



## WARREN COUNTY R-III SCHOOL DISTRICT

### REQUEST FOR BID

Warren County R-III School District  
385 West Veterans Memorial Parkway  
Warrenton, Missouri 63383  
636-456-6901, 636-456-7687 FAX

Date: **February 4, 2020**

### **PROPOSED WORK OR MATERIALS TO BE FURNISHED**

Bids for the work or materials described below will be received at the Office of the Superintendent of Schools, Warrenton, Missouri. All bids must be sealed and plainly marked on the outside of the envelope as follows:

**"ATTENTION: Concrete Sidewalk Remove and Replace 2020**

Bids will be received up to 9:00 a.m. on **March 31, 2020**. The bids will be opened publicly at the Warren County R-III School District Central Office. You are invited to attend the opening of proposals at that time, if you desire. The proposals will be analyzed and a recommendation will be made to the Board of Education at the meeting on **April 9, 2020**. The contract, if awarded, will be to the best lowest bidder, provided he/she furnishes the Board with satisfactory evidence of his/her ability to perform the work or to furnish satisfactory materials called for. The Board of Education reserves the right to reject any or all bids if it deems it for the interest of the school district to do so. The Board of Education reserves the right to waive any irregularities in the bidding process. The entire work called for or materials to be furnished in this bid must be completed as per the attached bid specifications.

**Mandatory pre-bid walk thru scheduled for March 16, 2020 at 9:00 am.** Please meet with John Chandler at Black Hawk Middle School 302 Kuhl Ave. Warrenton, Missouri

Projects must be bid using **current prevailing wage labor rates**. **Not less** than the prevailing hourly rate of wages, as set out in the wage order attached to and made part of the specification for work under the contract, **shall** be paid to all workers performing work under the contract. A copy of the most current prevailing wage order will accompany bid specifications. It is the responsibility of the bidder to fully comply with prevailing wage rates in the bidding process and to provide wage records to verify compliance during and following the project completion. "The contractor will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor." (Section 290.250, RSMo). As a condition for the award of any contract (for services) or grant in excess of \$5,000 by the state, the State Contractor must execute documentation (including sworn affidavit) verifying enrollment and participation in **E-Verify** for employees working on contracted services. A sample affidavit will accompany bid specifications. "The contractor and all subcontractors to the contract must require all on site employees to complete the ten-hour construction safety program required under Section 292.675. RSMo, unless they have previously completed the program and have documentation of doing so." The contractor will forfeit a penalty to the contracting body of \$2500 plus an

cont.

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)

Bidders must submit individual prices for each project and alternate project component.

Bid price must include all demolition, removal and disposal of old materials as well as installation of new materials.

All miscellaneous costs necessary to complete the project as specified must be included in the bid price.

All deliveries must have a bill or invoice signed by a school official at the time of delivery for record on material received. Upon acceptance of the completed project, receipt of lien waivers from suppliers and completed wage order form; invoices will be submitted to the Board of Education for approval at the regular monthly meeting (the second Thursday of each month). Payment will be available on or about the 23<sup>rd</sup> of the month.

Bidders may be requested to provide references from similar projects completed in the past.

Any questions concerning the project should be directed to John Chandler at 636-456-6901.

ITEM AND SPECIFICATIONS

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**SEE ATTACHED BID SPECIFICATIONS**

**Bidder will be responsible for hauling off all debris.**

We hereby agree to furnish the above named articles or do the work described at the price stated within the delivery time allotted, and that quantity and quality will be in performance to specifications.

Name of Firm \_\_\_\_\_ By \_\_\_\_\_

Address \_\_\_\_\_ Official Capacity \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

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



## WARREN COUNTY R-III SCHOOL DISTRICT

### Concrete Sidewalk Remove and Replace 2020 INSTRUCTIONS TO BIDDERS February 4, 2020

#### **BID FORMS**

- A. Submit bids on specific bid forms included with documents, or issued by Addendum.
- B. Fill in all blanks on the bid form with a typewriter or printed manually in ink.
- C. Where so indicated by the makeup of the bid form, write sums in both words and figures. In case of discrepancy between the two, the amount written in words shall govern.
- D. The signer of the bid must initial any interlineations, alteration, or erasure.
- E. The bid shall include the legal name of the bidder and a statement that the bidder is a sole proprietor, a partnership, a corporation, or some other legal entity.
  - 1. A bid shall be signed by the person or persons legally authorized to bind the bidder to a contract.
  - 2. A bid by a corporation shall further give the state of incorporation and have the corporate seal affixed.
  - 3. A bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the bidder.
- F. The bidder shall make no additional stipulations on, or with, the bid form to qualify his Bid in any manner.
- G. The Bidder shall take into account in preparing the bid the Wage Rate Determination received from the State of Missouri Division of Labor Standards which is applicable to this Project and to which the successful Contractor must comply under the provisions of Section 290.220 RSMo. Furthermore, under Federally funded projects, the Bidder must comply with the higher wage rates of the Missouri Prevailing Wage Law or the Davis-Bacon Federal Wage Law.

Cont.

Cont.

**PHOTO DOCUMENTATION:**

- H. Photos of all operations including before, during, and after excavating along with the completion of construction **MUST** be submitted in order to receive payment.

**PERMITS:**

- I. Any permits (if needed) are the sole responsibility of the contractor.

**FINAL PAYMENT:**

- J. The contractor is responsible for any damage to the school facilities during this project, i.e. concrete, asphalt, curbing, etc. Prior to final payment the contractor and school representative will go over any damaged areas. Final payment will be held until all areas are repaired.
- K. Photos must be submitted for final payment.



## WARREN COUNTY R-III SCHOOL DISTRICT

### REQUIRED BID ATTACHMENTS

#### QUALIFICATION STATEMENT

- A. Competency and responsibility of bidders and ability to complete the work on time and at quality level shown and specified will be considered in awarding contracts.
  - 1. List similar school projects and describe measures taken to facilitate scheduling, management, and coordination of the projects.
- B. Bidders are required to complete the “References and Experience” which is included in the bid forms.
  - 1. Failure to complete the statement may be cause for rejection of the bid.

#### ASSURANCE OF BONDING

- A. Attach a letter from the Surety stating that if awarded the contract for the amount of the bid, the surety will execute a performance bond and a material and labor payment bond for 100% of the amount of the contract.
  - 1. Failure to submit the letter will be cause for rejection of the bid.

#### BID SECURITY

- A. Bids must be accompanied by a cashier’s or certified check or a bid bond in an amount equal to at least 5% of the total amount of the bid.
  - 1. Check or bid bond shall be payable to Board of Education, Warren County R-III School District, and enclosed in the envelope with the bid.
  - 2. If a bid bond is submitted, the attorney-in-fact who executes the bond on behalf of the surety shall affix a certified and current copy of his power of attorney.
- B. The owner will have the right to retain the bid security of bidders to whom an award is being considered until either:
  - 1. The contract has been executed and bonds have been furnished; or
  - 2. The specified time has elapsed so that bids may be withdrawn, or all bids have been rejected.

#### INVESTIGATION AND INTERPRETATION

- A. Submittal of a bid shall be evidence that the bidder has visited the site at which the work is to be performed, noted existing conditions and correlated his observations with the requirements of the contract documents. Site visit must be documented by the district’s Maintenance Director.

Cont.

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- B. Submittal of a bid shall be evidence that the bidder has read the contract documents and has based his bid in strict accordance therewith.
  - 1. Should a bidder find discrepancies, errors, or omissions in the contract documents, or should there be any doubt as to their meaning, the bidder shall notify the district at least seven days prior to bid opening date.
- C. Bidders shall use complete sets of bidding documents in preparing bids. The owner does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents.

## **TAXES**

- A. Include all applicable taxes except Missouri sales tax for which the owner is exempt as described in Section 01025, Measurement and Payment.

## **BID SUBMITTAL**

- A. Enclose copies of the bid, the bid security, and other required documents with the bid in a sealed opaque envelope.
  - 1. Address the envelope to:  
Warren County R-III School District  
385 West Veterans Memorial Parkway  
Warrenton, Missouri 63383  
  
Mark on the envelope **Concrete Sidewalk Remove and Replace 2020**  
  
Include bidder's name and address.
  - 2. If the bid is sent by mail, enclose the sealed envelope in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.
- B. Deposit bids at the Office of the Superintendent of Schools, 385 west Veterans Memorial Parkway Warrenton, Missouri 63383, by the time stated in the advertisement or invitation to bid.
  - 1. Bids received after the time and date for receipt of bids will be returned unopened.
- C. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of bids.
- D. Oral, telephonic, or telegraphic bids, or modifications to bids, are invalid and will not receive consideration.
- E. A bid may not be modified, withdrawn or canceled by the bidder during the stipulated time period following the time and date designated for the receipt of bids, and each bidder so agrees in submitting his bid.

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**OPENING OF BIDS**

A. Properly identified bids will be opened publicly at the time and place specified above for receipt of bids.

**REJECTION OF BIDS**

A. The owner shall have the right to reject any or all bids and to reject a bid not accompanied by any required bid security or by other data required by the bidding document, or to reject a bid that is in any way incomplete or irregular.



**WARREN COUNTY R-III SCHOOL DISTRICT**

**Concrete Sidewalk Remove and Replace 2020**  
**BIDDER INFORMATION**

Name of Bidder \_\_\_\_\_

Address of Bidder \_\_\_\_\_

\_\_\_\_\_

Authorized Officer \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

If sole owner, give name of firm \_\_\_\_\_

If corporation, in what state incorporated \_\_\_\_\_

If partnership, give names of partners \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**WARREN COUNTY R-III SCHOOL DISTRICT**

**BID FORM**

BOARD OF EDUCATION  
WARREN COUNTY R-III SCHOOL DISTRICT  
WARRENTON, MISSOURI

Ladies and Gentlemen:

The undersigned hereby proposes and agrees to furnish all labor, material, equipment, etc., and to perform all work required for the construction and completion of the **Concrete Sidewalk Remove and Replace 2020** for the Warren County R-III School District, Warrenton, Missouri, in strict accordance with plans and specifications dated **February 4, 2020**, as prepared by the district.

**All labor, material for the project: Concrete Sidewalk Remove and Replace 2020**

Bid Price \$ \_\_\_\_\_  
\_\_\_\_\_

**Special requirement.** State the number of calendar days to complete the project.

\_\_\_\_\_ days

**Special requirement.** Assurance of Bonding is included.

\_\_\_\_\_ yes      \_\_\_\_\_ no

## **Attachment A**

### **References and Experience**

Each Bidder must submit a minimum of three references, preferably from educational institutions. Each reference must be presently using the services similar to those requested in this RFP in both quality and quantity. No reference may be an affiliate of the Bidder or the Bidder's officers, directors, shareholders or partners.

**LIST CURRENT CONTRACTS FOR SCHOOLS AND GOVERNMENTAL AGENCIES: INCLUDE CONTACTS, AND TELEPHONE NUMBERS FOR EACH REFERENCE. USE ADDITIONAL PAGES FOR ADDITIONAL CONTRACTS:**

1) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

2) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

3) Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name/Title of Contact: \_\_\_\_\_

Phone Number of Contact: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
DIVISION OF LABOR STANDARDS

**AFFIDAVIT  
COMPLIANCE WITH THE PREVAILING WAGE LAW**

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_, State of \_\_\_\_\_, personally came and appeared (name and title) \_\_\_\_\_ of the (name of company) \_\_\_\_\_ (a corporation) (a partnership) (a proprietorship) and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290, Sections 290.210 through and including 290.340, RSMo, pertaining to the payment of wages to workers employed on public works projects have been fully satisfied and, when in effect, the requirements of Sections 290.550 through 290.580, RSMo pertaining to excessive unemployment were fully satisfied. There has been no exception to the full and complete compliance with said provisions and requirements with Annual Wage Order No. \_\_\_\_\_ Section \_\_\_\_\_ issued by the Missouri Division of Labor Standards (name of project) \_\_\_\_\_ located at (name of institution) \_\_\_\_\_ in \_\_\_\_\_ County, Missouri, and completed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

Notary Public



MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS  
DIVISION OF LABOR STANDARDS

**CONTRACTOR INFORMATION NOTIFICATION**

**Instructions to Public Body:** Please use this form whenever you award a contract. This form helps you keep better track of contractors working on your public works projects covered by the Missouri Prevailing Wage Law.

You should have already requested an Annual Wage Order from the Division of Labor Standards and included the entire Annual Wage Order into your bid specifications. (See RSMo 290.250). You should have also notified the Division of your prevailing wage project with a Project Notification. Form PW-2.

Date _____ Annual Wage Order No. _____	
Name of Public Body Awarding Contract _____	
Street Address _____	City _____ State _____ Zip Code _____ County _____
Project Name/Description (as shown on Project Notification Form PW-2 previously submitted)	
Project Location	
Street _____	City _____
County _____	State _____ Zip Code _____
General Contractor	
Name _____	
Street _____	
City _____	State _____ Zip Code _____
Bid Price _____	
All Subcontractors (Write N/A, if none)	
Name _____	Address _____ Bid Price _____

The State of Missouri requires workers on public works projects be paid prevailing wage. Public bodies have certain duties required to fulfill under this law. (Section 290.210-290.340 RSMo).

**Division of Labor Standards**  
P.O. Box 449 •  
Jefferson City, Missouri 65102  
(573) 751-3403 or (800) 475-2130  
(573) 751-3721 Fax

Internet Address: [laborstandards@dolir.state.mo.us](mailto:laborstandards@dolir.state.mo.us)  
Homepage: [www.dolir.state.mo.us/lis](http://www.dolir.state.mo.us/lis)

**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 \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

**Form I-9, Employment  
Eligibility Verification**Department of Homeland Security  
U.S. Citizenship and Immigration Services**Instructions****Read all instructions carefully before completing this form.**

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

**What Is the Purpose of This Form?**

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

**When Should Form I-9 Be Used?**

All employees, citizens, and noncitizens hired after November 6, 1986, and working in the United States must complete Form I-9.

**Filling Out Form I-9****Section 1, Employee**

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Noncitizen Nationals of the United States**

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

**Employers should note** the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in **Section 2** evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

**Preparer/Translator Certification**

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

**Section 2, Employer**

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

**Employers must record in Section 2:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

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**For more detailed information, you may refer to the *USCIS Handbook for Employers (Form M-274)*. You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."**

### **Section 3, Updating and Reverification**

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B; and:
  - 1. Examine any document that reflects the employee is authorized to work in the United States (see List A **or** C);
  - 2. Record the document title, document number, and expiration date (if any) in Block C; and
  - 3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

#### **What Is the Filing Fee?**

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

#### **USCIS Forms and Information**

To order USCIS forms, you can download them from our website at [www.uscis.gov/forms](http://www.uscis.gov/forms) or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at [www.uscis.gov](http://www.uscis.gov) or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify) or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at [www.uscis.gov](http://www.uscis.gov).

#### **Photocopying and Retaining Form I-9**

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

#### **Privacy Act Notice**

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.



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## Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

# Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification** *(To be completed and signed by employee at the time employment begins.)*

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) \_\_\_\_\_
- An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - month/day/year)

Employee's Signature	Date (month/day/year)
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**Preparer and/or Translator Certification** *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification** *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: _____	OR	_____	AND	_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

**Section 3. Updating and Reverification** *(To be completed and signed by employer.)*

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
-----------------------	-------------------	---------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

**Documents that Establish Both  
Identity and Employment  
Authorization**

### LIST B

**Documents that Establish  
Identity**

### LIST C

**Documents that Establish  
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	5. Native American tribal document
	9. Driver's license issued by a Canadian government authority	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	<b>For persons under age 18 who are unable to present a document listed above:</b>	6. U.S. Citizen ID Card (Form I-197)
	10. School record or report card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

# Missouri

## Division of Labor Standards

### WAGE AND HOUR SECTION



MICHAEL L. PARSON, Governor

## Annual Wage Order No. 26

Section 113  
**WARREN COUNTY**

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by \_\_\_\_\_

Taylor Burks, Director  
Division of Labor Standards

Filed With Secretary of State: \_\_\_\_\_ **March 8, 2019**

Last Date Objections May Be Filed: **April 8, 2019**

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	** Date of Increase	Basic Hourly Rates
Asbestos Worker		\$62.90
Boilermaker		\$22.23*
Bricklayer		\$56.02
Carpenter		\$55.57
Lather		
Linoleum Layer		
Millwright		
Pile Driver		
Cement Mason		
Plasterer		
Communications Technician		\$22.23*
Electrician (Inside Wireman)		\$67.65
Electrician Outside Lineman		\$22.23*
Lineman Operator		
Lineman - Tree Trimmer		
Groundman		
Groundman - Tree Trimmer		
Elevator Constructor		\$22.23*
Glazier		\$22.23*
Ironworker		\$60.14
Laborer		\$46.21
General Laborer		
First Semi-Skilled		
Second Semi-Skilled		
Mason		\$22.23*
Marble Mason		
Marble Finisher		
Terrazzo Worker		
Terrazzo Finisher		
Tile Setter		
Tile Finisher		
Operating Engineer		\$22.23*
Group I		
Group II		
Group III		
Group III-A		
Group IV		
Group V		
Painter		\$47.76
Plumber		\$63.87
Pipe Fitter		
Roofer		\$22.23*
Sheet Metal Worker		\$65.85
Sprinkler Fitter		\$22.23*
Truck Driver		\$22.23*
Truck Control Service Driver		
Group I		
Group II		
Group III		
Group IV		

\*The Division of Labor Standards received less than 1,000 reportable hours as required by RSMo 290.257.4(b). Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center, in accordance with RSMo 290.257.2.

Heavy Construction Rates for  
WARREN County

OCCUPATIONAL TITLE	** Date of Increase	Basic Hourly Rates
Carpenter		\$51.28
Millwright		
Pile Driver		
Electrician (Outside Lineman)		\$22.23*
Lineman Operator		
Lineman - Tree Trimmer		
Groundman		
Groundman - Tree Trimmer		
Laborer		\$47.01
General Laborer		
Skilled Laborer		
Operating Engineer		\$59.90
Group I		
Group II		
Group III		
Group IV		
Truck Driver		\$22.23*
Truck Control Service Driver		
Group I		
Group II		
Group III		
Group IV		

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

\*The Division of Labor Standards received less than 1,000 reportable hours as required by RSMo 290.257.4(b). Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center, in accordance with RSMo 290.257.2.

# OVERTIME and HOLIDAYS

## OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "**overtime work**" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

## HOLIDAYS

January first;  
The last Monday in May;  
July fourth;  
The first Monday in September;  
November eleventh;  
The fourth Thursday in November; and  
December twenty-fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.



## WARREN COUNTY R-III SCHOOL DISTRICT

### SCOPE OF WORK: CONCRETE

- Remove and Replace approx. 1505 sq. ft. of concrete.
- Form and pour 6-sack fiberglass reinforced concrete
- Integral curbing shall be 12" in depth
- Four (4) inch thick sidewalk with a broom finish.
- Install minimum 4" compacted rock base, compacted with plate compactor.
- Install ½" fiber expansion joints @ 10' on center with control joints installed @ 4'-5' on center.
- Asphalt tie-ins required along with sand seal all edges upon completion.
- Slope for proper drainage.
- Contractor to remove all concrete debris from job site when completed and dispose of it properly by state and local regulations.
- Contractor to furnish all permits for job if needed.
- Contractor to dirt, seed and straw any disturbed areas caused by construction.
- ANY damage to surrounding areas due to contractor over loading trucks, tractor misuse, compactors, etc. is the sole responsibility of the contractor to repair at their expense and District standards
- Spectrum Clear (solvent based) Concrete sealer to be applied to new concrete surfaces. Application determined by manufacture directions



Bid- Scope and Proposal Middle School sidewalk repair		Date November 1, 2019	Job Bid Location: 300 Kuhl Ave. Warrenton Mo
Contact Send to:	John Chandler Maintenance Director Warren County R-III School District 302 Kuhl Ave. Warrenton Mo 63383	Specification:	
Contact #:	636-456-5802 x 3360	Fax: 636-456-7687	E-mail: chandlerjm@warrencor3.k12.mo.us



Middles School  
Door # 2 - 24 sq. ft

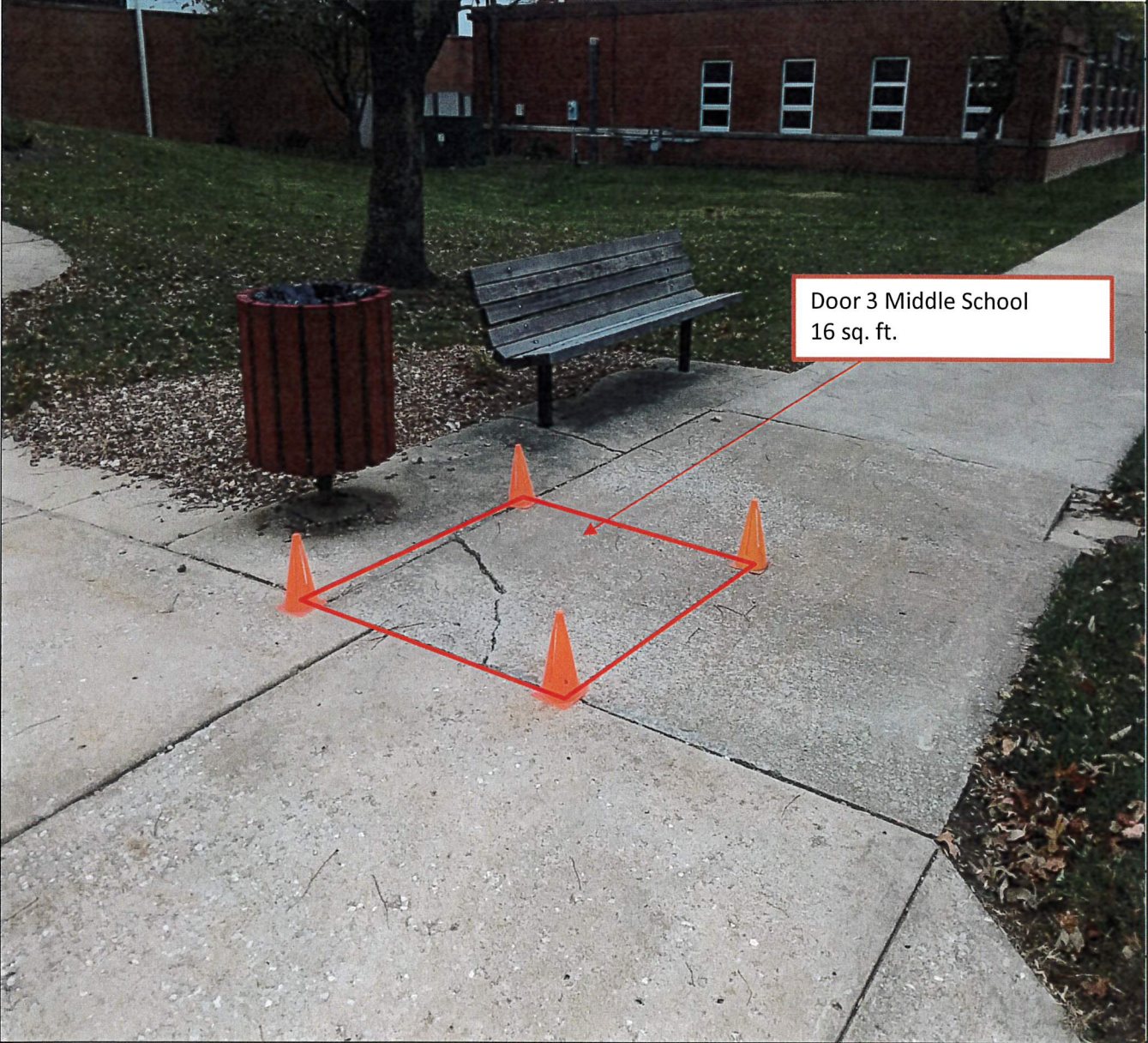
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Contact Send to:	John Chandler Maintenance Director Warren County R-III School District 302 Kuhl Ave. Warrenton Mo 63383	Specification:	
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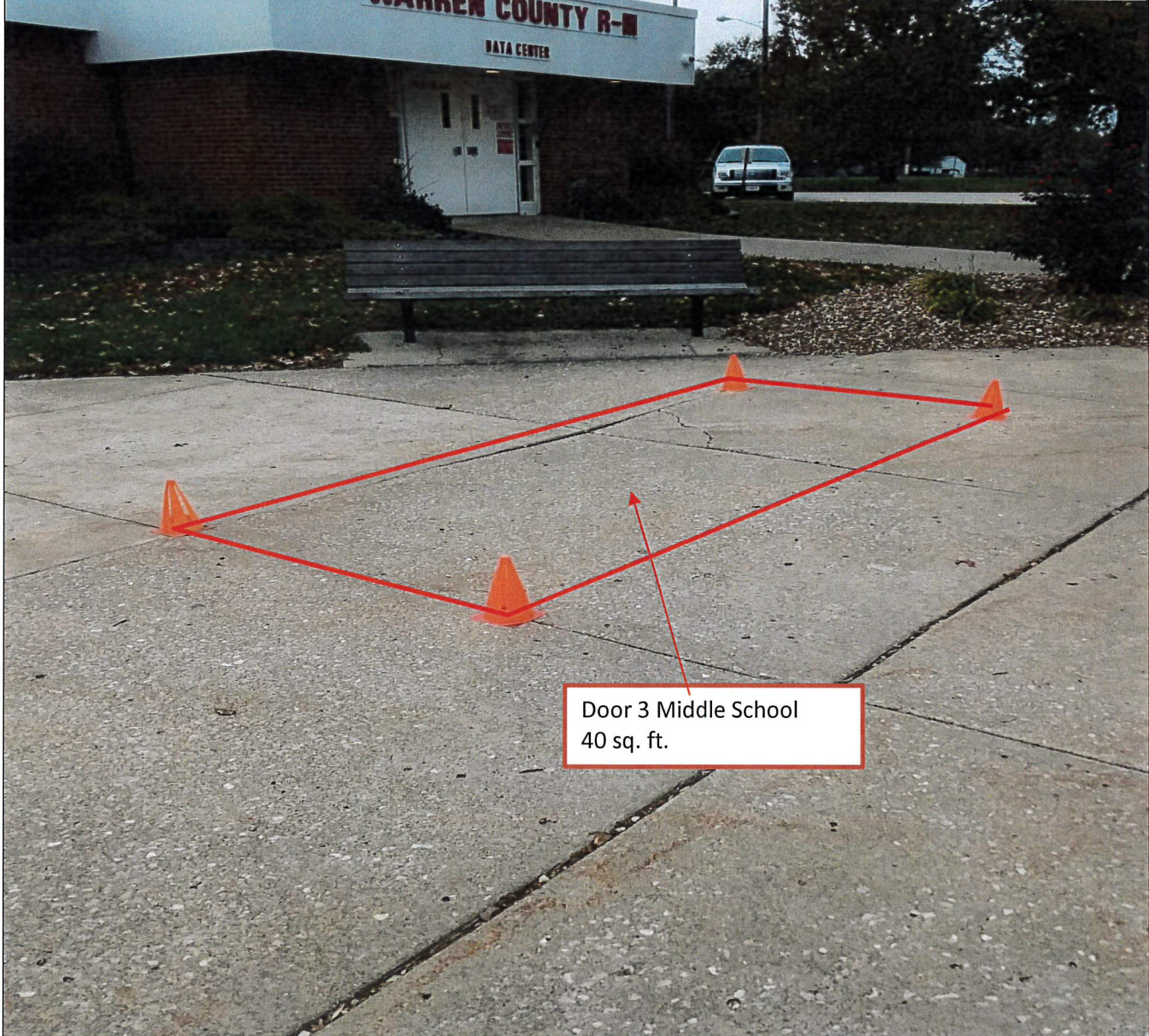


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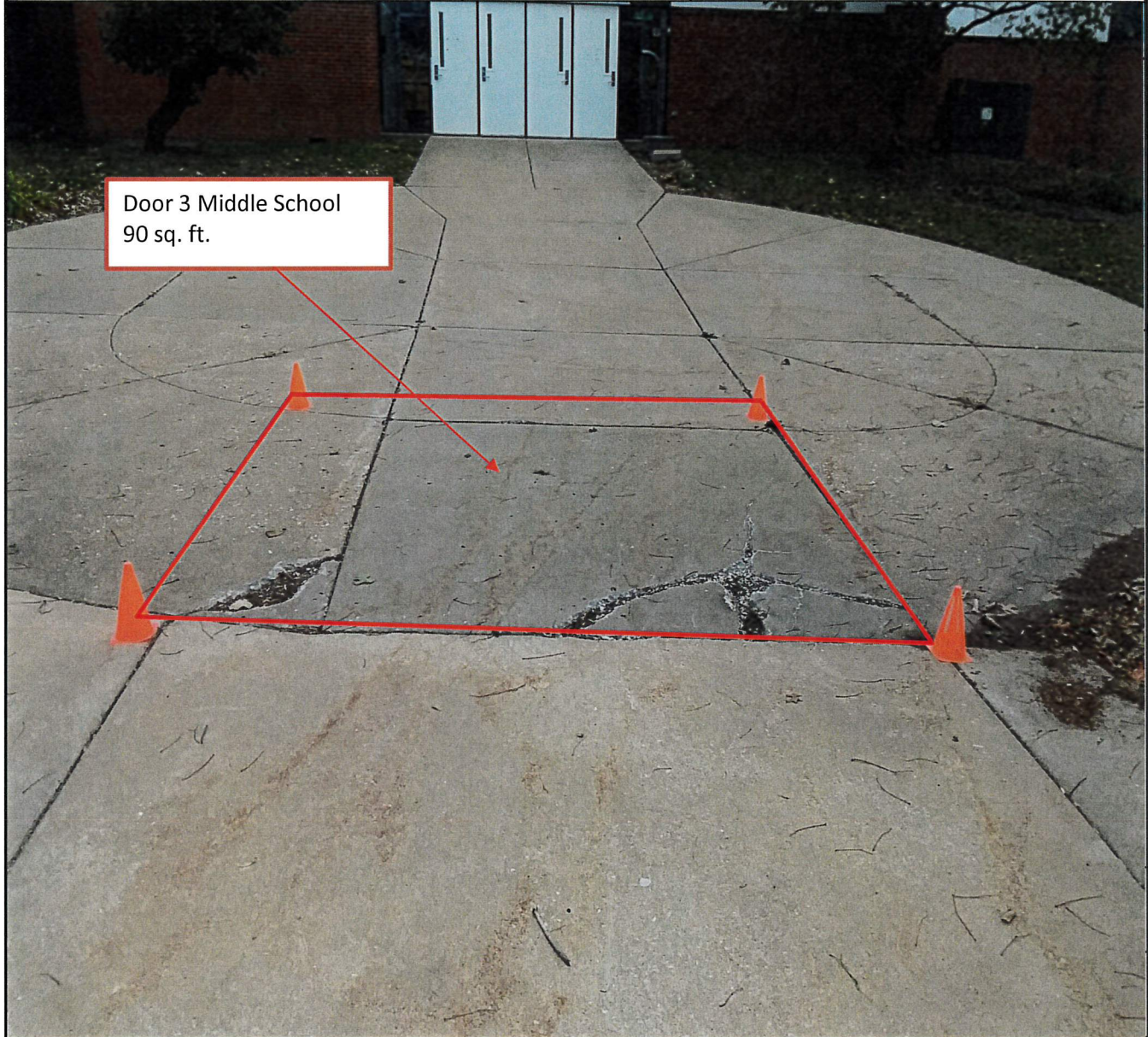


Door 3 Middle School  
16 sq. ft.

Bid- Scope and Proposal Middle School sidewalk repair		Date November 1, 2019	Job Bid Location: 300 Kuhl Ave. Warrenton Mo
Contact	John Chandler Maintenance Director Warren County R-III	Specification:	
Send to:	School District 302 Kuhl Ave. Warrenton Mo 63383		
Contact #:	636-456-5802 x 3360	Fax: 636-456-7687	E-mail: chandlerjm@warrencor3.k12.mo.us



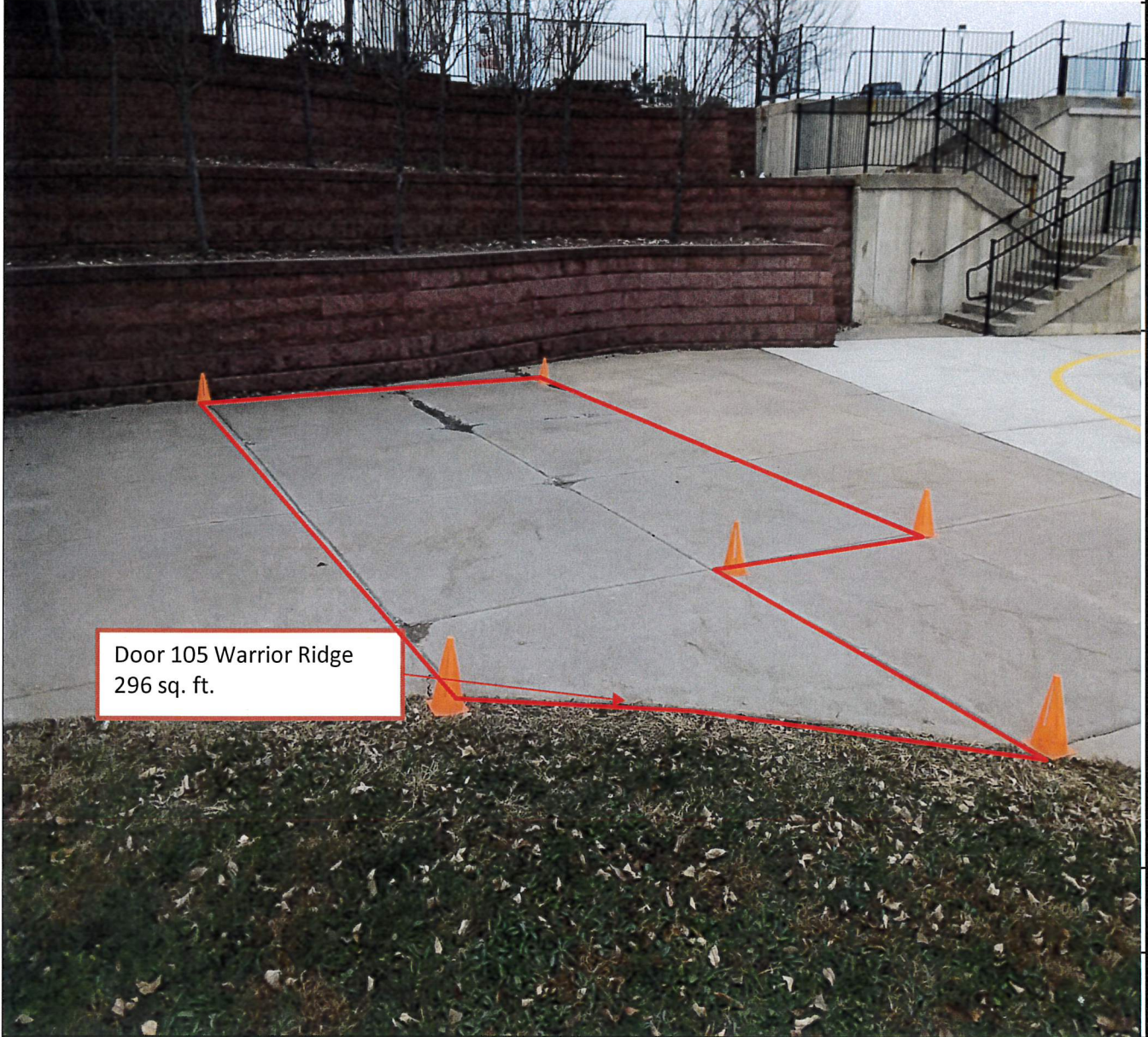
Bid- Scope and Proposal Middle School sidewalk repair		Date November 1, 2019	Job Bid Location: 300 Kuhl Ave. Warrenton Mo
Contact	John Chandler Maintenance Director Warren County R-III	Specification:	
Send to:	School District 302 Kuhl Ave. Warrenton Mo 63383		
Contact #:	636-456-5802 x 3360	Fax: 636-456-7687	E-mail: chandlerjm@warrencor3.k12.mo.us



Bid- Scope and Proposal Warrior Ridge sidewalk repair		Date November 1, 2019	Job Bid Location: 800 Warrior Ave .Warrenton Mo
Contact Send to:	John Chandler Maintenance Director Warren County R-III School District 302 Kuhl Ave. Warrenton Mo 63383	Specification:	
Contact #:	636-456-5802 x 3360	Fax: 636-456-7687	E-mail: chandlerjm@warrencor3.k12.mo.us



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Warrior Ridge North West Upper Sidewalk 120 sq. ft.