



## **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 16, 2021**

### **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: High School Roof Top-Daniel Boone WSHP Cooling Tower**

Bids will be received up to 9:00 a.m. on **March 9, 2021**. 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 evaluated and a recommendation will be made to the Board of Education at the meeting on **March 11, 2021**. The contract, if awarded, will be to the best lowest, most responsible 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.

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

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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 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.

## **ITEMS AND SPECIFICATIONS**

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**Contactor shall furnish all Equipment, Materials, and Labor for the installation of the following:**

**Daniel Boone: Qty 20 Daikin Applied Console WSHP Units. ALL Water Source Heat Pumps shall be by Daikin Applied (no substitutions)**

**Warrenton High School: Qty (9) Packaged RTUs shall be manufactured by Daikin Applied (no substitutions), Qty (2) Gas Fired MAU shall be by Reznor or Titan**

**Venmar ERU Units: Contractor shall be responsible for repairing the Venmar Units at Warrenton HS to their original working condition**

**Contactor shall be responsible for reviewing the failing ground source Well Field (D/E Loop) at Daniel Boone and providing an Engineered Solution for supplemental cooling of the ground loop.**

**Contactor shall be responsible for reviewing the Project with Ameren UE and processing all paperwork for applicable energy rebates.**

**CONTROLS: All equipment shall be furnished with BACNET Cards to tie into the existing Building Automation System (BAS) by Alerton (no substitutions.) Contactor shall be responsible for all Controls Integration, Controls Wiring and Automation Setup.**

**Project Completion Deadlines: All internal mechanical installations (WSHP Units); August 23, 2021. All external mechanical installations; October 18, 2021. If install deadlines are not met, installing contractor will be subject to liquidated damages of up to \$500/Day until all work is complete.**

**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**

### **High School Roof Top-Daniel Boone Cooling Tower INSTRUCTIONS TO BIDDERS February 16, 2021**

#### **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.

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**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, roofing, 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 **High School Roof Top- Daniel Boone Cooling Tower**  
  
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**

**High School Roof Top- Daniel Boone Cooling Tower**  
**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 **High School Roof Top - Daniel Boone Cooling Tower** for the Warren County R-III School District, Warrenton, Missouri, in strict accordance with plans and specifications dated **February 16, 2021**, as prepared by the district.

**All labor, material for the project:**  
**High School Roof Top – Daniel Boone Cooling Tower**

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

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**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

**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/lr](http://www.dolir.state.mo.us/lr)

**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: