

COUNTY OF COLE – MISSOURI



REQUEST FOR PROPOSAL 2025-02: PLUMBING SERVICES (AS NEEDED)

SUBMISSIONS SHALL BE ACCEPTED THROUGH

THURSDAY, JANUARY 16, 2025 AT 3:00 P.M. CENTRAL

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions set forth herein, all attachments and the contents of any addendum or amendment released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR PROPOSAL

Sealed offers will be accepted by the Cole County Commission for consideration in provision of the following:

2025-02 PLUMBING SERVICES (AS NEEDED)

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri until 3:00 p.m. on Thursday, January 16, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org or by contacting Jessica Bryant at (573) 634-9168 or jbryant@colecounty.org.

NEWS TRIBUNE: Dec 15, 22, 29

Legal Notices

Cole County Commission

311 East High Street

Jefferson City MO 65101

COLE COUNTY COMMISSION
PURCHASING
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MISSOURI 65101
REQUEST FOR BID

1.0 OVERVIEW

- 1.1 NOTIFICATION.** This document constitutes a request for competitive, sealed offers per the Terms and Conditions of bidding and any special conditions set forth herein for the provision of qualified and experienced licensed plumbing contractors, and additional services as necessary, with proven experienced in plumbing installations and repairs at various county facilities.

Respondents are responsible for being thoroughly familiar with all specifications and requirements of this solicitation. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation under this bid. Qualified organizations are invited to prepare an offer in response to this document and in doing so, concur with all terms, conditions, specifications and addenda to this bid unless specifically noted otherwise in a separate section within their response titled "EXCEPTIONS".

- 1.2 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

Jessica Bryant, Purchasing Agent
jbryant@colecounty.org

As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, all respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this bid document. Respondents should not otherwise ask any County officials or employees questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

- 1.3 ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecounty.org. All issued addenda are incorporated by reference as if fully set out herein. An addendum may contain information that could affect bid responses. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum thereto; no other means of communication, whether written or oral, shall be construed as a formal or official response or statement. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County.

The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

- 1.4 SUBMISSION REQUIREMENTS.** A fully executed response, including the specification pages comprising this invitation and any related illustrative documentation and/or issued addenda shall:
- Be submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;

- Be complete and signed by an official authorized to obligate company submitting the bid;
- Include (1) complete original bid and two (2) exact duplicates.

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Fax and email submissions will not be accepted or considered. Responses will be time and date stamped; those received late will be determined non-responsive without exception. Late bids may be returned unopened to the respondent upon request within ten (10) business days after the bid opening. All returns will be made at the respondent's expense.

- 1.5 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Thursday, January 16 at 3:00 p.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.
- 1.6 **ADVICE OF AWARD.** Upon bid award by the Cole County Commission, award notification letters, including a bid tabulation summarizing responses received, will be sent via email to all parties submitting a response.

2.0 TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contracts; and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.
- 2.3 **MODIFICATION/WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by Cole County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner by a respondent. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission on a separate page clearly titled "EXCEPTIONS." Any exception will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms,

conditions, and specifications and the awarded party shall be held responsible for providing the product or service accordingly.

- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of potential respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If a respondent has any questions which arise concerning the true meaning or intent of these bid documents, plans or any part thereof which affect the cost, quality, quantity, or character of the project or service, respondent shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecounty.org. Failure to have requested an addendum covering any questions affecting the interpretations of the bid documents shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the bid documents. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular item or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain like or similar product to that which has been specified herein when use of such product is deemed in the best interest of the County.
- 2.11 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.12 **EVALUATION & BASIS OF AWARD.** The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one bidder is superior to another, but simply that in our judgment the contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost. Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made on an item-by-item basis to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest.
- 2.13 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Price submitted for each item shall include all cost, of whatever nature, that is involved in achieving the good or service per the bid documents. Bids qualified by escalator clauses may not be considered.

- 2.14 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.15 **DELIVERY.** If requested, the delivery date or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order or project if delivery is not made or work not started as guaranteed.
- 2.16 **DEFAULT.** In case of default by the bidder or contractor, Cole County may procure the articles or services from other source(s) and hold the successful respondent responsible for any excess cost occasioned thereby.
- 2.17 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.18 **SHIPMENTS.** All shipments and deliveries shall be F.O.B. destination, freight prepaid to Jefferson City, Missouri.
- 2.19 **COMPLIANCE WITH APPLICABLE LAW.** The contractor must agree to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by an agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Contractor's performance of the provisions of the agreement. It shall be the obligation of the Contractor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.
- 2.20 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an "as needed, if needed" basis for Cole County in accordance with the provisions and requirements stated herein. The resulting award or contract does not guarantee that all purchases of this nature will go to the successful respondent(s), but rather establishes primary vendor(s). Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual need and maintain the quoted pricing.
- 2.21 **ASSIGNMENT.** The awarded party shall not assign the contract, subcontract, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Cole County.
- 2.22 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.23 **APPROPRIATION OF FUNDS.** Financial obligations of Cole County payable after the first fiscal year the system is in place are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to Cole County.
- 2.24 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, and/or any other government entity may or may not request an unknown quantity of goods or services under this bid during the effective period or resulting agreement period at the same prices, terms and conditions.

If the awarded party agrees to cooperative procurement, it is agreed and understood that each participating political subdivision will make its own separate contract with the awarded party; that each participating political subdivision shall only be liable to the awarded party for service, materials or supplies for which it has directly contracted without any liability for purchases contracted for by any other participating political subdivision; and each awarded party shall be required to bill each participating political subdivision separately and directly for the service, materials or supplies it has purchased.

In the event of any dispute between a political subdivision and a awarded party arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the awarded party.

2.25 **DOMESTIC PRODUCT PROCUREMENT ACT.** The respondent represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States.

2.26 **ANTI-DISCRIMINATION AGAINST ISRAEL ACT.** The contractor certifies that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the law of the State of Israel; or persons or entities doing business in the State of Israel.

2.27 **CONTRACT TERMINATION.**

2.27.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience.

2.27.2 **TERMINATION FOR CONVENIENCE.** The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

3.0 SCOPE OF SERVICES

3.1 The County is seeking a comprehensive as needed plumbing services for new installations, upgrades, replacements and repairs at County facilities. The County will require the Contractor to supply all equipment, tools, materials, mechanical machinery, and all labor and safety equipment to perform commercial plumbing services for new installations, upgrades, replacements and repairs.

1. The Contractor is to provide as-needed commercial plumbing services to the County Facilities. The Contractor shall provide plumbing services to diagnose and repair a variety of plumbing problems.
2. Contractor and all authorized subcontractors shall be properly licensed. Contractor shall be responsible for obtaining all permits if required. Contractor shall be responsible for complying with Missouri Building Safety Codes, Fire Cords, OSHA, and all other governing codes, permits, laws, regulations and statutes pertaining to the work being performed.
3. Work shall include, but is not necessarily limited to installation, repairs or modification to water, sewer, and drain lines; cleaning and unblocking of drains and sewer lines; installation, repairs, or modification of a variety of bathroom sink, shower, toilet, urinals, hot water heaters, well pumps, holding tanks, and drains; installation of gas pipes, pipe insulation, and heat tape; installation and testing of backflow preventers.

The plumbing components of these communities included but are not limited to water piping, meters, valves, drains, waste systems, fixtures, gas piping, pumps, and backflow devices.

4. Contractor shall have a minimum of five (5) years' commercial experience in plumbing installations and repairs.
5. All work to be completed by the Contractor and is subject to the general inspection of the County's representative or his designee. The County's representative shall decide any and all questions that may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of plans and specifications of all questions as to the acceptable fulfillment of the contract on the part of the Contractor.
6. All work will be left in a clean, safe, and workable condition.
7. Whenever requested, Contractor shall provide an accurate and timely estimate of the cost of the work to be completed prior to proceeding with the work. Deadlines will be determined by Facilities and/or requesting department/division.
8. The Contractor shall be responsible for obtaining all required permits and inspections and paying any fees associated with the permits and/or inspections.
9. Background Checks: The Contractor will be responsible for security screening as determined by the County, if applicable. Any employee of the vendor will be subject to an approved background check before entering County facilities.

10. Contractor must comply with all of the following requirements:

- a. Plumbing License

- b. Must be available 24/7 and be able to respond to emergency calls within 120 minutes.
 - c. Carry the appropriate liability insurance.
 - d. Employees must have completed OSHA 10 safety training.
11. Contractor's employee requirements:
- a. Employee shall be qualified plumbers
 - b. Training on plumbing safety in the workplace.
12. Point of Contact: The Contractor shall have a telephone number where the Contractor can be contacted 24/7 and be able to respond to emergency calls within 120 minutes.
13. Working Hours: All preventive maintenance work shall occur between 7:30 A.M. and 4:30 P.M. unless authorized by the County.
14. Tax Exempt: This is a tax exempt project.
15. The County facilities are listed below:

Cole County Annex Building

311 East High Street
Jefferson City, Mo 65101

Cole County Courthouse

301 East High Street
Jefferson City, Mo 65101

Cole County Assessor

210 Adam's Street
Jefferson City, Mo 65101

Cole County Sheriff's Department

350 East High Street
Jefferson City, Mo 65101

Cole County Maintenance Department

209 Adam's Street
Jefferson City, Mo 65101

Cole County Health Department

3400 West Truman Blvd
Jefferson City, Mo 65109

Cole County Public Works

5055 Monticello Road
Jefferson City, Mo 65109

Cole County Emergency Medical Services

1736 Southridge Drive
Jefferson City, Mo 65109

Cole County Prenger Family Center

400 Stadium Blvd
Jefferson City, Mo 65101

- 3.2 **TERM AND PRICING.** The initial contract term shall be for a period of one (1) year, effective 2/1/2024, renewable annually with up to three (3) one-year extension options not to exceed a maximum of four (4) years total. Pricing as quoted may be adjusted annually, effective at the anniversary date of the agreement, on a pass-through basis only (supported by sufficient documentation to justify the requested increase) subject to mutual agreement and written approval by the Cole County Commission. All other terms and conditions shall remain consistent. This RFP will become part of the final contract. **It is anticipated that this RFP may result in a multiple Service Agreement award.**
- 3.3 **WARRANTY.** Contractor shall list on the invoice/service ticket the brand name and part/model number of all replacement parts used. All parts and labor will be covered under warranty for a period of two (2) years. In addition to any other warranties in this contract, the Contractor warrants that work performed under this contract confirms to the contract requirements and is free of any defect in equipment, material, or workmanship performed by the Contractor or subcontractor or supplier at any tier.
- 3.4 **LIQUIDATED DAMAGES.** The County has an immediate requirement for the materials, equipment or services specified herein. Contractor are urged to give careful consideration to the County's requirements identified herein and to their capabilities. Liquidated damages may be assessed in the amount of actual damages incurred by the County as a result of Contractor's failure to perform herein.
- 3.5 **CONTRACTOR REQUIREMENTS.** All tasks must be carried out in accordance with all applicable laws and regulations.
- 3.6 **FEDERAL WORK AUTHORIZATION PROGRAM.** Proposers that meet the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, providing services exceeding \$5,000, shall maintain enrollment and participation in a 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 Proposer'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 Proposer shall, prior to the performance of any services as a business entity under the contract enroll and participate in a federal work authorization program such as E-Verify.

Proposers must, by sworn affidavit and provision of documentation (copy of the E-Verify Memo of Understanding Electronic Signature Page), affirm their enrollment and participation in a federal work authorization program. Proposers shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. See Affidavit of Compliance with E-Verify document.

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at <https://www.e-verify.gov/>.

- 3.7 **INSURANCE REQUIREMENTS.** The Contractor shall be bonded and procure and keep in force during the term of this contract Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to premises/operations (including off-site operations), blanket contractual liability and broad form property damage. Prior to the Contractor performing any work under this contract, Contractor shall provide the County with a Certificate of Insurance evidencing the insurance required and, by endorsement to Contractor's liability policy(ies), naming Cole County, its officers, employees and agents as Additional Insureds. The awarded party agrees to repair and replace all property of the County and all property of others damaged by himself, his employees, and subcontractors, and agents. It is understood that the whole of the work under this contract to be done at the awarded party's risk and that he has familiarized himself with the conditions and other contingencies likely to affect the work and has made his proposal accordingly and that he is to assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever during the term of work. Additionally, the awarded party shall procure and keep in force Workmen's Compensation Insurance covering all persons employed by the Contractor engaged in the performance of the work hereunder.

3.8 **SUBCONTRACTORS.** Contractor shall in no case allow the performance of work by subcontractors, unless the contractor has been approved by the County in writing, and in no case shall the contractor use subcontractors that in any way alter the position of the contractor with relation to the contract with the County. If a subcontractor is used, the responsibility for every portion of the work shall remain with the Contractor.

3.9 **PREVAILING WAGE/LABOR STANDARDS.**

3.9.1 **PREVAILING HOURLY RATE OF WAGES.** If applies, the principal contractor and all subcontractors shall pay not less than prevailing hourly rate of wages for each craft or type of workman required to execute this contract as determined by the Department of Labor and Industrial Relations of Missouri as set out in Wage Order 29 (or most current Wage Order No.), attached to and made part of these specifications. (Section 290.250 RSMo) The Contractor will forfeit a penalty to the County of \$100 per day (or portion of the day) for each worker that is paid less than prevailing rate for any work done under the contract by the Contractor or by any subcontract. (Section 290.250 RSMo).

3.9.2 **SAFETY TRAINING.** The Contractor and all subcontractors must require all on-site employees to complete the ten-hour OSHA safety training program required under Section 292.675, RSMO, if they have not previously completed the program and have documentation of having done so. The Contractor will forfeit a penalty to the County of \$2,500 plus an additional \$100 for each employee employed by the Contractor or subcontractor, for each calendar day or portion thereof, such employee is employed without the required training (Section 292.675 RSMo).

4.0 RESPONSE FORMAT

To facilitate comparison of proposals, respondents must submit offers in a format that corresponds with the following sections. Each page of the proposal should state the name of the respondent, the RFP number and the page number. Please submit the information required in this section in total as your response to the RFP.

4.1 Cover Page (page one of this document).

4.2 Bidder Response Form (2 pages)

4.3 Minimum of five (5) References, form provided

4.4 Anti-Collusion Statement

BID NUMBER 2025-02
PLUMBING SERVICES (AS NEEDED) REFERENCES

To be considered qualified by the County for the work contemplated herein, the respondent must have had completed a minimum of three (3) projects of similar size and scope over the past three (3) years. For the purpose of verifying quality of service, please list customer references that the County may contact.

REFERENCE ONE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE TWO

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE THREE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE FOUR

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

REFERENCE FIVE

Owner Name: _____ City/State: _____

Contact Person/Title: _____

Phone/Email: _____ Contract Period: _____

Scope of Work: _____

BIDDER RESPONSE FORM
2025-02 PLUMBING SERVICES (AS NEEDED)

Every Contract must complete a bidder response form. Be sure to include all materials, labor, equipment cost, etc. within the bidder response form.

Plumbing Services Schedule

Description	Rates
Regular Hourly Rates (Monday – Friday 7:30-4:30)	\$ _____ per hour
After Hours Rate	\$ _____ per hour
Holiday Rate	\$ _____ per hour
Markup of Materials Above Contractors Cost	_____ %

List other fees or charges:

List any relevant mark-ups, with details (if applicable):

List any exceptions or assumptions in your pricing:

Define you guaranteed response time:

BIDDER RESPONSE FORM CONTIUNED.
2025-02 PLUMBING SERVICES (AS NEEDED)

The responding contractor certifies the following by checking the following items:

____ That this proposal was signed by an authorized representative of the business.

____ That the potential contractor has determined the cost and availability of all services and/or materials associated with performing the services outlined herein.

____ That all costs associated within the proposal submitted have been determined and included in the contractor's response.

Therefore, in compliance with the foregoing Request for Proposal, and subject to all terms and conditions thereof, the undersigned offers and agrees to the conditions as set forth in this Request for Proposal with no exceptions. In the event of exceptions, exceptions must be clearly noted and detailed within the contractor's response.

Company

Print Name & Title

Signature

Date

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance. Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid.

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____

**Affidavit of Compliance with Section 285.525-285.550 RSMo
For All Services in Excess of \$5,000.00**

State of _____)
County of _____) ss

I, _____, am an authorized agent of _____ (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County of Cole. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program (signature page of the MOU with Homeland Security) is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Affiant

Date

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires: _____

If bidder is an individual and does not have any employees of any sort, complete this section.

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires: _____

Sample E-Verify Memo of Understanding – MOU Electronic Signature Page



Company ID Number: XXXXXXXX

Approved by:

Employer <i>Your Company Name</i>	
Name (Please Type or Print) <i>John Doe</i>	Title
Signature <i>Electronically Signed</i>	Date <i>11/30/2023</i>
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 11/30/2023