB addendum(s); absence of such response indicates that the questions and issues were considered but



deemed unnecessary for an IFB addendum as the questions and issues did not provide further clarity to the IFB. All vendors will be advised of any change to the IFB's language, specifications, or requirements by a formal addendum to the IFB.

NOTE: The only official position of the Department shall be that which is contained in the IFB and any addendums thereto.

#### **1.4 Non-Mandatory Site Inspection:**

- 1.4.1 Non-mandatory site tours are available by appointment. To make an appointment for a site tour, please contact Cynthia Hygrade at (314) 877-0300, ext. 232, or at [Cynthia.Hygrade@doc.mo.gov](mailto:Cynthia.Hygrade@doc.mo.gov), Monday through Friday, 8:00 a.m. to 3:00 p.m. A site inspection is not required.
- a. The vendor must provide a valid Missouri driver's license for each person attending. If the person attending does not have a Missouri driver's license, their social security number and date of birth are required.
  - b. Each person attending the tour will be required to have a valid government issued ID. Cell phones, cameras, and purses will not be permitted inside the facility.
  - c. Each potential vendor is limited to two (2) individuals at the site inspection.
  - d. The Department reserves the right to accept or reject any person requesting site inspection.
- 1.4.2 The purpose of the site inspection is for potential vendors to gain a complete and thorough understanding and knowledge of the facility pest control needs in order for the vendor to accurately submit a bid for the services required herein.
- 1.4.3 Each vendor is solely responsible for a prudent and complete personal inspection, examination, and assessment of the scope of work and any other existing condition, factor, or item that may affect or impact the performance of service described and required in Section 2 of this IFB. The vendor shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including, but not limited to, the vendor's failure to observe existing conditions, etc.
- 1.4.4 During the inspection, if the vendor discovers a discrepancy/conflict with the information provided herein, the vendor should immediately notify Diana Fredrick at the Division of Human Services, Purchasing Section at (573) 526-0591 or [Diana.fredrick@doc.mo.gov](mailto:Diana.fredrick@doc.mo.gov).
- 1.4.5 Vendors are strongly encouraged to advise the Department designee listed in paragraph 1.4.1, at least five (5) days prior to the scheduled site inspection of any special accommodations needed for disabled personnel who will be attending the site inspection so that these accommodations can be made.
- 1.4.6 All questions regarding the IFB and/or the competitive procurement process **must** be directed to Diana Fredrick of the Department's Purchasing Section at (573) 526-0591 or [Diana.fredrick@doc.mo.gov](mailto:Diana.fredrick@doc.mo.gov).

#### **1.5 Background Information:**

- 1.5.1 The facility located at 1621 N. First Street, St. Louis, MO is a Community Release Center that mainly consists of a dining room and kitchen, food service and supply storage areas, offices, living quarters, bathrooms, and outdoor sheds.
- 1.5.2 The approximate square footage for the required services is 18,934 square feet.

- 1.5.3 The Division of Probation and Parole is responsible for the supervision of felony offenders ordered to probation by the courts or offenders released by the Parole Board from confinement in the Division of Adult Institutions by means of parole or conditional release. The SLCRC provides the Parole Board and the Courts with a structured, residential program to better assist and supervise offenders transitioning from prison to the community or offenders who are at risk of revocation from community supervision.
- 1.5.4 Although an attempt has been made to provide accurate and up-to-date information, the Department does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to the IFB.

**END OF SECTION 1: INTRODUCTION AND GENERAL INFORMATION**

## 2. PERFORMANCE REQUIREMENTS

*This section of the IFB includes requirements and provisions relating specifically to the performance requirements of the Department. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent contractor. Response to this section by the vendor is requested in the Exhibit section of this IFB. The vendor's response, whether responding to a mandatory requirement or a desired attribute will be binding upon the vendor in the event the bid is accepted by the Department.*

### 2.1 General Requirements:

- 2.1.1 Upon receipt of an order from the SLCRC, the contractor shall provide pest control services for the facility and its perimeter located at, 1621 N. First Street, St. Louis, MO 63102, in accordance with the provisions and requirements stated herein and to the sole satisfaction of the Department. The word "control" is defined as the elimination of existing infestations and the prevention of re-infestation within practical limits as determined by the Department.
- 2.1.2 The contractor shall provide an appropriate level of service to keep the facility free of insects and pests throughout the contract period. Areas of the facility may include, but not limited to the following:
- Food preparation area and dining room;
  - food and commodity storage areas;
  - offender living quarters;
  - offices; and
  - facility perimeter sheds.
- 2.1.3 The contractor shall provide services during the business hours of 8:00 a.m. through 3:00 p.m., Monday through Friday, or at times mutually agreeable to the contractor and the Department. The contractor must perform all pest control services as required herein in a manner satisfactory to and acceptable by the Department in order to provide a pest free environment for the facility, the facility contents, and the facility employees. In the event the Department becomes aware of any unresolved pest control problem, the contractor shall, within twenty-four (24) hours after notification, provide additional follow-up services at no charge to the Department.
- 2.1.4 The contractor shall report to the Department upon discovering any unusual pest related problems or extensive infestations.
- 2.1.5 The contractor should periodically submit written recommendations that can be implemented by the Department to deal with pest problems other than by poison, baits and traps.
- 2.1.6 If the contractor finds it necessary to apply pesticides at a frequency greater than the expected residual activity of the chemical, an explanation justifying such a need must be submitted in writing to the Department.
- 2.1.7 The contractor shall agree and understand that the Department shall assign a contact person (hereinafter referred to as the "designated representative"). The Department reserves the right to have the designated representative accompany the contractor during the performance of the contractor's duties as specified herein, as well as, any follow-up services for unsatisfactory performance. Prior to each service call, the contractor shall report to the designated representative to sign in and obtain any performance problem tickets indicating areas for follow-up service, etc.
- 2.1.8 The Department shall have the right to limit the number of personnel including subcontractors the contractor has on site at any one time.
- 2.1.9 The contractor shall furnish skilled service, labor, supervision, delivery, materials, pest control substances, tools, equipment, insurance, permits and fees (if any) and include all effort necessary to perform pest control services in accordance with the requirements specified herein.

- 2.1.10 The contractor shall understand and agree that because the contractor did or did not attend a site inspection and is or is not familiar with the equipment and the conditions that existed prior to award of the contract, the contractor shall not be relieved of the performance of the provisions and requirements specified herein.

## **2.2 Equipment and Supply Requirements:**

- 2.2.1 The contractor must furnish and maintain, in good repair, all equipment necessary to perform the requirements of the contract. All equipment shall be commercial grade.
- 2.2.2 The contractor must furnish new universal glue boards for four (4) Genus fly light units (6 cards a month). The cost of these items must be included in the pricing for line item 1.
- 2.2.3 The contractor shall use chemicals that conform to federal, state and local requirements. The contractor must be in compliance with all provisions of chapter 281 RSMo, Missouri Pesticide Use Act, applicable to the contractor's service for the contract.
- 2.2.4 The contractor shall agree and understand that the Department shall have the right to approve/disapprove the use of any products, supplies and materials (hereinafter also referred to as "products") used in the performance of the services required herein.
- a. Environmentally Preferable - In the performance of the services required herein, the contractor should use environmentally preferable products, unless specified elsewhere.
- 1) For the purposes of the contract, "environmentally preferable" shall be defined as those products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. The comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse/post consumer content, operation, biodegradability, and pollution prevention through source reduction.
- 2.2.5 Prior to the contractor's use of any product/chemical in the facility, the contractor shall provide a Material Safety Data Sheet (MSDS) for each such product/chemical. The contractor must maintain a file of the MSDS with the Fire & Safety Officer on site. The MSDS shall become the property of the State of Missouri.
- 2.2.6 The contractor shall take all necessary precautions to prevent injury to humans and property and to prevent environmental damage. The contractor shall not use any products, supplies or equipment which may be injurious or damaging to the surfaces upon which they shall be applied.

## **2.3 Specific Service Requirements:**

- 2.3.1 The contractor shall perform a thorough inspection of all areas of the warehouse to be serviced prior to service initiation in order to become familiar with the areas of service and the requirements of each area.
- 2.3.2 Chemical pesticides and other pest controls shall be used in a safe manner and applied intelligently and comprehensively for efficient and effective pest control. The contractor shall not engage in experimental pest control efforts. Only proven and appropriate methods shall be used.
- 2.3.3 The contractor shall provide pest control services using one, some or all of the below methods as necessary to provide optimum control. The contractor may use other methods of pest control upon approval by the Department. Any such methods shall be included in the prices specified on **EXHIBIT A, Pricing Page**.
- Crack and crevice treatment;
  - Spot application;
  - Insect baits (i.e. fly strips); and
  - Covered bait stations for rodent control.

2.3.4 The contractor shall provide pest control services necessary to control pests, including but not limited to, the following:

- Rats (both indoors and outdoors);
- Mice (both indoors and outdoors);
- All species of roaches;
- Flies;
- Ants;
- Water bugs;
- Fruit Flies (Gnats);
- Silverfish; and
- Spiders.

2.3.5 The contractor shall treat all areas of the facility as needed to control pests. Areas requiring special attention include the following:

- Food preparation area and dining room;
- food storage area;
- living quarters;
- equipment and storage closets; and
- break rooms.

2.3.6 The contractor shall apply pesticides to the food preparation area, warehouse and break rooms only when these areas are not in use.

2.3.7 The contractor shall provide initial treatment of all specified areas and shall provide routine treatments in accordance with the minimum service schedule outlined herein. The contractor must coordinate the exact timing of routine services with the Department in order to pose the least disruption and discomfort to offenders and employees of the Department.

a. **Bi-Monthly Service** - The following areas shall be treated two (2) times each month within fifteen (15) days of last treatment. The contractor shall treat all areas of the facility with each visit.

- Kitchen;
- dining areas;
- food storage areas; and
- maintenance areas.

1) In addition, during one of the bi-monthly visits, the contractor shall remove old glue boards from the four Genus fly units and replace them with new glue boards.

b. **Monthly Service** – The following areas shall be treated one (1) time each month within the first ten (10) workdays of the month.

- All other areas of the facility that are not being treated bi-monthly;
- all housing units (A-H);
- all areas of the Administration building; and
- all areas of the gymnasium.

c. **Emergency Service** – In the event an emergency situation arises, the contractor shall treat the necessary areas that are affected by the emergency situation. The contractor shall report to the facility within twenty-four (24) hours of notification by the Department.

- 2.3.8 In the event that treatment is required to eliminate re-infestation, the contractor shall treat the entire facility to preclude the re-infestation of pests.
- 2.3.9 The contractor shall alternate chemicals used for subsequent treatments to preclude possible resistance by pests to a particular chemical. The contractor shall not use poison or poisonous bait for rodent control.
- 2.3.10 The contractor shall perform all services in a safe manner and in accordance with the most modern and professional pest control procedures recommended by the National Pest Control Association.
- 2.3.11 The contractor must be in compliance with chapter 281 RSMo, Missouri Pesticide Act of 1974, and license and certification shall be for the category applicable to service required.

**2.4 Personnel and Safety Requirements:**  
**REVISED BY ADDENDUM 001**

- 2.4.1 *The contractor shall be a Missouri Department of Agriculture Pesticide Program company or a certified pesticide technician.* All technicians employed by the contractor to provide services under the contract shall be appropriately trained and hold a current Pesticide Technician License from the Missouri Department of Agriculture for the applicable categories of application. In the event the license expires during the term of the contract, it will be the contractor's responsibility to provide the Department with a copy of the updated license within fifteen (15) days before the renewal period begins. The contractor shall assume all professional liability regarding the safe application of pesticides.
- 2.4.2 The contractor shall follow the requirements set forth by the current Occupational Safety and Health Act (OSHA). The contractor shall equip their workers with the protective gear and any equipment protective devices as set forth by this law. The contractor shall be responsible to see that their workers use these measures and the contractor shall make periodic checks to see that this law is being followed. Any fines imposed by the OSHA commission due to failure of the contractor to follow the law will be paid by the contractor.
- 2.4.3 The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the services. The contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:
- All employees providing services and other persons who may be affected thereby;
  - All the services and materials or equipment to be incorporated therein;
  - Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, etc.
- 2.4.4 The Department reserves the right to approve or disapprove appointment of any of the contractor's personnel to provide services required by the contract. The Department also reserves the right to request replacement of any person assigned to provide services. Unless the situation regarding the contractor's assigned personnel requires immediate replacement, the contractor shall be allowed at least fourteen (14) days after notification to replace unsatisfactory personnel.
- 2.4.5 The contractor shall supervise all the contractor's personnel and the services provided by such personnel as required to satisfactorily perform the requirements of the contract.
- 2.4.6 The contractor, or the contractor's personnel designated as a representative of the contractor (hereinafter referred to as the "*contractor contact person*"), must be available during normal business hours (8:00 a.m. to 5:00 p.m.) for telephone conversations and/or meetings with personnel from the Department and/or the designated representative regarding the pest control services.
- a. Such contractor contact person must have the express authority to speak on behalf of the contractor and make decisions on behalf of the contractor.



- b. By no later than ten (10) days after the award of the contract, the contractor shall provide the Department and/or the designated representative with the name, address, and telephone number for the contractor contact person.

- 2.4.7 The contractor's personnel shall only be allowed in work areas to which they are assigned. If rest breaks are necessary, the contractor's personnel shall only take rest breaks in pre-assigned areas. The contractor's personnel shall not loiter in the facility nor smoke anywhere in the facility, including any interior loading dock area.
- 2.4.8 The contractor must ensure that each of the contractor's assigned personnel are reasonably dressed and groomed while on site, are wearing an article of clothing identifying the contractor, and have a visible picture identification tag at all times.
- 2.4.9 The contractor and/or the contractor's personnel must sign-in immediately upon arrival and prior to any services being provided and sign-out prior to leaving the facility. The contractor must provide the sign-in/sign-out sheets. In addition, the sign-in/sign-out sheets must remain at a location designated by the Department or the designated representative.
- 2.4.10 The contractor shall not use nor allow the contractor's personnel to use any State of Missouri telephones or equipment in the facility.

## **2.5 Reporting Requirements:**

- 2.5.1 Upon performing any service required herein, the contractor shall present a report to the Department's designated representative indicating areas serviced, infestation(s) present and the corrective action taken.
- 2.5.2 The contractor shall inform the Department's designated representative regarding safety precautions, if any, that should be exercised when using a recently treated area.

## **2.6 Invoicing and Payment Terms:**

- 2.6.1 The contractor shall accurately invoice per the price indicated on **EXHIBIT A, Pricing Page**.
- 2.6.2 If the Department issues a purchase order, an itemized invoice shall be emailed to [doc.payables@doc.mo.gov](mailto:doc.payables@doc.mo.gov) or mailed to:

Accounts Payable/SLCRC  
Missouri Department of Corrections  
Fiscal Management Unit  
PO Box 236  
Jefferson City, MO 65102

- 2.6.3 Each invoice submitted must be specific to one purchase order number, referenced on the invoice, and must be itemized in accordance with services listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment. Emailed invoices should contain the purchase order number in the subject line.
- 2.6.4 If the state purchasing card (Visa) will be used for payment, an itemized invoice reflecting the charged amount must be faxed or emailed to the institution within one business day.
- 2.6.5 The contractor's invoice should include any discount for prompt payment as indicated on **EXHIBIT A, Pricing Page**.
- 2.6.6 If the contractor maintains an e-commerce web application that enables Department staff to view and print invoices and invoice history, the contractor shall indicate on **EXHIBIT A, Pricing Page** the web site address

where Department staff may access invoices. Upon award of contract, the contractor shall provide the Department with a customer number in order for Department staff to access invoices and invoice history.

- 2.6.7 Prior to any payments becoming due under the contract, the contractor must update their vendor registration with their ACH-EFT payment information at <https://MissouriBUYS.mo.gov>.
- 2.6.8 All payment terms shall be as stated in the terms and conditions of this contract. Payments will be processed based on final delivery, inspection, and acceptance of the services.
- 2.6.9 The contractor shall understand and agree the Department reserves the right to make contract payments to the contractor through Electronic Funds Transfer (EFT). Therefore, prior to any payments becoming due under the contract, the contractor must update its vendor registration with its ACH-EFT payment information at: <https://MissouriBUYS.mo.gov>. Each contractor invoice must be on the contractor's original descriptive business invoice form and must contain a unique invoice number. The invoice number will be listed on the state's EFT addendum record to enable the contractor to properly apply state payments to invoices. The contractor must comply with all other invoicing requirements stated in the IFB.
- 2.6.10 The Department may choose to use the state purchasing card (Visa) in place of a purchase order to make purchases under this contract. Unless exception to this condition is indicated on **EXHIBIT A, Pricing Page**, the contractor agrees to accept the state purchasing card as an acceptable form of payment and may not charge any additional fees related to the use of a purchasing card such as service fees, merchant fees, and/or handling charges. **The state purchasing card shall not be charged until the items are received and accepted.**
- 2.6.11 The Department does not pay state or federal sales tax. The Department shall not make additional payments or pay add-on charges.
- 2.6.12 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to, taxes, lodging, per diem costs, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

## END OF SECTION 2: PERFORMANCE REQUIREMENTS

### 3. GENERAL CONTRACTUAL REQUIREMENTS:

*This section of the IFB includes the general contractual requirements and provisions that shall govern the contract after IFB award. The contents of this section include mandatory provisions that must be adhered to by the Department and the contractor unless changed by a contract amendment. Response to this section by the vendor is not necessary as all provisions are mandatory.*

#### 3.1 Contractual Requirements:

- 3.1.1 Contract - A binding contract shall consist of: (1) the IFB, addendums thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the Department's acceptance of the response (bid) by "Notice of Award". All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- a. A Notice of Award issued by the Department does not constitute an authorization for shipment of parts or supplies or a directive to proceed with services. Before providing parts, supplies, and/or services for the Department, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the Department.
  - b. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
  - c. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Department prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.
  - d. Annual expenditures from this contract shall not exceed \$24,999.99.
- 3.1.2 Contract Period - The original contract period shall be as stated on the Notice of Award. The contract shall not bind, nor purport to bind, the Department for any contractual commitment in excess of the original contract period. The Department shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof. In the event the Department exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period pursuant to applicable option clauses of this document.
- 3.1.3 Renewal Periods - If the option for renewal is exercised by the Department, the contractor shall agree that the prices for the renewal period shall not exceed the maximum percentage increase or be less than the minimum percentage decrease quoted for the applicable renewal period stated on **EXHIBIT A, Pricing Page** of the contract.
- a. If renewal percentages are not provided, then prices during renewal periods shall be the same as during the original contract period.
  - b. In addition, the contractor shall understand and agree that renewal period price increases specified in the contract are not automatic. At the time of contract renewal, if the Department determines funding does not permit the specified renewal pricing increase or even a portion thereof, the renewal pricing shall remain the same as during the previous contract period. If such action is rejected by the contractor, the contract may be terminated, and a new procurement process may be conducted. The contractor shall also understand and agree the Department may determine funding limitations necessitate a decrease in the contractor's pricing for the renewal period(s). If such action is necessary and the contractor rejects the decrease, the contract may be terminated, and a new procurement process may be conducted.

- 3.1.4 Contract Price - All prices shall be as indicated on **EXHIBIT A, Pricing Page**. The Department shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
- REVISED BY ADDENDUM 001**
- 3.1.5 Changes in Square Footage - Upon the issuance of a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Department, the Department may change, add to, or delete areas of the facility for which the contractor shall provide services. *Price per square foot shall be adjusted accordingly.*
- 3.1.6 Contract Audits - The Department reserves the right to investigate and/or audit the prices charged by the contractor to the Department, with or without notice to the contractor, at the expense of the Department. If it is determined that the contractor has charged prices to the Department in excess of those agreed upon in the contract, the Department shall consider this just cause for cancellation of the contract in its entirety, which may result in the contractor's removal from the list of eligible vendors who may do business with the Department.
- 3.1.7 Termination - The Department reserves the right to terminate the contract at any time, for the convenience of the State of Missouri, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the Department pursuant to the contract prior to the effective date of termination.
- 3.1.8 Contractor Liability - The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the Department, including its divisions, employees, and assignees, from every expense, liability, or payment arising out of such negligent act.
- a. The contractor also agrees to hold the Department, including its divisions, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
  - b. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the Department, including its divisions, employees, and assignees.
- 3.1.9 Insurance - The contractor shall understand and agree that the Department cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured.
- a. In the event any insurance coverage is canceled, the Department must be notified at least thirty (30) calendar days prior to such cancellation.
- REVISED BY ADDENDUM 001**
- 3.1.10 Subcontractors - *The contractor must obtain the approval of the Department prior to establishing any subcontracting arrangements and before changing any approved subcontractors. The approval shall not be arbitrarily withheld.*
- 3.1.11 Substitution of Personnel - The contractor agrees and understands that the Department's agreement to the contract is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the bid. Therefore, the contractor agrees and understands that any substitution of the specific key individual(s)

and/or personnel qualifications identified in the bid must be with individual(s) of equal or better qualifications than originally proposed.

3.1.12 Authorized Personnel - The contractor shall only employ 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.

- a. If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the Department has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the Department shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the Department. The Department may also withhold up to twenty-five percent (25%) of the total amount due to the contractor.
- b. The contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.
- c. If the contractor meets the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:
  - 1) Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
  - 2) Provide to the Department the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
  - 3) Submit to the Department a completed, notarized Affidavit of Work Authorization provided in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.
- d. In accordance with subsection 2 of section 285.530, RSMo, the contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

3.1.13 Contractor's Employees - The contractor and all of the contractor's employees and agents providing services in any Department of Corrections institution must be at least 18 years of age. A Missouri Uniform Law Enforcement System (MULES) check or other background investigation may be required on the contractor, the contractor's employees and agents before they are allowed entry into the institution. The contractor, its employees and agents understand and agree that the Department may complete criminal background records checks annually for the contractor and the contractor's employees and agents that have the potential to have contact with inmates.

- a. The institution shall have the right to deny access into the institution for the contractor and any of the contractor's employees and agents for any reason, at the discretion of the institution.
- b. The contractor, its employees and agents under active federal or state felony or misdemeanor supervision must receive written division director approval prior to providing services pursuant to a Department contract. Similarly, contractors/employees/agents with prior felony convictions and not under active supervision must receive written division director approval in advance.

- c. The contractor, its employees and agents shall at all times observe and comply with all applicable state statutes, Department rules, regulations, guidelines, internal management policies and procedures, and general orders of the Department that are applicable, regarding operations and activities in and about all Department property. Furthermore, the contractor, its employees and agents, shall not obstruct the Department or any of its designated officials from performing their duties in response to court orders or in the maintenance of a secure and safe correctional environment. The contractor shall comply with the Department's policies and procedures relating to employee conduct.
  - d. The Department has a zero tolerance policy for any form of sexual misconduct to include staff/contractor/volunteer on offender, or offender on offender, sexual harassment, sexual assault, sexual abuse and consensual sex.
    - 1) Any contractor or contractor's employee or agent who witnesses any form of sexual misconduct must immediately report it to the warden of the institution. If a contractor or contractor's employee or agent fails to report or knowingly condones sexual harassment or sexual contact with or between offenders, the Department may cancel the contract, or at the Department's sole discretion, require the contractor to remove the employee/agent from providing services under the contract.
    - 2) Any contractor or contractor's employee or agent who engages in sexual abuse shall be prohibited from entering the institution and shall be reported to law enforcement agencies and licensing bodies, as appropriate.
  - e. The contractor, its employees and agents shall not interact with the offenders except as is necessary to perform the requirements of the contract. The contractor, its employees and agents shall not give anything to nor accept anything from the offenders except in the normal performance of the contract.
  - f. If any contractor or contractor's employee or agent is denied access into the institution for any reason or is denied approval to provide service to the Department for any reason stated herein, it shall not relieve the contractor of any requirements of the contract. If the contractor is unable to perform the requirements of the contract for any reason, the contractor shall be considered in breach.
- 3.1.14 Contractor Status - The contractor is an independent contractor and shall not represent the contractor or the contractor's employees to be employees of the State of Missouri or an agency of the State of Missouri. The contractor shall assume all legal and financial responsibility for salaries, taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.
- 3.1.15 Coordination - The contractor shall fully coordinate all contract activities with those activities of the Department. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Department or the Department's Purchasing Section throughout the effective period of the contract.
- 3.1.16 Delivery Performance - The contractor and/or the contractor's subcontractor(s) shall deliver products/services in accordance with the contracted delivery times stated herein to the Department upon receipt of an authorized purchase order or P-card transaction notice.
- 3.1.17 Property of State - All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property of the Department. Upon expiration, termination, or cancellation of the contract, said items shall become the property of the Department.



- 3.1.18 Confidentiality - The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the Department.
- 3.1.19 Liability - The contractor shall agree that the Department shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the ownership, selection, possession, leasing, rental, operation, control, use, maintenance, delivery, return, and/or installation of equipment provided by the contractor, except as otherwise provided in the contract.
- 3.1.20 Contractor Equipment Use - Title to any equipment required by the contractor for services shall be held by and vested in the contractor. The Department shall not be liable in the event of loss, incident, destruction, theft, damage, etc., for the equipment including, but not limited to, devices, wires, software, technical literature, etc. It shall be the contractor's sole responsibility to obtain insurance coverage for such loss in an amount that the contractor deems appropriate.
- 3.1.21 Hazard Communication Safety Data Sheets and Labeling Requirements - The Department, in accordance with the revised rules and regulations of the Occupational Safety and Health Administration (OSHA) requires that all hazardous chemicals and other appropriate commodities purchased by the Department must contain a safety data sheet and warning labels with each shipment/delivery compliant with OSHA's Hazard Communication Standard. Therefore, the contractor must comply with this mandatory requirement for all commodities provided under contract that contain hazardous material. The contractor's Safety Data Sheets shall comply with the OSHA uniform formatting requirements that became effective June 1, 2015, and the contractor's Safety Data Sheets shall always comply with any changes to those OSHA requirements. Failure to comply with this requirement may cause cancellation of the contract with goods returned at the contractor's expense as well as suspension from the solicitation list for future requirements.
- 3.1.22 Because the contractor was familiar with the facility and the conditions that existed prior to award of the contract, the contractor shall not be relieved of responsibility for performance under the contract for any reason whatsoever.

### **END OF SECTION 3: GENERAL CONTRACTUAL REQUIREMENTS**

#### 4. BID SUBMISSION, EVALUATION AND AWARD INFORMATION

##### 4.1 Submission of Bids:

- 4.1.1 On-line Bid – **All vendors must be registered vendors in order to respond to the IFB electronically.** If a vendor is responding electronically through the MissouriBUYS System website, in addition to completing the on-line pricing, the vendor should submit completed exhibits, forms, and other information concerning the bid as an attachment to the electronic bid. The vendor is instructed to review the IFB submission provisions carefully to ensure it is providing all required pricing, including applicable renewal pricing. Instructions on how a vendor responds to a bid on-line are available on the MissouriBUYS System website at: <https://missouribuys.mo.gov/bidboard.html>.
- a. The exhibits, forms, and Pricing Page(s) provided herein may be saved into a word processing document, completed by a vendor, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Additional instructions for submitting electronic attachments are on the MissouriBUYS System website. Be sure to include the solicitation/opportunity (OPP) number, company name, and a contact name on any electronic attachments.
  - b. In addition, a vendor may submit the exhibits, forms, Pricing Page(s), etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time on page 1.
  - c. If a vendor submits an electronic and hard copy bid response and if such responses are not identical, the vendor should explain which response is valid. In the absence of an explanation, the Department shall consider the response which serves its best interest.
- 4.1.2 Hard Copy Bid - If the vendor is submitting a bid via the mail or a courier service or is hand delivering the bid, the vendor should include completed exhibits, forms, and other information concerning the bid [including completed Pricing Page(s)] with the bid. The vendor is instructed to review the IFB submission provisions carefully to ensure they are providing all required pricing, including applicable renewal pricing.
- a. The State of Missouri recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the vendor is requested to print the bid double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy bids may be submitted in a notebook or binder.
- 4.1.3 Licenses - The vendor should submit a copy of all licenses and/or certifications related to the performance of the services required herein that are held by the personnel proposed to provide such services. If not submitted with the bid, the Department reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 4.1.4 Open Records – Pursuant to section 610.021, RSMo, the bid shall be considered an open record after the bids are opened. Therefore, the vendor is advised not to include any information that the vendor does not want to be viewed by the public, including personal identifying information such as social security numbers.
- a. In preparing a bid, the vendor should be mindful of document preparation efforts for imaging purposes and storage capacity that will be required to image the bids and should limit bid content to items that provide substance, quality of content, and clarity of information.
  - b. Additionally, after a contract is executed, the contract(s) is scanned into the Department's imaging system. The scanned information will be available for viewing through the Internet at <http://doc.mo.gov/DHS/Contracts.php>.

- 4.1.5 **Contact** – Any and all communication from vendors regarding specifications, requirements, competitive bid process, etc., related to the bid document must be referred to the Buyer of Record identified on the first page of this document. Such communication should be received at least ten (10) calendar days prior to the official bid end date.
- 4.1.6 **Compliance with Terms and Conditions** – The vendor is cautioned when submitting pre-printed terms and conditions or other type material to make sure such documents do not contain other terms and conditions which conflict with those of the IFB and its contractual requirements. The vendor agrees that in the event of conflict between any of the vendor's terms and conditions and those contained in the IFB that the IFB shall govern. Taking exception to the Department's terms and conditions may render a vendor's bid non-responsive and remove it from consideration for award.
- 4.1.7 **Preprinted Marketing Materials** – The vendor may submit preprinted marketing materials with the bid. However, the vendor is advised that such brochures normally do not address the needs of the evaluators with respect to the technical evaluation process and the specific responses which have been requested of the vendor. The vendor is strongly discouraged from relying on such materials in presenting products and services for consideration by the Department.
- 4.1.8 **Bid Detail Requirements and Deviations** – It is the vendor's responsibility to submit a bid that meets all mandatory specifications stated herein. The vendor should clearly identify any and all deviations from both the mandatory and desirable specifications stated in the IFB. Any deviation from a mandatory requirement may render the bid non-responsive. Any deviation from a desirable specification may be reviewed by the Department as to its acceptability and impact on competition.

## 4.2 **Evaluation and Award Process:**

- 4.2.1 After determining that a bid satisfies the mandatory requirements stated in the IFB, the evaluator shall use objective analysis in conducting a comparative assessment of the bid. The contract shall be awarded to the lowest and best bid.

## 4.3 **Evaluation of Cost:**

- 4.3.1 **Pricing** - The vendor must submit a firm fixed price for each line item on **EXHIBIT A, Pricing Page**. All pricing shall be considered firm for the duration of the contract period indicated on the Notice of Award of a contract.
- 4.3.2 **Cost Evaluation** - The objective evaluation of cost shall be based on the firm fixed prices stated on **EXHIBIT A, Pricing Page** for the original contract period and each renewal period. The initial contract period cost will be calculated by multiplying the firm fixed price for each line item stated on **EXHIBIT A, Pricing Page** by the quantity listed for the line item then adding the totals together. A cost for each renewal period will be calculated in the same manner. The total cost of the initial contract period and each renewal period will be added together to arrive at the total bid price.
- a. The evaluation of cost shall include the original and any potential renewal periods.
  - b. Cost evaluation points shall be determined from the result of the calculations stated above using the following formula:

$$\frac{\text{Lowest Responsive Vendor's Price}}{\text{Compared Vendor's Price}} \times \frac{\text{Maximum Cost Evaluation points (100)}}{100} = \text{Assigned Cost Points}$$

**NOTE:** Any prompt payment discount term indicated on **EXHIBIT A, Pricing Page** will not be used in any cost calculation.

- 4.3.3 Other factors that affect the determination of the lowest priced bid include consideration of the Missouri Service Disabled Veterans Preference explained in section 4.4.
- 4.3.4 Determination of Lowest Priced Bid Including Consideration of Preferences – After completing the cost evaluation and determining preference bonus points, the vendor with the most points is considered the lowest priced bid. Total points shall be computed for the total evaluated bid price as follows:

$$\text{Assigned Cost Points} + \text{Earned Preference Points} = \text{Total Points}$$

**4.4 Missouri Service-Disabled Veteran Business Enterprise Preference:**

- 4.4.1 Pursuant to section 34.074 RSMo, and 1 CSR 40-1.050, a three (3) bonus point preference shall be granted to vendors who qualify as Missouri service-disabled veteran business enterprise and who complete and submit **EXHIBIT B, Missouri Service-Disabled Veteran Business Enterprise Preference** with the bid. If the bid does not include the completed **EXHIBIT B** and the documentation specified on **EXHIBIT B** in accordance with the instructions provided therein, no preference points will be applied.
- a. If the lowest priced bid qualifies for the preference, or in the event no vendors qualify for the preference, no further calculation is necessary.

**4.5 Other Bid Submission Requirements:**

- 4.5.1 Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the vendor meets the section 285.525, RSMo, definition of a "business entity" (Section: 285.0525 Definitions. RSMO 285.525), the vendor must affirm the vendor's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The vendor should complete applicable portions of **EXHIBIT C, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization**. The applicable portions of **EXHIBIT C** must be submitted prior to an award of a contract.
- a. If the contractor meets the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, the contractor shall maintain enrollment and participation in the E-Verify Federal Work Authorization Program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, 0RSMo, pertaining to section 285.530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:
- 1) Enroll and participate in the E-Verify Federal Work Authorization Program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; **AND**
  - 2) Provide to the Department the documentation required in **EXHIBIT C, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization** affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program; **AND**
  - 3) Submit to the Department a completed, notarized Affidavit of Work Authorization provided in **EXHIBIT C, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization**.
- b. In accordance with subsection 2 of section 285.530, RSMo, the contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

- 4.5.2 **EXHIBIT D, Missouri Secretary of State/Authorization to Transact Business** - In accordance with section 351.572.1, RSMo, the Department is precluded from contracting with a vendor or its affiliate who is not authorized to transact business in the State of Missouri. Vendors must either be registered with the Missouri Secretary of State, or exempt per a specific exemption stated in section 351.572.1, RSMo. <http://www.moga.mo.gov/mostatutes/stathtml/35100005721.html>
- 4.5.3 **EXHIBIT E, Miscellaneous Information** - Vendors who are employees of the State of Missouri, a member of the General Assembly or a statewide Elected official must comply with sections 105.450 to 105.458 RSMo regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, need to complete EXHIBIT F, Miscellaneous Information.
- a. The vendor should furnish a current valid copy of its Missouri Department of Agriculture Certified Commercial Applicator license and state the license number and expiration date on **EXHIBIT E, Miscellaneous Information** to record and submit this information with their bid.
- 4.5.4 **Business Compliance** - The vendor must be in compliance with the laws regarding conducting business in the State of Missouri. The vendor certifies by signing the signature page of this original document and any amendment signature page(s) that the vendor and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The vendor shall provide documentation of compliance upon request by the Department. The compliance to conduct business in the state shall include but may not be limited to:
- a. Registration of business name (if applicable)  
b. Certificate of authority to transact business/certificate of good standing (if applicable)  
c. Taxes (e.g., city/county/state/federal)  
d. State and local certifications (e.g., professions/occupations/activities)  
e. Licenses and permits (e.g., city/county license, sales permits)  
f. Insurance (e.g., worker's compensation/unemployment compensation)
- 4.6 Responsible and Reliability Determination:**
- 4.6.1 The vendor should submit any of, but not limited to, the information requested herein in order to demonstrate the responsibility and reliability of the vendor. Failure of the vendor to submit sufficient information to document that the vendor is responsive and responsible may adversely affect the bid.
- a. The vendor should complete **EXHIBIT F, Current/Prior Experience** with information related to previous and current services/contracts performed by the vendor's organization and any proposed subcontractors which are similar to the requirements of the IFB.
- b. If references for current and/or previous contracts are not identified on **EXHIBIT F**, the Department may request that the vendor identify one or more references. The Department must receive the reference(s) within twenty-four (24) hours of the request. Failure of the vendor to identify one or more references may result in the bid being rejected.
- 4.6.2 The Department reserves the right to reject any bid for reasons which may include but not necessarily be limited to:
- a. Receipt of any information, from any source, regarding unsatisfactory experience and/or performance of similar services by the vendor or any subcontractor(s) proposed to provide the pest control services within the past three (3) years, and/or;

- b. Inability of the vendor to document performance of pest control services within the past three (3) years which are similar to the services required herein, for a period of not less than twelve (12) consecutive months, and/or;
- c. In addition, the Department reserves the right to reject a bid from evaluation if the vendor has not had concurrent experience providing pest control services for the number of facilities proposed and/or for the total of the square footage of the facilities proposed.

**4.7 Determination for Award:**

- 4.7.1 The Department reserves the right to award to the vendor whose bid complies with all mandatory specifications and requirements, and is the lowest and best bid for all line items.
- 4.7.2 Only one award shall be made to the vendor whose services and items meet specifications and who has lowest responsive bid. Another factor that affects the determination of the lowest price responsive bid includes consideration of the preference explained in Section 4.4.
- 4.7.3 The Department reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or; 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, the Department reserves the right to clarify any and all portions of any vendor's offer.

**END OF SECTION FOUR: BID SUBMISSION, EVALUATION, AND AWARD INFORMATION**

**EXHIBIT A**  
**Pricing Page**

**Pest Control Services** - The vendor shall provide a firm, fixed price below for the original contract period for providing services in accordance with the provisions and requirements specified herein. All costs associated with providing Pest Control Services shall be included in the stated prices.

LINE ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	ORIGINAL CONTRACT PERIOD FIRM FIXED PRICE
1	<b>UNSPSC Code: 72102100</b> Bi-Monthly (2 times each month) Pest Control Services (includes glue boards as specified in paragraph 2.2.2)	24	\$ _____ Per Treatment
2	<b>UNSPSC Code: 72102100</b> Monthly (1 time each month) Pest Control Service	12	\$ _____ Per Treatment
3	<b>UNSPSC Code: 72102100</b> Emergency Pest Control Service	1	\$ _____ Per Treatment

**Renewal Option Pricing** - The vendor must indicate below the maximum allowable percentage of price increase or guaranteed minimum percentage of price decrease applicable to the above pricing for the renewal option years. If a percentage is not stated (e.g. left blank, page not returned, etc.), the Department shall have the right to execute the option at the same price(s) stated for the original contract period. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE.

All increases or decreases shall be calculated against the *original* contract price, **not** against the previous year's price. A cumulative calculation shall not be utilized.

LINE ITEM	Potential Renewal Period	Maximum Increase		Minimum Decrease
4	First Renewal Period	Original Price + _____%	OR	Original Price - _____%
5	Second Renewal Period	Original Price + _____%	OR	Original Price - _____%

~ Do not complete both a maximum increase and a minimum decrease for the same renewal period. ~

**Delivery:** The desired delivery is fifteen (15) calendar days after receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: \_\_\_\_\_ days ARO.

**Vendor's Acceptance of the State Purchasing Card (Visa):**

The vendor should indicate agreement/disagreement to allow the Department to make purchases using the state purchasing card (Visa). If the vendor agrees, the vendor shall be responsible for all service fees, merchant fees and /or handling fees. Furthermore, the vendor shall agree to provide the items/services at the prices stated herein:

Agreement \_\_\_\_\_ Disagreement \_\_\_\_\_

**EXHIBIT A, Pricing Page continued****Terms:**

The vendor should state below its discount terms offered for the prompt payment of invoices:

\_\_\_\_\_ % if paid within \_\_\_\_\_ days of receipt of invoice

**Web Site:**

The vendor should state web site address if online invoicing is available: \_\_\_\_\_

By signing below, the vendor hereby declares understanding, agreement and certification of compliance to provide the item(s) at the prices quoted, in accordance with all requirements and specifications contained herein and in accordance with the Terms and Conditions. The vendor further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid.

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

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

**END OF EXHIBIT A, Pricing Page**



**EXHIBIT B****Missouri Service-Disabled Veteran Business Enterprise Preference**

Pursuant to section 34.074, RSMo, and 1 CSR 40-1.050, the Department has a goal of awarding three (3) percent of all contracts for the performance of any job or service to qualified service-disabled veteran business enterprises (SDVEs). (See below for definitions included in section 34.074, RSMo.)

**DEFINITIONS:**

**Service-Disabled Veteran (SDV)** is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

**Service-Disabled Veteran Business Enterprise (SDVE)** is defined as a business concern:

- a. not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. the management and daily business operations of which are controlled by one or more service-disabled veterans.

**STANDARDS:**

The following standards shall be used by the Department in determining whether an individual, business, or organization qualifies as a SDVE:

- a. Doing business as a Missouri firm, corporation, or individual or maintaining a Missouri office or place of business, not including an office of a registered agent;
- b. Having not less than fifty-one percent (51%) of the business owned by one (1) or more service-disabled veterans (SDVs) or, in the case of any publicly-owned business, not less than fifty-one percent (51%) of the stock of which is owned by one (1) or more SDVs.
- c. Having the management and daily business operations controlled by one (1) or more SDVs;
- d. Having a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) and a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs; and
- e. Possessing the power to make day-to-day as well as major decisions on matters of management, policy, and operation.

If a vendor meets the standards of a qualified SDVE as stated above, the vendor **must** provide the following with the bid in order to receive the Missouri SDVE preference of a three-point bonus over a non-Missouri SDVE unless previously submitted within the past five (5) years to a Missouri state agency or public university:

- a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty);
- a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs; and
- a completed copy of this exhibit.

**EXHIBIT B (continued)****Missouri Service-Disabled Veteran Business Enterprise Preference**

(NOTE: For ease of evaluation, please attach a copy of the SDV's award letter or a copy of the SDV's discharge paper, and a copy of the SDV's documentation certifying disability to this Exhibit. The SDV's award letter, the SDV's discharge paper, and the SDV's documentation certifying disability shall be considered confidential pursuant to subsection 14 of section 610.021, RSMo.)

If the SDVE previously submitted copies of the SDV's documents (a copy of the SDV's award letter or a copy of the SDV's discharge paper, and a copy of the SDV's documentation certifying disability) to a Missouri state agency or public university within the past five (5) years, the SDVE should provide the information requested below.

Name of **Missouri State Agency or Public University\*** to which the SDV's Documents were Submitted:

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date SDV's Documents were submitted: \_\_\_\_\_

Previous **Bid/Contract Number** for Which the SDV's Documents were submitted: \_\_\_\_\_  
(If known)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business enterprise as defined in section 34.074, RSMo. I further certify that I meet the standards of a qualifying SDVE as listed above pursuant to 1 CSR 40-1.050.

\_\_\_\_\_  
Service-Disabled Veteran's Name  
(Please Print)

\_\_\_\_\_  
Service-Disabled Veteran Business Enterprise Name

\_\_\_\_\_  
Service-Disabled Veteran's Signature

\_\_\_\_\_  
Missouri Address of Service-Disabled Veteran  
Business Enterprise

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Website Address

\_\_\_\_\_  
Date

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

(NOTE: If the SDVE and SDV are listed on the DP SDVE database located at <http://oa.mo.gov/purchasing/vendor-information/missouri-service-disabled-veteran-business-enterprise-sdve-information>, then the SDV documents have been submitted to the DP within the past five [5] years. However, if it has been determined that an SDVE at any time no longer meets the requirements stated above, the DP will remove the SDVE and associated SDV from the database.)

**FOR STATE USE ONLY**

SDV Documents - Verification Completed By:

\_\_\_\_\_  
Procurement Officer

\_\_\_\_\_  
Date

**END OF EXHIBIT B**

**EXHIBIT C****Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization****Business Entity Certification:**

The vendor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

**BOX A:** To be completed by a non-business entity as defined below.

**BOX B:** To be completed by a business entity that has not yet completed and submitted documentation pertaining to the federal work authorization program as described at [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm).

**BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

**Business entity**, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- ☐ - I am a self-employed individual with no employees; **OR**
- ☐ - The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (Company/Individual Name) is awarded a contract for the services requested herein under \_\_\_\_\_ (IFB Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, \_\_\_\_\_ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the State of Missouri with all documentation required in Box B of this exhibit.

\_\_\_\_\_  
Authorized Representative's Name (Please Print)

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

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date

## EXHIBIT C, Continued

*(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)*

## BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

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

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

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

As a business entity, the vendor must perform/provide each of the following. The vendor should check each to verify completion/submission of all of the following:

- ☐ - Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;
- AND
- ☐ - Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the vendor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed, at minimum, by the vendor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the vendor's name and company ID, then no additional pages of the MOU must be submitted;
- AND
- ☐ - Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT C, (Continued on next page)

**EXHIBIT C, Continued****AFFIDAVIT OF WORK AUTHORIZATION:**

The vendor 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 State of Missouri 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 under 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

\_\_\_\_\_  
E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am commissioned  
(DAY) (MONTH, YEAR)  
as a notary public within the County of \_\_\_\_\_,  
(NAME OF COUNTY)  
State of \_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

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

\_\_\_\_\_  
Date

**EXHIBIT C, (Continued on next page)**

## EXHIBIT C, Continued

**(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)**

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the vendor's name and the MOU signature page completed and signed by the vendor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of Missouri State Agency to Which Previous E-Verify Documentation Submitted:

\_\_\_\_\_

Date of Previous E-Verify Documentation Submission: \_\_\_\_\_

Previous Bid/Contract Number for Which Previous E-Verify Documentation Submitted:

\_\_\_\_\_

(if known)

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity  
Representative's Signature

\_\_\_\_\_  
E-Verify MOU Company ID Number

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

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

**FOR STATE USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Procurement Officer

\_\_\_\_\_  
Date

**END OF EXHIBIT C**

**EXHIBIT D****Missouri Secretary of State/Authorization to Transact Business**

In accordance with section 351.572.1, RSMo, the Department is precluded from contracting with a vendor or its affiliate who is not authorized to transact business in the State of Missouri. Vendors must either be registered with the Missouri Secretary of State, or exempt per a specific exemption stated in section 351.572.1, RSMo.  
(<http://www.moga.mo.gov/mostatutes/stathtml/35100005721.html>)

If the vendor is registered with the Missouri Secretary of State, the vendor shall state legal name or charter number assigned to business entity

Legal Name: \_\_\_\_\_

Missouri State Charter # \_\_\_\_\_

If the vendor is not required to be registered with the Missouri Secretary of State, the vendor shall state the specific exemption stated per section 351.572.1, RSMo.

State specific exemption \_\_\_\_\_  
(List section and paragraph number)

Stated in section 351.572.1 RSMo,

\_\_\_\_\_  
(State Legal Business Name)

**END OF EXHIBIT D**

**EXHIBIT E**  
**Miscellaneous Information**

**Employee Bidding/Conflict of Interest**

Vendors who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the vendor and/or any of the owners of the vendor's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:		
	In what office/agency are they employed?	
	Employment Title:	
Percentage of ownership interest in vendor's organization:		_____ %

**REVISED BY ADDENDUM 001**

**Missouri Department of Agriculture USA Plants ID#** – \_\_\_\_\_

**REVISED BY ADDENDUM 001**

**Personnel** – Provide a list of employees who will be providing pest control services. (*Use additional sheets if necessary*)

EMPLOYEE NAME	LICENSE NUMBER	CATEGORIES	EXPIRATION DATE

**END OF EXHIBIT E**



**EXHIBIT F**  
**Current/Prior Experience**

**Current/Prior Contracts:** The vendor should provide at least three (3) references for which the vendor has provided or is currently providing pest control services within the past three (3) years that are similar in size and scope to the services being required herein.

COMPANY/INSTITUTION	CONTACT NAME, PHONE NUMBER & EMAIL	DATES OF SERVICE PROVIDED	TOTAL SQUARE FOOTAGE OF FACILITY SERVICED
			_____ Sq. Ft.
			_____ Sq. Ft.
			_____ Sq. Ft.
			_____ Sq. Ft.
			_____ Sq. Ft.

**END OF EXHIBIT F**

**STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS**

**TERMS AND CONDITIONS – INVITATION FOR BID**

**1. TERMINOLOGY/DEFINITIONS**

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any addendum thereto, the definition or meaning described below shall apply.

- a. **1 CSR 40-1 (Code of State Regulations)** refers to the rule that provides the public with a description of the Division of Purchasing and Materials Management within the Office of Administration. This rule fulfills the statutory requirement of section 536.023(3), RSMo.
- b. **Agency and/or Department** means the Missouri Department of Corrections.
- c. **Addendum** means a written official modification to an IFB.
- d. **Amendment** means a written, official modification to a contract.
- e. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- f. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- g. **Buyer or Buyer of Record** means the procurement staff member of the Department. The **Contact Person** as referenced herein is usually the Buyer of Record.
- h. **Contract** means a legal and binding agreement between two or more competent parties for consideration for the procurement of equipment, supplies, and/or services.
- i. **Contractor** means a person or organization who is a successful vendor as a result of an IFB and who enters into a contract.
- j. **Exhibit** applies to forms which are included with an IFB for the vendor to complete and submit with the sealed bid prior to the specified opening date and time.
- k. **Invitation for Bid (IFB)** means the solicitation document issued by the Department to potential vendors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Exhibits, Attachments, and Addendums thereto.
- l. **May** means that a certain feature, component, or action is permissible, but not required.
- m. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- n. **Pricing Page(s)** applies to the Exhibit on which the vendor must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the vendor with the sealed bid prior to the specified bid opening date and time.
- o. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the procurement operations of the Department.
- p. **Shall** has the same meaning as the word **must**.
- q. **Should** means that a certain feature, component, and/or action is desirable but not mandatory.
- r. **Vendor** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.

**2. APPLICABLE LAWS AND REGULATIONS**

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the Department.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.
- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

### 3. CONTRACT ADMINISTRATION

- a. All contractual administration will be carried out by the Buyer of Record or authorized Department Purchasing Section designee. Communications pertaining to contract administration matters will be addressed to: Department of Corrections, Purchasing Section, PO Box 236, Jefferson City, MO 65102.
- b. The Buyer of Record/authorized designee is the only person authorized to approve changes to any of the requirements of the contract.

### 4. OPEN COMPETITION/INVITATION FOR BID DOCUMENT

- a. It shall be the vendor's responsibility to ask questions, request changes or clarification, or otherwise advise the Department if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements or evaluation process stated in the IFB to a single source. Any and all communication from vendors regarding specifications, requirements, competitive bid process, etc., must be directed to the Buyer of Record of the Department, unless the IFB specifically refers the vendor to another contact. Such communication should be received at least ten (10) calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the vendor receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all vendors will be advised, via the issuance of an addendum to the IFB, of any relevant or pertinent information related to the procurement. Therefore, vendors are advised that unless specified elsewhere in the IFB, any questions received less than ten (10) calendar days prior to the IFB opening date may not be answered.
- c. Vendors are cautioned that the only official position of the State of Missouri is that which is issued by the Department in the IFB or an addendum thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The Department monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among vendors, price-fixing by vendors, or any other anticompetitive conduct by vendors which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. Some IFBs may be available for viewing and downloading on the Department's website or on the MissouriBUYS Statewide eProcurement System. For IFB's posted on MissouriBUYS, registered vendors are electronically notified of those bid opportunities that match the commodity codes for which the vendor registered in MissouriBUYS. If a registered vendor's e-mail address is incorrect, the vendor must update the e-mail address themselves on the state's MissouriBUYS Statewide eProcurement System at <https://missouribuy.mo.gov/>
- f. The Department reserves the right to officially amend or cancel an IFB after issuance. It shall be the sole responsibility of the vendor to monitor the Department's website and the MissouriBUYS Statewide eProcurement System to obtain a copy of the addendum(s). Registered vendors who received e-mail notification of the bid opportunity when the IFB was established and registered vendors who have responded to the IFB on-line prior to an addendum being issued should receive e-mail notification of the addendum(s). Registered vendors who received e-mail notification of the bid opportunity when the IFB was established and registered vendors who have responded to the bid on-line prior to a cancellation being issued should receive e-mail notification of a cancellation issued prior to the exact end date and time specified in the IFB.

### 5. PREPARATION OF BIDS

- a. Vendors **must** examine the entire IFB carefully. Failure to do so shall be at the vendor's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The vendor may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the vendor shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. In the event that the vendor is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a vendor may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses. The vendor should include a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph. The statutory limitations and prohibitive clauses may be requested to be clarified in writing by the Department or be accepted without further clarification if statutory limitations and prohibitive clauses are deemed acceptable by the Department. If the Department determines clarification

of the statutory limitations and prohibitive clauses is necessary, the clarification will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB.

- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges, and shall be delivered to the Department's designated destination FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Bids, including all pricing therein, shall remain valid for 90 days from the bid opening unless otherwise indicated. If the bid is accepted, the entire bid, including all prices, shall be firm for the specified contract period.
- i. Any foreign vendor not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

## 6. SUBMISSION OF BIDS

- a. Delivered bids must be sealed in an envelope or container, and received in the Department's Purchasing office located at the address indicated on the cover page of the IFB no later than the exact opening time and date specified in the IFB. For bids posted on the MissouriBUYS Statewide eProcurement System, registered vendors may submit bids electronically through the MissouriBUYS Statewide eProcurement System at <https://missouribuy.mo.gov/>. All bids must be submitted by a duly authorized representative of the vendor's organization, contain all information required by the IFB, and be priced as required. Vendors are cautioned that bids submitted via the USPS, including first class mail, certified mail, Priority Mail and Priority Mail Express, are routed through the Office of Administration Central Mail Services and the tracking delivery time and date may not be the time and date received by the Department's Purchasing office. Regardless of delivery method, it shall be the responsibility of the vendor to ensure their bid is in the Department's Purchasing office no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with the official IFB number **and** the official opening date and time. Different bids should not be placed in the same envelope; however, copies of the same bid may be placed in the same envelope.
- c. A bid which has been delivered to the Department may be modified by a signed, written notice which has been received by the Department's Purchasing office prior to the official opening date and time specified. A bid may also be modified in person by the vendor or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid submitted electronically by a registered vendor may be retracted on-line prior to the official end date and time. A bid which has been delivered to the Department's Purchasing office may only be withdrawn by a signed, written document on company letterhead transmitted via mail, e-mail, or facsimile which has been received by the Department's Purchasing office prior to the official opening date and time specified. A bid may also be withdrawn in person by the vendor or its authorized representative provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. A bid may also be withdrawn after the bid opening through submission of a written request by an authorized representative of the vendor. Justification of a withdrawal decision may include a significant error or exposure of bid information that may cause irreparable harm to the vendor.
- f. When submitting a bid electronically, the registered vendor indicates acceptance of all IFB requirements, terms and conditions by clicking on the "Accept" button on the Overview tab. Vendors submitting a hard copy must sign and return the IFB cover page or, if applicable, the cover page of the last addendum thereto in order to constitute acceptance by the vendor of all the IFB terms and conditions. Failure to do so may result in the rejection of the bid unless the vendor's full compliance with those documents is indicated elsewhere within the vendor's response.
- g. Faxed and e-mailed bids shall not be accepted; however, faxed and e-mail no-bid notifications shall be accepted.

## 7. BID OPENING

- a. Bid openings are public on the opening date and time specified in the IFB document. Names, locations, and prices of respondents shall be read at the bid opening. All vendors may view the same bid response information on the MissouriBUYS Statewide eProcurement System. The Department will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the Department's Purchasing office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

## 8. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.

- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.

## 9. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the Buyer of Record before contract award. Upon discovering an apparent clerical error, the Buyer of Record shall contact the vendor and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a vendor shall be subject to evaluation if deemed by the Department to be in the best interest of the State of Missouri.
- c. The vendor is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the Department. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the Department.
- d. Awards shall be made to the vendor(s) whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the vendor, and all other evaluation criteria specified in the IFB and (3) complies with sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all vendors fail to meet the same mandatory requirement in an IFB, the Department reserves the right, at its sole discretion, to waive that requirement for all vendors and to proceed with the evaluation. In addition, the Department reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The Department reserves the right to reject any and all bids.
- g. When evaluating a bid, the Department reserves the right to consider relevant information and fact, whether gained from a bid, from a vendor, from a vendor's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the Department to the successful vendor. The Department reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by the Department based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation submitted on or before the official opening date and time will be considered open records pursuant to section 610.021 RSMo.
- k. The Department maintains records of all bid file material for review. Vendors who include an e-mail address with their bid will be notified of the award results via e-mail if requested.
- l. The Department reserves the right to request clarification of any portion of the vendor's response in order to verify the intent of the vendor. The vendor is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (9).
- n. The final determination of contract award(s) shall be made by the Department.

## 10. CONTRACT/PURCHASE ORDER

- a. By submitting a bid, the vendor agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any addendums thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the Department's acceptance of the response (bid) by "notice of award" or by "purchase order." All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- c. A notice of award issued by the Department does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the Department, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the Department.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Department prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

**11. INVOICING AND PAYMENT**

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- d. The Department assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the Department's rejection and shall be returned to the contractor at the contractor's expense.
- e. All invoices for equipment, supplies, and/or services purchased by the Department shall be subject to late payment charges as provided in section 34.055 RSMo.
- f. The Department reserves the right to purchase goods and services using the state purchasing card.

**12. DELIVERY**

- a. Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time if a specific time is not stated.
- b. A Missouri Uniformed Law Enforcement System (MULES) background check may be required on the contractor's delivery driver prior to allowing a delivery vehicle entrance to certain institutions. A valid Missouri driver's license is required from the driver to perform the MULES background check. If the driver does not have a valid Missouri driver's license, their social security number and date of birth are required. If a driver or carrier refuses to provide the appropriate information to conduct a MULES background check, or if information received from the background check prohibits the driver or carrier from entering the institution, the delivery will be refused. Additional delivery costs associated with re-deliveries or contracting with another carrier for delivery shall be the responsibility of the contractor.
- c. Unless a pallet exchange is requested at the time of delivery, all pallets used in the delivery of equipment and supplies shall become property of the Department.

**13. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by the Department pursuant to a contract shall be deemed accepted until the Department has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements, or which are otherwise unacceptable or defective, may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective, or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection), may be rejected.
- c. The Department reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The Department's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

**14. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the Department, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the Department's acceptance of or payment for said equipment, supplies, and/or services.

**15. CONFLICT OF INTEREST**

- a. Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.



**16. CONTRACTOR STATUS**

- a. The contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself to be an employee of the State of Missouri. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss, costs (including attorney fees), and damage of any kind related to such matters.

**17. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the Department of any existing or future right and/or remedy available by law in the event of any claim by the Department of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the Department of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the Department for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the Department.

**18. SEVERABILITY**

- a. If any provision of this contract or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this contract which can be given effect without the invalid provisions or application, and to this end the provisions of this contract are declared to be severable.

**19. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the Department may cancel the contract. At its sole discretion, the Department may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than ten (10) working days from notification, or at a minimum, the contractor must provide the Department within ten (10) working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach, or if circumstances demand immediate action, the Department will issue a notice of cancellation terminating the contract immediately. If it is determined the Department improperly cancelled the contract, such cancellation shall serve as notice of termination for convenience in accordance with the contract.
- c. If the Department cancels the contract for breach, the Department reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the Department deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that if the funds required to fund the contract are appropriated by the General Assembly of the State of Missouri, the contract shall not be binding upon the Department for any contract period in which funds have not been appropriated, and the Department shall not be liable for any costs associated with termination caused by lack of appropriations.
- e. If the Department has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Department shall declare a breach and cancel the contract immediately without incurring any penalty.

**20. TERMINATION OF CONTRACT**

- a. The Department reserves the right to terminate the contract at any time for the convenience of the Department, without penalty or recourse, by giving notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies or equipment delivered to and accepted by the Department pursuant to the contract prior to the effective date of termination.

**21. ASSIGNMENT OF CONTRACT**

- a. The contractor shall neither assign nor transfer any of the rights, interests, or obligations of the contract without the prior written consent of the Department.

**22. COMMUNICATIONS AND NOTICES**

- a. Any notice to the contractor shall be deemed sufficient when e-mailed to the contractor at the e-mail address indicated in the contract, or transmitted by facsimile to the facsimile number indicated in the contract, or deposited in the United States mail,

postage prepaid, and addressed to the contractor at the address indicated in the contract, or hand-carried and presented to an authorized employee of the contractor.

- b. If the contractor desires to receive written notices at a different e-mail address, facsimile number, or USPS address than what is indicated in the contract, the contractor must submit this request in writing upon notice of award.

### **23. FORCE MAJEURE**

- a. The contractor shall not be liable for any excess costs for delayed delivery of goods or services to the Department if the failure to perform the contract arises out of causes beyond the control of, and without the fault or negligence of, the contractor. Such causes may include, however are not restricted to: acts of God, fires, floods, epidemics, quarantine restrictions, strikes, and freight embargoes. In all cases, the failure to perform must be beyond the control of, and without the fault or negligence of, either the contractor or any subcontractor(s). The contractor shall take all possible steps to recover from any such occurrences.

### **24. CONTRACT EXTENSION**

- a. In the event of an extended re-procurement effort and the contract's available renewal options have been exhausted, the Department reserves the right to extend the contract. If exercised, the extension shall be for a period of time as mutually agreed to by the Department and the contractor at the same terms, conditions, provisions, and pricing in order to complete the procurement process and transition to a new contract.

### **25. INSURANCE**

- a. The State of Missouri cannot save and hold harmless and/or indemnify the contractor or its employees against any liability incurred or arising as a result of any activity of the contractor or the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage, and/or expense related to his/her performance under the contract.

### **26. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the Department immediately.
- b. Upon learning of any such actions, the Department reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

### **27. INVENTIONS, PATENTS AND COPYRIGHTS**

- a. The contractor shall defend, protect, and hold harmless the Department, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

### **28. CONTRACTOR PROPERTY**

- a. Upon expiration, termination or cancellation of a contract, any contractor property left in the possession of the Department after forty-five (45) calendar days shall become property of the Department.

### **29. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

- a. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:
  - 1. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
  - 2. The identification of a person designated to handle affirmative action;
  - 3. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
  - 4. The exclusion of discrimination from all collective bargaining agreements; and
  - 5. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.



- b. If discrimination by a contractor is found to exist, the Department shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the Department until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

### **30. AMERICANS WITH DISABILITIES ACT**

- a. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

### **31. FILING AND PAYMENT OF TAXES**

- a. The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore a vendor's failure to maintain compliance with chapter 144, RSMo may eliminate their bid from consideration for award.

### **32. TITLES**

- a. Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

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