

GENERAL BID SPECIFICATIONS

I. Proposals

- A. Each proposal shall be enclosed in a sealed envelope and addressed to the owner.
- B. The proposal shall be complete and free from ambiguity as to its meaning and signed by the bidder.
- C. Interested parties should submit their bid through **Vendor Registry** via the District's website at <https://www.hazelwoodschools.org/Page/2238>.
- D. In awarding contract, Owner may take into consideration skill, facilities capacity, experience, ability, responsibility, previous work, financial standing of bidder, amount of other work being carried on by bidder; quality, efficiency, and construction of systems and equipment proposed to be furnished and delivered; and the necessity of prompt and efficient completion of all work herein described. Inability of any bidder to meet requirements mentioned above may be cause of rejection of bid.

II. Permits and Fees

- A. The contractor shall secure and pay for all permits and governmental fees necessary for the proper execution and completion of the work.
- B. The contractor shall comply fully with all laws, ordinances, rules, regulations, and orders of any public authority bearing on the performance of the work.

III. Sales Tax

- A. The contractor is expected to pay all sales tax, which may be lawfully assessed against him in conjunction with his purchase of materials to be incorporated in the work under this proposal. The Hazelwood School District has tax exempt status.

IV. Liens

- A. Upon request of the owner, the contractor will at his own expense, by bonding or otherwise, secure the prompt discharge of any lien or liens which may be filed against the property arising out of this contract.

V. Insurance

- A. The contractor shall provide liability insurance and workers compensation in full until completion of the work. Fire, theft, and windstorm insurance during the work. Fire, theft, and windstorm insurance during the work period shall be provided by the contractor. All vandalism during construction is the responsibility of the contractor.

VI. Special Notice

- A. Bidder shall inform themselves of the conditions under which the work is to be performed, concerning the site of the work, the structure of the ground, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed, and no

Contractor shall be allowed any extra compensation for items on which he has failed to so inform himself prior to bidding.

- B. The bidder is responsible for verification of all measurements.
- C. The submission of a bid will be construed by the owner that the bidder has made sufficient examination and agrees to fulfill all requirements of the contract in full accordance with specifications and is entirely familiar with and thoroughly understands all such requirements.
- D. The successful bidder is to notify David Dudley, 314-953-5930, with a work schedule before work begins and of any change during construction.
- E. The Hazelwood School District expressly rejects any terms and conditions not submitted with your bid and/or in variance to these specifications.
- F. The Owner will require the successful bidder to furnish a Performance Bond and Labor and Materials Bond prior to the execution of the contract. The bonds shall be written in the amount of 100 percent of the total contract price.
- G. All bidders will be required to furnish a bid bond in the amount of 5% of the bid at the time of submission of the bid.
- H. Owner reserves the right to require financial statement from bidder. Statement shall be treated as confidential by Owner.
- I. The successful contractor will be required to enter into a contract with the Owner per the bid specifications and bid submission.
- J. Bidder's proposal shall include costs of all permits, governmental fees, licenses, and inspection fees necessary to conduct the work. Proposals must be submitted in duplicate on copies of the Proposal Form provided. Do not remove and use the Proposal Form from specification. Insurance: Proposal must include cost of all insurance's required under the General Contract Conditions. Proposal shall include the cost of a separate Performance and Payment Bond.

VII. Execution of Contract:

- A. The Owner will prepare and forward to the successful bidder, the required copies of the contract. Bidders shall return properly executed prescribed copies of contract along with all required certificates of insurance, bonds, etc., required by these documents to the Owner within seven (7) working days after their receipt.

VIII. Changes in the Work

- A. The owner without invalidating the contract may order extra work or make changes by altering, adding, or deducting from the work with the contract sum being adjusted accordingly.

IX. Rejection of Bids

A. The owner reserves the right to waive informalities in bids and to reject any or all bids.

X. Storage of Materials

A. Storage of materials at the site will be permitted; however, the location of the storage facilities will be subject to the owner's approval. The contractor shall be responsible for the protection of materials that might be damaged by weather. Vandalism of materials is the responsibility of the contractor.

XI. Completion

A. The contractor shall and does hereby agree that all work as called for in the specifications shall be completed on an agreed upon date with the District.

XII. Payment

A. Payment in full will be made to the contractor by the owner within thirty (30) days after completion of the work and/or submission of a written statement by the contractor.

XIII. Wage Rates

A. Prevailing wage rates for the St. Louis area shall apply to this work project. Prevailing wage rates will be supplied to the successful bidder. The successful bidder will have to comply in full with all requirements of the Prevailing Wage Law.

B. Copies of the contractor's payroll may have to be furnished to the owner.

C. The contractor will have to supply the necessary affidavit of compliance prior to receiving payment.

D. The contractor will forfeit as a penalty to Hazelwood School District, ten dollars (\$10) for each worker employed, for each calendar day, or portion thereof, such worker is paid less than the said stipulated rates for any work done under a said contract, by the contractor or by any subcontractor under them.

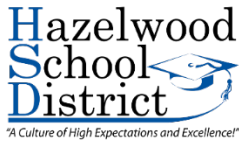
E. All contractors' bonds will include such provisions as will guarantee the faithful performance of the prevailing hourly wage clause as provided by contract.

XIV. Special Notice

A. Board 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, whenever possible, who have satisfactorily completed apprenticeship programs developed and operated in accordance with the policy recommendation of the Federal Committee on Apprenticeship, U.S. 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 in their bids the percentage of their workmen for the project, which have satisfactorily completed such a program for the type of work they

will be performing. Bidders who do not indicate a percentage will be reported as zero percent.

- B. The Board seeks to ensure a ready and adequate supply of highly trained and skilled craft persons, the establishment of reasonable working conditions for construction projects, the provision of negotiated commitments between employers and employees that are legally enforceable, and the assurance of labor stability and labor peace over the life of the project. Accordingly, bidders are encouraged to enter into a collective bargaining agreement for the Project with the St. Louis Building and Construction trades Council, AFL-CIO, and its affiliates in the construction of the project. All bidders are required to certify in their bids whether they are already bound by such an agreement or are willing to enter into such an agreement for this Project.
- C. Inaccurate certifications is cause for termination.



HAZELWOOD SCHOOL DISTRICT
15955 NEW HALLS FERRY ROAD
FLORISSANT, MISSOURI 63031

BID FORM

Name _____ Title _____

The undersigned hereby certifies to the Board that _____% of its workmen and _____% of the workmen of all of its contractors for the Project have satisfactorily completed an apprenticeship program developed and operated in accordance with the Policy Recommendation, as that term is defined in the Specifications. Inaccurate certifications shall constitute cause for termination of any contract with the Board and the Board may then require, whether or not included in the contract, indemnification for any costs incurred by the Board in connection with the termination.

The undersigned hereby certifies to the Board that it (is) (is not) already bound by a collective bargaining agreement with the St. Louis Building and Construction Trades Council, AFL-CIO, and its affiliated Local Unions. If not already bound, the undersigned hereby certifies that it (will) (will not) enter into such an agreement for this Project. Inaccurate certifications shall constitute cause for termination of any contract with the Board and the Board may then require, whether or not included in the contract, indemnification for any costs incurred by the Board in connection with the termination.

The undersigned hereby proposes to complete the work shown and specified and delivered to the Board no later than the agreed upon schedule. In addition to the information requested herein, attach a current and complete form, the American Institute of Architects, Contractor's Qualification Statement, AIA Document A305, and a copy of the bidding contractor's current Business License. The Board, in the interest of a standardization and ultimate economy reserves the right to require a substitution for Subcontractors, materials and equipment proposed by the bidder.

One of the following must be checked:

- ☐ The undersigned **is** bound by an agreement.
If bound, please indicate what union your agreement is with: _____

If not bound:

- ☐ The undersigned **will** enter into an agreement for this project.
☐ The undersigned **will not** enter into an agreement for this project.

Bidder Signature: _____ **Date:** _____

Bidder Name & Title: _____

Company Name: _____ **Federal I.D. No.:** _____

Official Address: _____ **City, State, Zip:** _____

Phone: _____ **Corporate Seal:** _____

SUPPLIER DIVERSITY

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs) in purchases made by the District. To this end the District has set goals for participation on all construction projects of 25% for MBEs and 5% for WBEs. The Supplier Diversity Program also encourages its business partners to strive for a workforce goal of twenty five percent (25%) minority and five percent (5%) women. The District may reject any and all bids that do not meet its program goals.

Upon request and verification of need by the Hazelwood School District, the District will pay MBE/WBE contractors every two weeks for labor cost upon presentation of required documentation.

The Hazelwood School District Supplier Diversity Program can be downloaded from the district's website at www.hazelwoodschools.org; on the left side of the home page click on "Bids and Proposals," then go to the section labeled "Documentation." The entire program including **forms A and B** are located within the Supplier Diversity document.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the bid opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

The School District reserves the right to reject any and all Bids, to waive informalities therein to determine the lowest and best bid, and to approve the Bond. No Bid may be withdrawn for a period of 60 days subsequent to the specified time for receipt of bids.



**HAZELWOOD SCHOOL DISTRICT
Supplier Diversity Program**

SUBCONTRACTOR UTILIZATION FORM

Project Name: _____

Prime Contractor: _____

If I am awarded this bid I will subcontract with the following MBE/WBE firms:

Work or Trade to be Subcontracted	MBE/WBE Firm Name or Joint Venture	Subcontract Amount	
		(MBE)	(WBE)
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
SUBTOTALS:		\$ _____	\$ _____
MBE/WBE SUBCONTRACTS TOTAL		\$ _____	

TOTAL BID: _____ **TOTAL MBE %** _____ **TOTAL WBE %** _____

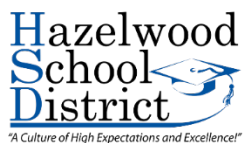
NOTE: A MBE or WBE Subcontractor may be included as a Joint Venture with a Non-Certified MBE/WBE on Form "A". However, only the portion of work to be managed and performed by the Certified MBE/WBE may be counted towards the goal.

Supplier Diversity Program

Project Name:

I have contacted the following minority and women business enterprises and will not subcontract with them due to the reasons cited below: (Attach additional pages as necessary)

[illegible]



Additional Information

E-Verify

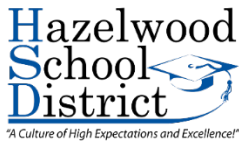
Section 285.530, RSMo, requires businesses that contract with districts for services that may exceed \$5,000 to provide affidavits affirming that the businesses use E-Verify and do not employ illegal workers in connection with the contract.

OSHA Training

§292.675, RSMo., requires contractors and subcontractors to provide a ten (10) hour OSHA construction safety program for on-site workers of public works projects. If employees/workers/laborers of the contractor or subcontractor have already completed the training program, they must have documentation of completing the program. They do not need to retake this training.

Client References

Bidders must supply at least three (3) client references for completed work in the last 1-2 years. Please provide the organizations name, address, phone, contact person, project description and contract amount.



AGREEMENT FOR CONTRACTED SERVICES
Hazelwood School District

Contractor: _____

Address: _____

City: _____, State: _____, Zip: _____

Telephone Number: _____

Contractor's Tax identification Number (or Social Security Number):

Note:

The successful contractor will be required to enter into a contract with the Owner per the bid specifications and bid submission.

1. **Scope of Services:** CONTRACTOR, in exchange for the compensation paid by DISTRICT under this contract, agrees to provide the following services:

2. **Term of Contract:** The term of this contract commences on the _____ day of _____, 20____, and terminates on the _____ day of _____, 20____.

3. **Compensation:** DISTRICT will pay for the services provided by CONTRACTOR under this contract an amount not to exceed \$_____ per _____.

4. **Execution of Contract:** This contract is not effective until fully executed by both parties.

Contractor's Signature

Date

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

Notary Public

My Commission Expires:

District's Signature

Date



BID RESPONSE SHEET

PROPOSED BID COST \$ _____

Company Name

Address

City/Zip

Phone

Fax

Federal Tax ID

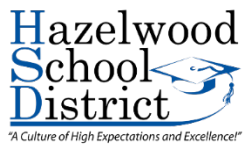
Print Name: Authorized Company Official

Date

Signature: Authorized Company Official

Date

E-mail Address



BID SUBMITTALS

As a reminder, please verify that all submittals for this bid are included with your response:

Check List

1. HSD FORM A – MBE/WBE Subcontractor Utilization Form
2. HSD FORM B – MBE/WBE Subcontractor Solicitation Form
3. Bid Bond – 5% of Bid
4. HSD Bid Form – Labor Agreement
5. Bid Response Sheet
6. E-Verify Affidavits
7. Agreement for Contracted Services