

# 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:  
Lisa Graham  
Procurement Officer II  
Telephone: (573) 526-6611

# IFB 931Y19708323

Vehicle Maintenance & Repairs

FOR

Department of Corrections  
Division of Probation & Parole  
Transition Center of St. Louis

Contract Period:  
Date of Award through One Year

Date of Issue: March 14, 2019  
Page 1 of 36

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

**2:00 p.m., Wednesday, April 3, 2019**

Hard-copy bids must be **SEALED** and 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 bidder 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: St Louis Auto & Truck Repair  
Mailing Address: 2701 Delmar  
City, State, Zip: St Louis Mo 63103  
Telephone: 314-436-2788 Fax: 314-436-2123  
Federal EIN #: 43-1410975 State Vendor #: \_\_\_\_\_  
Email: LRENAUD & 7@yahoo.com

Authorized Signer's Printed Name and Title: Lisa Renard Pres. Lisa Renard

Authorized Signature: [Signature] Bid Date: 4-1-19

## NOTICE OF AWARD:

This bid is accepted by the Missouri Department of Corrections as follows: Contract No. IN ITS ENTIRETY Y19708323  
Julie Kempker Date 4/30/19  
Julie Kempker, Director, Division of Probation and Parole

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



**EXHIBIT A, Pricing Page**

The bidder must state **firm fixed prices/percentages** below for providing all services in accordance with the requirements herein. All costs associated with providing the required services shall be included in the stated prices.

Line Item	Description	Firm Fixed Price Per Hour	1 <sup>st</sup> Renewal Maximum Price Per Hour	2 <sup>nd</sup> Renewal Maximum Price Per Hour	3 <sup>rd</sup> Renewal Maximum Price Per Hour
001	Automotive Maintenance Items and Repair/Replacement Parts. <b>Firm Fixed Labor Rate Per Hour:</b> (Monday through Friday) Rate shall remain the same for duration of the contract.	\$ <u>92<sup>00</sup></u> HR	\$ <u>92<sup>00</sup></u> H R	\$ <u>94<sup>00</sup></u> HR	\$ <u>94<sup>00</sup></u> HR
Line Item	Description	Firm Fixed Price Per Service	1 <sup>st</sup> Renewal Maximum Price Per Service	2 <sup>nd</sup> Renewal Maximum Price Per Service	3 <sup>rd</sup> Renewal Maximum Price Per Service
	<b>Oil Changes</b> – Charge per oil change to include labor, new filter and appropriate quarts of oil for the vehicle servicing. <i>5 quarts</i>				
002	Conventional Blend Oil Change	\$ <u>34<sup>95</sup></u>	\$ <u>34<sup>95</sup></u>	\$ <u>35<sup>95</sup></u>	\$ <u>35<sup>95</sup></u>
003	Synthetic Blend Oil Change	\$ <u>34<sup>95</sup></u>	\$ <u>34<sup>95</sup></u>	\$ <u>35<sup>95</sup></u>	\$ <u>35<sup>95</sup></u>
004	Full Synthetic Oil Change	\$ <u>58<sup>00</sup></u>	\$ <u>58<sup>00</sup></u>	\$ <u>59<sup>00</sup></u>	\$ <u>59<sup>00</sup></u>
005	<b>Tire Rotation</b> – all tires – Charge per vehicle to include labor.	\$ <u>20<sup>-</sup></u>	\$ <u>20<sup>00</sup></u>	\$ <u>22<sup>00</sup></u>	\$ <u>22<sup>00</sup></u>
Line Item	Description	Firm Fixed Percent Mark-up	1 <sup>st</sup> Renewal Percent Mark-up	2 <sup>nd</sup> Renewal Percent Mark-up	3 <sup>rd</sup> Renewal Percent Mark-up
006	Automotive Maintenance Items and Repair/Replacement Parts <b>Parts: Percentage Mark-up Over Dealer List Price</b> (dealer cost) Applies to all items in the contractor's current catalog or price list. Percentage shall remain the same for the duration of the contract.	<u>30</u> %	<u>30</u> %	<u>30</u> %	<u>30</u> %

NOTE: In no case shall the charge for labor on any regular job exceed the bid price per hour times the number of hours shown on the applicable published flat rate or time schedule in effect on the date such repairs were performed.

**EXHIBIT A, Pricing Page (Continued)**

**BIDDER TO COMPLETE THE FOLLOWING:**

Service Location Address (es)

*2701 Delmar Blvd. St Louis Mo 63103*

State number of factory trained representatives available to provide service on the vehicles:

State number of vehicles per day that may be serviced: ~~70-75~~ *5-10*

Is advanced notice for the scheduling of repairs required? YES  NO  
If Yes, how much time is required? (hours/days)

Bidder's regular business hours for service and repairs? *Mon-Fri 7AM-5:30pm*  
*24 hour towing*

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

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

Agreement  Disagreement

**Terms:**

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

*10* % if paid within *15* days of receipt of invoice

**Web Site:**

The bidder should state web site address if online invoicing is available: *n/a*

**END OF EXHIBIT A, Pricing Page**



**EXHIBIT D**  
**Miscellaneous Information**

Employee Bidding/Conflict of Interest

If the bidder and/or any of the owners of the bidder'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 bidder's organization:		_____ %

Missouri Secretary of State/Authorization to Transact Business

<p>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. Bidders must either be registered with the Missouri Secretary of State, or exempt per a specific exemption stated in section 351.572.1, RSMo.</p> <p align="center"><a href="http://revisor.mo.gov/main/OneSection.aspx?section=351.572&amp;bid=18804&amp;hl=">http://revisor.mo.gov/main/OneSection.aspx?section=351.572&amp;bid=18804&amp;hl=</a></p>	
<p>If the bidder is registered with the Missouri Secretary of State, the bidder shall state legal name or charter number assigned to business entity</p>	<p>Legal Name: <u>St Louis Auto Thrift Repair</u></p> <p>Missouri State Charter # <u>002 85518</u></p>
<p>If the bidder is not required to be registered with the Missouri Secretary of State, the bidder shall state the specific exemption stated per section 351.572.1, RSMo.</p>	<p>State specific exemption _____ (List section and paragraph number)</p> <p>Stated in section 351.572.1 RSMo,</p> <p align="center">_____ (State Legal Business Name)</p>

**EXHIBIT E**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

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

- |               |   |
|---------------|---|
| <b>BOX A:</b> | To be completed by a non-business entity as defined below.  |
| <b>BOX B:</b> | To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at <a href="http://www.dhs.gov/files/programs/gc_1185221678150.shtm">http://www.dhs.gov/files/programs/gc_1185221678150.shtm</a> . |
| <b>BOX C:</b> | 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	
<p>I certify that <u>St Louis Auto-Tech Repair</u> (Company/Individual Name) <b><u>DOES NOT CURRENTLY MEET</u></b> 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)</p> <p><input type="checkbox"/> - I am a self-employed individual with no employees; <b>OR</b></p> <p><input checked="" type="checkbox"/> - The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.</p> <p>I certify that I am not an alien unlawfully present in the United States and if <u>St Louis Auto</u> (Company/Individual Name) is awarded a contract for the services requested herein under _____ (RFQ 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, <u>St Louis Auto</u> (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.</p>	
<p><u>Lisa Renard</u>                  Authorized Representative's Name (Please Print)</p>	<p><u>[Signature]</u>                  Authorized Representative's Signature</p>
<p><u>St Louis Auto-Tech Repair</u>                  Company Name (if applicable)</p>	<p><u>4-1-19</u>                  Date</p>



**EXHIBIT E, (CONTINUED)  
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,  
 AND AFFIDAVIT OF WORK AUTHORIZATION**

*(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 St Louis Auto & Truck Repair (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Lisa Renaud  
 Authorized Business Entity Representative's  
 Name (Please Print)

*Lisa Renaud*  
 Authorized Business Entity  
 Representative's Signature

St Louis Auto & Truck Repair  
 Business Entity Name

4-1-19  
 Date

LRENAUD@7@yahoo.com  
 E-Mail Address

As a business entity, the bidder must perform/provide each of the following. The bidder 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 bidder's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's name and the MOU signature page completed and signed, at minimum, by the bidder and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder'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 E continued on next page.

**EXHIBIT E, (CONTINUED)**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

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

Comes now Lisa Renaud (Name of Business Entity Authorized Representative) as President (Position/Title) first being duly sworn on my oath, affirm St Louis Auto Truck Repair (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 St Louis Auto Truck (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.)*

Lisa Renaud  
Authorized Representative's Signature

Lisa Renaud  
Printed Name

President  
Title

4-1-19  
Date

LRENAUD@7co.yakoo.com  
E-Mail Address

E-Verify Company ID Number

Subscribed and sworn to before me this 1 (DAY) of April 2019 (MONTH, YEAR). I am commissioned as a notary public within the County of St Louis (NAME OF COUNTY), State of Mo (NAME OF STATE), and my commission expires on 10-4-2021 (DATE)

[Signature]  
Signature of Notary

4-3-19  
Date



EXHIBIT E continued on next page.



Purchasing Unit  
Morgan Lute  
Lynn Cochran

(IFB) 931419708323

RECEIVED  
MO DEPT. OF CORRECTIONS  
PURCHASING SECTION  
4/3/2019 1:08 PM

RECEIVED  
APR 03 2019  
PURCHASING

Mo Dept of Corrections

2729 Plaza

PO Box 236

J & Hanson City Mo.  
65702