

REQUEST FOR PROPOSAL

May 5, 2023
FRANCIS HOWELL SCHOOL DISTRICT
HVAC Water Treatment 23-24, 24-25, 25-26
PROPOSAL DUE NO LATER THAN: May 22, 2023 at 10:00am
FOR MORE INFORMATION CONTACT LANCE BROUGHTON AT 636-851-6300

This inquiry implies no obligation on the part of the Francis Howell School District.

The Francis Howell School District reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the school district. The district reserves the right to waive any informalities, or reject any or all bids or any part of any bid. Any bid received after the time and date specified above shall not be considered.

Bidders are cautioned that the quoted goods and/or services must be provided at the price submitted. No increase in price will be permitted pending acceptance or rejection of the bid. All bids shall be deemed final, and no bid shall be subject to correction or amendment for error or miscalculation.

Purchases made by the Francis Howell School District are not subject to state or local taxes or federal excise taxes. The official state tax exemption letter shall be furnished upon request.

All bidders are encouraged to use workers on the projects that are trained and skilled in their respective field, evidenced by having completed or being currently enrolled in a training program or apprenticeship program, to provide the District with the most qualified workers to complete projects.

All persons employed by outside vendors/contractors will be required to successfully undergo a criminal record and a clear check of the Child Abuse/Neglect Registry. Such background checks will be performed at the vendors/contractors' expense and will, upon request, be shared with the District

In the event no funds or insufficient funds are appropriated and budgeted for this service, the district shall, not less than sixty (60) days prior to the end of a fiscal period, in writing, notify the company to terminate the contract.

Bid must be submitted on the attached forms. Please email bid to:

amy.zvorak@fhdschools.org by May 22, 2023 at 10:00am

General Conditions

The purpose of this Request for Proposal (RFP) is to establish the requirements for the requested services, and to solicit Proposals from firms (hereafter "Company") for providing such services.

1. The Company must submit a complete Proposal covering all requirements identified in this RFP package in order to be considered. All Proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the Company.
2. Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
3. The District is not responsible for lateness or non-delivery by the US Postal Service or other carrier to the District. The time and date recorded by the District shall be the official time of receipt.
4. Proposals may be modified or withdrawn by written notice or in person by the Company or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the submission deadline.
5. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.
6. Any explanation or statement that the Company wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Company so indicates, it is understood that the Company has proposed in strict accordance with the RFP requirements.
7. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
8. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal.
9. All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.
10. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.
11. The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.
12. No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. All contact regarding this RFP must be directed to the Director of Operations and Facilities. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification. The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.

13. The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
14. No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company's Proposal.
15. The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.
16. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.
17. To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Company will be contacted to arrange a time for an interview. The District, in its sole discretion, will determine which, if any, Company will be interviewed.
18. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
19. The District reserves the right to negotiate final Agreement terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal.
20. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.
21. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
22. The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of Agreement satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.
23. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
24. All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into a final Agreement between the District and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the District and shall be deemed to be incorporated into the final Agreement.
25. The successful Company must not at any time assign any portion of its contract with the District nor shall it assign the contract without the written permission of the District. The successful Company must not, at any time, change sub-consultants approved by the District without written permission of the District, other than as listed in the Proposal submission.
26. The District reserves the right to terminate this contract within 30 days written notice if, in its opinion, the successful Company fails to meet the terms and conditions of the RFP. Notwithstanding the termination of the contract, the successful Company shall remain responsible for its obligations under this contract up to the date of termination. The District reserves the right to commence an action in a court of competent jurisdiction against the successful Company for damages that result from the breach of the terms and conditions of the contract, by the successful Company.

27. The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.
28. In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Company and the District will thereby be relieved from all further obligations under the Agreement.
29. Initial Proposals may not be withdrawn for 90 calendar days from the due date for Proposals except with the express written consent of the District.
30. In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
31. The District shall not be responsible for any pre-Agreement expenses of any Company, including the successful Company, incurred prior to the commencement of the Agreement.
32. The District seeks to ensure that the highest quality workmanship will be performed on its projects and to do so encourages bidders to use workmen on the project who have satisfactorily completed apprenticeship programs developed and operated in accordance with the policy recommendation, dated January 28, 1992, of the Federal Committee on Apprenticeship, US Department of Labor, Employment and Training Administration, Office of Work-Based Learning, Bureau of Apprenticeship and Training ("Policy Recommendation"). All bidders are required to certify, upon request of the Owner or the Owner's Representative, that all on-site workmen have satisfactorily completed such a program for the type of work they will be performing.

**FRANCIS HOWELL SCHOOL DISTRICT
COOLING TOWER AND CLOSED SYSTEMS WATER TREATMENT BID
SPECIFICATIONS**

This bid request is for a chemical water treatment company to provide the Francis Howell School District with a full service, comprehensive water treatment program for the HVAC systems and all water softener systems at the following locations:

- John Weldon Elementary
- Saeger Middle
- Harvest Ridge Elementary
- Francis Howell High
- Central Elementary
- Bryan Middle
- Old Administration Building (4545 Central School Road)
- Becky-David Elementary
- Francis Howell North High
- Francis Howell Middle
- Warren Elementary
- Francis Howell Central High

The Francis Howell School District invites bids for the Water Treatment on HVAC Systems for the period of July 1, 2023 through June 30, 2026,

The water treatment company must have been active in the field of on-site total treatment service program in the proof that it has operated a full service program in the local area no less than five (5) years. **A minimum of fifteen (15) references currently operating under a full service program are required.** Francis Howell School District will also reserve the right to check additional customers and past customers, whether provided as references or not, in order to obtain a complete profile of the contractor's ability to provide the specified services and their reliability in providing same.

The company must utilize qualified laboratory (identified in the bidding) equipment with the instrumentation for water analysis and have qualified personnel who are experienced specifically under the guidelines of the Environmental Protection Agency. Further, the company must be able to provide, from the laboratory, information regarding what Quality Assurance and Quality Control programs are in effect. This lab will be located in the St. Louis Metro area.

Only qualified service personnel shall inspect, analyze and service all systems. The company shall provide all labor, chemicals, and adequate testing to properly treat and verify treatment of all systems. The company will be responsible for the installation, adjustment and maintenance for all chemical feeding equipment. **INSTRUCTIONS FOR EMERGENCY SHUTDOWN MUST BE POSTED AT EACH INSTALLATION. PRODUCT SPECIFICATIONS AND MATERIAL SAFETY DATA SHEETS MUST BE POSTED AT EACH INSTALLATION.** The Francis Howell School District will not accept any proposal wherein the District is required to apply, handle, store, order, or receive any treatment chemicals in any quantity or packaging. Furthermore, Francis Howell School District personnel will not be required to sample, test, or treat any of the systems under this contract. The Water Treatment Contractor, without exception, will perform all delivery, handling, application, sampling, and testing.

Absolutely no containers of chemical not currently being used (except chemicals under the feed pumps) are to be delivered, received or stored by Francis Howell School District personnel or remain on Francis Howell School District premises. This means that treatment service person must anticipate need and replenish supply as required when on-site to ensure no void in treatment schedule. Overflow or spillage must be cleaned from tank, pumps, floors, etc. immediately as occurring and trash or waste properly disposed of by Water Treatment Contractor.

SERVICE FREQUENCY

All treated cooling systems shall be tested and treated twice per month during the cooling season. All cooling towers may not be drained for the winter, and may require at least once per month service to prevent a void in treatment during warmer winter periods. All closed systems shall be tested at least once per month. Water softener systems will have the salt levels maintained by the Contractor at a level to allow complete and proper regeneration between service calls. All salt will be delivered by hand to the brine tanks by the Contractor.

All systems will be tested on the job site and the necessary treatments made at that time. The water treatment company will conduct two (2) meetings per year as a review with the owner. All reports and deficiencies will be reviewed at this time. **FAILURE TO INSPECT EACH FACILITY ACCORDING TO SCHEDULE AND/OR FAILURE TO TIMELY REPORT SAME, SHALL CONSTITUTE BREACH OF CONTRACT.**

TESTING AND REPORTING

Acceptable control parameters for condenser water and chilled/hot water will be established by the service report and/or testing laboratory report for each visit which will include:

1. Control range of all treatment chemicals
2. Each system's pH, **makeup water** pH and recommended control range of pH for each system
3. Each system's conductivity, **makeup water** conductivity, and recommended control range conductivity for each system
4. **Makeup water** total alkalinity
5. Cooling tower/spray water total hardness, **makeup water** total hardness

6. Water softener effluent total hardness
7. Water softener and **makeup water** chlorides
8. Corrosion and/or scale inhibitor concentration for each system and recommended control range for each system consistent with manufacturer's recommendations
9. Any additional in site analysis
10. Samples submitted for laboratory testing
11. Provision for laboratory reference reporting
12. Treatment equipment condition and any repairs made or necessary
13. Treatments, applications performed and signature of on site Francis Howell School District personnel

PERFORMANCE

The water treatment company will accompany and advise Francis Howell School District personnel when annual inspections are made of condensers. The water treatment company will be responsible for cleaning either chemically or mechanically to remove existing scale. This cleaning process is to be considered within this bid and not as an additional cost to Francis Howell School District.

If condenser tubes are cleaned mechanically, equipment manufacturer's recommended procedure must be followed to prevent damage. Only those chemicals and methods recommended by the manufacturer shall be used to chemically clean cooler and condenser tubes in the air conditioning plants.

The water treatment company's program must deliver adequate corrosion inhibition for all treated systems and relevant metals. The water treatment company shall maintain the existing corrosion coupon racks, changing the relevant coupons on 90 day intervals during the operational periods of the systems. The water treatment company shall at a minimum maintain the corrosion protection as follows:

SYSTEM	METAL	MAX CORROSION RATE IN MILS. PER YEAR
Cooling Towers	Mild Steel	3
	Copper	0.5
Closed Loops	Galvanized Steel	3
	Mild Steel	0.75
	Copper	0.1

The water treatment company's anti-microbial products must maintain the cooling tower and closed systems free of microbial growth as periodically identified by culturing. Cooling tower TAB must not exceed 10^3 CFU/mL.

If Francis Howell School District building personnel observe any problems with the water treatment equipment between normal service inspections, they will notify the water treatment company who will send a service person to correct the problem at no additional expense to Francis Howell School District. If problems are caused by personnel of the Francis Howell School District, the contractor will notify the HVAC Manager. The water treatment company shall make all notifications to Francis Howell School District in writing.

Contractor must provide documentation that chemical treatments are approved and as applicable registered by appropriate regulatory agencies. Further, there will be no violation of disposal into sewer systems.

EQUIPMENT

The district currently owns all of the treatment related equipment at each location. Should this equipment not meet the requirements of the bidder, bidder is to include the cost of replacement equipment. Any new equipment is to be installed at the bidder's cost and shall become the property of the district.

Should any treatment related equipment fail or require repair, the repair or replacement of the equipment shall be done by the water treatment contractor at no additional cost to the District.

Should any repair require shut down of a system, the water treatment contractor must coordinate the shutdown with the District.

WATER SOFTENERS

The contractor shall provide a Softener Check program for the following schools: Saeger Middle School, Bryan Middle School, Francis Howell Central High School, Warren Elementary School, and Independence Elementary School. The Softener Check program shall include:

- A. Monthly testing of the effluent soft water for Total Hardness and Chlorides
 - 1. The contractor will test the effluent water from each softener to ensure that it is producing consistent soft water and that the brine rinse cycle is complete by testing for chlorides (salt) as well.
- B. Monthly dosage of Resin Cleaner and Protectant
 - 1. The contractor shall provide the monthly addition of cleaner/protectant to help prevent the fouling of the resin bed with iron and to keep the resin soft and resilient.
- C. Monthly regulation of Water Softener Control
 - 1. The contractor will put softener through cycles routinely to catch any timing errors or sticking valves before they become real issues.
- D. Annual Resin Sampling and Microscope Evaluation
 - 1. The contractor will provide an annual microscopic resin evaluation to determine if the resin is fouled or starting to breakdown.
- E. Delivery of high quality Water Softener Salt Pellets
 - 1. The contractor shall deliver salt to each unit and maintain the brine tank salt level at all times to ensure proper regeneration of each system.

CONDENSER WATER SYSTEMS AND SPRAY WATER SYSTEMS

The contractor shall provide an effective chemical program to control corrosion, prevent scale formation and prevent microbiological growth.

The microbiological program will consist of three distinct micro biocides to be added alternately in slug dosage or via biocide feed systems.

BIOCIDES

As a minimum the antimicrobial program will include:

- A. A non-foaming poly-quat. at least 50% active
- B. A thiocyanate blend 20% active
- C. An organo sulfonate compound at least 30% active.

NO CHLORINE HTH OR GUTERALDEHYDE SHALL BE USED AS BIOCIDES

CONDENSER SCALE AND CORROSION INHIBITOR

The cooling tower/condenser scale and corrosion inhibitor shall be at least a phosphonate and polyacrylate blend withazole. This program shall be inorganic phosphate free.

PARAMETER	CONTROL LIMIT
Cycles of concentration, as control by conductivity with soft water makeup	5 – 7 cycles 2250 – 3150 micro Siemens
Cycles of concentration, as control by conductivity with hard water makeup	3 – 5 cycles 1400 – 2250 micro Siemens
Phosphonate	8 – 15 ppm
Triazole	1 – 2 ppm

CHILLED/HOT WATER BOILER SYSTEMS

The chemical company shall provide suitable scale and corrosion inhibitors to provide protection of PVC, iron, steel, copper, and brass. Product must meet the following minimum characteristics:

Closed chill water scale and corrosion inhibitor shall be a nitrite/triazole blend.

PARAMETER	CONTROL RANGE
Nitrite	1000 – 1400 ppm
pH	9.5 – 11
triazole	2 – 4 ppm

EVALUATION

Each bid will be evaluated based on the following criteria:

40%	Bidders Proposed Program
30%	Bidders Expertise and Reference
30%	Total Bid Cost

FORMAT AND RESPONSE

Bidders are to submit their bid in a format which substantiates the above. The District reserves the right to reject any offer for any reason.

The following items **must** be included in your qualification in the order listed. **Do not** provide any more information than what is requested:

- a. A brief introductory narrative or letter describing Respondent company or companies in the case of a team or joint venture, the Respondent's company's or companies' capacity for performing the work; and in the case of a team or joint venture indicate past working relationships between the companies.
- b. Resumes of key individuals proposed for these projects to include the following:
 - Name
 - Title
 - Company (required only if Respondent is utilizing subconsultants)
 - Registration, if any, including states registered
 - Education including type of degree, year received and institution name
 - Years of experience in the design/construction field
 - Description of specialized experience beneficial to the District for this contract including individual expertise, certification and project experience (indicate role in the project)
- c. An organization chart which diagrammatically represents your planned team alignment to handle these projects. Show names, job titles, company (required only if Respondent is utilizing subconsultants) and functions in the organization chart.
- d. Descriptions of at least **15** related projects which key individual assigned to this project have participated in and their degree of involvement in these projects. Indicate owner, contact name and telephone number for contact, size of project and completion date along with description.

Bidder will indicate a price for 2nd and 3rd year options, which could be exercised at the discretion and option of Francis Howell School District. Francis Howell School District will consider the overall package price in the evaluation of the bids submitted.

The price quotation sheet must include each building and must be filled out completely and signed.

All products and supplies must be approved by Francis Howell School District before they are used or supplied.

INSURANCE

The successful bidder must provide two (2) properly executed certificates of insurance.

Liability Insurance: The Contractor and any subcontractor shall indemnify and save harmless the Francis Howell School District from all suits or action of every name and description brought against the Francis Howell School District for or on account of any personal injuries, including accidental or resulting death, or property damages received or claimed to be received or sustained by any person or persons due to the construction of the

work, or by or in consequence of any hazard, or of any negligence by the contractor or sub-contractor, their agents or employees or assigns in safeguarding it, or due to any improper material used in the construction, or by or on account of any act or omission of the contractor or subcontractor, their employees, agents or assigns.

The Contractor shall carry adequate public liability and property damage insurance for the joint and several benefit of the contractor and the Francis Howell School District with a company licensed to do business in the State of Missouri and satisfactory to the Francis Howell School District and in the amounts not less than those specified below. The amounts of coverage required for public liability or property damage shall not be construed to limit the liability of the contractor in protecting the Francis Howell School District from damage or injury claims. The Francis Howell School District shall have the right to require the contractor to increase any or all such insurance policy limits while the contract work is in progress in the event the engineer determines that unusual or special risks revealed by the work so require and in such amounts as the Francis Howell School District may determine to be adequate, and without thereby limiting the liability of the contractor in protecting the Francis Howell School District from damage or injury claims.

The contractor shall comply fully with the requirements of the Workmen's Compensation Act of the State of Missouri and shall furnish evidence that the contractor is insured thereunder.

The coverage shall insure the Francis Howell School District of its officers and employees while acting within the scope of their duties against all claims arising out of or in connection with the work to be performed.

The cost of the insurance shall be included in the prices bid for the various items of work and no additional payment will be made therefore.

The amounts of such insurance shall be not less than the following:

- a) Contractor's Bodily Injury Liability and Property Damage Liability Insurance:
 - 1) Injury or death of one person \$1,000,000
 - 2) Injury to more than one person in a single accident \$2,000,000
 - 3) Property damage \$1,000,000
- b) Automobile and Truck Public Liability, Bodily Injury, and Property Damage:
 - 1) Injury or death of one person \$1,000,000
 - 2) Injury to more than one person in a single accident \$2,000,000
 - 3) Property damage \$1,000,000

Certificates of insurance sent to the Francis Howell School District as evidence of insurance shall contain the following statements, and in their absence the certificates will not be satisfactory to the Francis Howell School District.

- 1. The insurance evidenced by this certificate will not be cancelled or altered except after ten (10) days from receipt by the Francis Howell School District of written notice thereof.
- 2. A certificate of insurance must be filed with the Francis Howell School District providing builder's risk insurance for the proposed project.
- 3. The Francis Howell School District must be listed on all Certificates of Insurance as additional insured.
- 4. A statement of the insurance company's A.M. Best rating will be required. A rating of at least A-VI is required.

Certificate of insurance must be included at bid time.

The following is a list of the sites and systems that are to be considered for bidding:

Francis Howell Central High School
5199 Highway N
St. Charles, Missouri 63304-7120
Water Source Heat Pump (Closed Loop)
4 Cooling Towers

Francis Howell High School
7001 Highway 94 South
St. Charles, Missouri 63304-2217
3 Cooling Towers
Water Source Heat Pump (Closed Loop)
1 Hot Water Boiler System (Closed Loop)

Francis Howell Middle School
825 O'Fallon Road
St. Charles, Missouri 63304-8150
Water Source Heat Pump (Closed Loop)
2 Cooling Towers

Harvest Ridge Elementary
1220 Harvest Ridge Drive
St. Charles, Missouri 63303-5972
Water Source Heat Pump (Closed Loop)
1 Cooling Tower

John Weldon Elementary
7370 Weldon Spring Road
St. Charles, Missouri 63304-8618
Water Source Heat Pump (Closed Loop)
1 Cooling Tower

Central Elementary
4525 Central School Road
St. Charles, MO 63304
2 Pipe System (1 Closed Loop) Hot

Francis Howell North High School
2549 Hackmann Road
St. Charles, Missouri 63303-5471
4 Pipe System (2 Closed Loops) 1 chilled, 1 Hot
2 Cooling Towers

Bryan Middle School
605 Independence Road
St. Charles, Missouri 63304-7861
Water Source Heat Pump (Closed Loop)
2 Cooling Towers

Old Administration Building
4545 Central School Road
St. Charles, Missouri 63304-7113
Water Source Heat Pump (Closed Loop)
1 Cooling Tower

Becky David Elementary
1155 Jungs Station Road
St. Charles, 63304-6099
Water Source Heat Pump (Closed Loop)
1 Cooling Tower

Warren Elementary
141 Weiss Road
St. Peters, Missouri 63376-7741
1 Hot Water Boiler System (Closed Loop)

Saeger Middle School
5201 Highway N
St. Charles, MO 63304
Water Source Heat Pump (Closed Loop)
2 Cooling Towers

FRANCIS HOWELL SCHOOL DISTRICT 828 Ofallon Road, St. Charles, Missouri 63304
REFERENCES FOR SIMILAR WORK IN THE LAST TWO YEARS

REFERENCE #1

Name: _____
Phone Number: _____
Project: _____
Location: _____
Contract Price: _____
Project Started: _____ Project Completed: _____
Scope of Project: _____

REFERENCE #2

Name: _____
Phone Number: _____
Project: _____
Location: _____
Contract Price: _____
Project Started: _____ Project Completed: _____
Scope of Project: _____

REFERENCE #3

Name: _____
Phone Number: _____
Project: _____
Location: _____
Contract Price: _____
Project Started: _____ Project Completed: _____
Scope of Project: _____

**FRANCIS HOWELL SCHOOL DISTRICT
WATER TREATMENT
BID FORM**

I HEREBY SUBMIT PRICING FOR THE ENTIRE FRANCIS HOWELL SCHOOL DISTRICT

FHSD WATER TREATMENT RFP

2023-2024	\$
2024-2025	\$
2025-2026	\$
TOTAL FOR ALL 3 YEARS	\$

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

BIDDERS PRINTED NAME: _____

BIDDERS SIGNATURE: _____
Signature verifies that bid is good for at least 90 days

DATE: _____

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____(signature)

Printed Name and Title: _____

For and on behalf of: _____(company name)

EXHIBIT A

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.

2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.

3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For: _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires:

