



**FRANKLIN COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 202032

TITLE: Universal Waste Disposal

Solicitation Schedule & Deadlines:

December 2, 2020	Solicitation Release/Advertising Date
December 15, 2020 8:00AM	Deadline for Submitting Questions
December 18, 2020 4:30PM	Deadline to post Addendum
December 29, 2020 2:00PM	Deadline to Submit Response
December 29, 2020 2:30PM	Opening Date   Time

Responses must be received no later than “Deadline to Submit Response”  
December 29, 2020 2:00pm

Shakara Bray, Purchasing Agent

Phone: 636-584-6274    Email: [purchasing@franklinmo.net](mailto:purchasing@franklinmo.net)

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

***\*In the event of inclement weather, contact purchasing at the phone number above.***

Company Name: \_\_\_\_\_

# SUBMISSION CHECKLIST

\_\_\_\_\_ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

\_\_\_\_\_ I have read ALL Terms and Conditions and Bid documents closely

(Located at [www.franklinmo.org](http://www.franklinmo.org))

## THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

### USE THESE FORMS ONLY

\_\_\_\_\_ Solicitation Cover page

\_\_\_\_\_ Contractual Terms and Conditions Acknowledgement

\_\_\_\_\_ Pricing Form completed and signed

\_\_\_\_\_ I have one original and two copies that are labeled accordingly

\_\_\_\_\_ I have included contact information

\_\_\_\_\_ COI (Certificate of Insurance)

\_\_\_\_\_ Envelope is sealed and label attached

\_\_\_\_\_ Affidavit for Work Authorization is completed and Notarized

\_\_\_\_\_ Current, signed W-9 is included in solicitation packet

*If you have already submitted W-9 information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.*

## **BACKGROUND INFORMATION**

The County of Franklin, Missouri is seeking bids for the Universal Waste Disposal for the construction of the Renovations to the existing Franklin County Sheriff Station and Jail located at 1 Bruns Drive, Union, Missouri, 63084.

## **SPECIFIC REQUIREMENTS**

Responders shall submit the following:

- 1) A Company profile which should indicate the following:
  - a. number of years in business
  - b. number of employees
  - c. experience with the same size and type of projects, both new construction and renovations
  - d. three client references of your most recently completed projects
  - e. staff resumes listing all certifications achieved
- 2) Contractor shall include a copy of their current Certificate of Insurance (COI)
- 3) List of ALL Contractor's proposed subcontractors/sub-consultants, if any
- 4) Ability to meet both the current anticipated schedule outlined in this scope of work.
- 5) Completed Bid Form
- 6) 2020-2021 Comprehensive Rate Schedule for Personnel, Equipment, and Testing

## **SCOPE OF WORK**

Franklin County plans to renovate the existing Sheriff's department/jail. The Project consists of construction of the following:

- Interior renovations of existing Sheriff's Department and Jail, approximately 49,000 SF.
- The scope of work includes, at a minimum, legal disposal of universal waste, picked up from a spot designated by Client requiring four separate trips to pick up materials.

This firm shall use their experience on past similar and recent projects to determine and propose on their specific scope of work and services. The project is being permitted under IBC/IEBC 2018 which is in excess of the current required codes enforced by the City of Union.

The following list serves as a guide for potential universal waste to be disposed:

- Four foot fluorescent tubes
- "U" shaped fluorescent tubes

Exit signs  
Fire alarm devices  
Fire extinguishers  
Smoke detectors  
Thermostats  
Emergency lights  
Ballasts

The firm shall be required to prepare and submit written reports showing quantities of each material removed from site and legally disposed.

All personnel intended to work on the project shall be approved by the Owner prior to working on the project.

Background checks for workers including office staff that visit site regularly will be required. Vendor delivery drivers will not be required to have background checks. List of employees who have passed background check to be provided before starting work. Background checks to consist of Name Search provided by Missouri State Highway Patrol. Search can be requested and paid for by using following website: [www.machs.mo.gov](http://www.machs.mo.gov). Results of background checks will only consist of a list of workers that passed. Workers with felony convictions for violent crimes or who are on the sex offender list will be deemed to have not passed the background check and are not allowed on the construction site.

Bid shall include a list of the firm's unit prices and hourly rates to be used. These rates will be maintained for the duration of the project.

Successful firm will be responsible for coordinating with the Owner and Prime Contractors for all services rendered.

Construction schedule will be phased. The anticipated construction schedule is as follows:

Current expected Substantial Completion of Phase II	March 2021
Current expected Substantial Completion of Phase III	June 2021
Current expected Final Completion	June 2021

The project is expected to be completed in two phases:

Phase II: Area 3 (Kitchen, Laundry, Dishwashing, Trustee Housing, Weekender Housing, and Women's Housing), Renovations of Jail for Area 5 (EMA), Area

6 (Evidence), Area 7 (Narcotics), Area 8 (Sheriff Admin & lobby), and Area 9 (Detectives).

Phase III: Renovations of Existing Sheriff's Department for Area 10b (Road Patrol)

See attached phasing diagram.

1. Cover Letter:

The cover letter should briefly state the understanding of the work to be performed, and a statement as to why the company believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.

2. Related Experience and References:

Bid shall include the name, address and telephone number of three to five clients for whom services similar to those described in this Request for Bids have been performed. Bid shall also include a brief description of the past services provided for each reference. Municipal or other government client references are preferred.

3. Project Team:

Bid shall include resumes for all the key project team members including educational background/training, years of experience, certifications, related experience and detailed descriptions of roles played on past projects.

Bid shall also list all certifications held by the bidder's testing lab & technicians.

4. Fee:

Bidder shall complete the attached bid table.

Bid shall also provide a 2020-2021 comprehensive rate/fee schedule for each labor category proposed for the performance of the work. Bid should clearly state basis for the proposed fee (hourly, lump sum, by task, other) and the method for billing additional services beyond the initial scope of service. The fee schedule shall itemize the methodology for billing reimbursable expenses such as travel, production of documents, purchase of data, etc. Bid shall provide a unit costs for any potential proposed services not listed in the scope of work.

Overtime will be approved at 1.5x the rates.

Owner will not accept hourly minimums on services. Services will be paid for work performed and time spent on the project.

## 5. Disclosure

Bidder will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the Owner, including a list of any clients currently under contract in the Owner's jurisdiction. Bid shall further disclose all current and unresolved litigations, arbitrations, or mediations of the company.

### **CONTRACTOR AND SUBCONTRACTOR INSURANCE**

The selected firm will be required to furnish a Certificate of Insurance.

The Contractor shall not commence work under this Contract unless he or she has obtained the insurance required under this paragraph, and such insurance has been approved by the Owner, nor shall the Contractor permit any subcontractor to commence work on his or her subcontract until the insurance required of the subcontractor has been so obtained and approved.

A. Workers' Compensation: Statutory coverage per R.S.Mo. 287.010 et seq.;

Employer's Liability: \$1,000,000.00 for bodily injury each accident or disease, each employee for injury by disease.

B. Commercial General Liability Insurance: ISO occurrence form CG00010798 or later edition or equivalent substitute form. Including coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property

Damage and endorsed for blasting if blasting required. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of Three Million Dollars (\$3,000,000.00) for all claims arising out of a single accident or occurrence, Three Million Dollars (\$3,000,000.00) for products/completed operations

and One Million Dollars (\$1,000,000.00) for any one person in a single accident or *occurrence/advertising injury. Aggregate limits to apply separately to the Project other than completed operations hazards. ISO CG 25 03 endorsement for general aggregate limit of Three Million Dollars (\$3,000,000.00).*

C. Automobile Liability Insurance: ISO CA0001, CA0002, CA0005, CA0020 or equivalent. Covering Bodily Injury and Property Damage for owned, non- owned and hired vehicles with

limits of Three Million Dollars (\$3,000,000.00) for all claims arising out of a single accident or occurrence.

D. Owner's and Contractor's Protective Liability Insurance, to protect the Owner, its agents, servants and employees from claims which may arise from the performance of this Contract, with limits of Three Million Dollars (\$3,000,000.00) for all claims arising out of a single accident or occurrence and Five Hundred Thousand (\$500,000.00) for any one person in a single accident or occurrence.

The Owner's and Contractor's Protective Liability Insurance must:

- (1) be a separate policy with the named insured being the Owner;
- (2) be with the same insurance company with which the Contractor carries its Commercial General Liability Insurance and Automobile Liability Insurance; and
- (3) contain an endorsement that disclaims coverage for any claim barred by the doctrines of sovereign immunity or official immunity, except attorney's fees and other litigation costs incurred in defending a claim. Nothing contained in this policy (or this endorsement thereto) shall constitute any waiver of whatever kind of these defenses or sovereign immunity or official immunity for any monetary amount whatsoever.

F. Umbrella Excess: Two Million Dollars (\$2,000,000) per occurrence and aggregate over employer's liability, general liability, and auto liability, with "follow-form" of underlying policies.

G. The Contractor shall require all subcontractors to procure and maintain all insurance required in this section and in like amounts and shall provide evidence of such insurance, with the following exceptions:

1. Subcontractors are not required to provide All-Risk Builders Risk Insurance;
2. Subcontractors with an initial contract amount less than \$100,000.00 may provide liability coverage limits of
3. \$1,000,000.00 in addition to a \$1,000,000.00 umbrella policy;
4. Subcontractors need not carry OCPL coverage if contractor's coverage is inclusive;
5. The Contractor and/or subcontractor shall furnish the Owner prior to beginning any work satisfactory proof of
6. carriage of all the insurance required by this Contract, with the provision that policies shall not be canceled,
7. modified or non-renewed without thirty (30) days written notice to the Owner.

H. Professional liability insurance coverage in the amount of Three Million Dollars (\$3,000,000) for each claim.

I. Insurance with Other Than Missouri Companies

Any insurance policy required as specified hereinbefore, if written by an insurance company organized in a state other the Missouri, shall be countersigned by a Missouri resident agent of such company. Any certificate or other evidence of insurance, submitted to the Owner, shall be in a form acceptable to the Owner. In the case of policies written by companies organized in a state other than Missouri, the certificate of insurance, or other evidence submitted, shall be countersigned by a Missouri resident agent.

J. Certificate of Insurance

All insurance hereinbefore specified shall be carried until all work required to be performed under the terms of the Contract is satisfactorily completed as evidenced by the formal acceptance by the Owner.

A certificate of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the work. These certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least thirty days prior written notice has been given to the Owner. The certificate shall state that the Owner and Owner's Representative/Construction Manager is named as an additional insured.

## **CONTRACTOR INDEMNIFICATION**

The Contractor and its surety shall indemnify and save the owner and all of its officers, engineers, representatives, agents, and employees harmless from all suits, actions, including costs of defense, or claims of any character, name, and description, brought for or on account of any injuries or damages received or sustained by any persons or property, by or from the Contactor, or by or in consequence of any neglect in safeguarding the work, or through the use of unacceptable materials in constructing the roadway, or by or on account of any claims or amount recovered from any infringement of patent, trademark, or copyright, or from any claims or amounts arising or recovered under the Workmen's Compensation Law or any other law, bylaw, ordinance, order, or decree. The Owner may retain from any monies due or to become due to the Contractor such sum or sums as shall be deemed necessary to protect the Owner's interest until such suits, action or actions, claim or claims for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the Owner.



## **EQUAL OPPORTUNITY EMPLOYMENT**

The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following; employment, upgrading, demotion, or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability. The Contractor shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for work performed under the terms and conditions of this Contract. A breach of this provision may be grounds for Contract termination.

## **ACCIDENT PREVENTION: OSHA**

In the performance of this Contract, the Contractor shall comply with all applicable Federal, State, County, and local laws governing safety, health, and sanitation. The Contractor and any subcontractor shall not require any laborer or mechanic employed in performance of this Contract to work in surroundings or other working conditions which are unsanitary, hazardous, or dangerous to his or her health or safety, as determined under Construction Safety and Health Hazards Title 29, Code of Federal Regulations, Part 1926.

## **EXHIBITS**

Diagram of Phasing

Bid Table (Attached)

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

## **OTHER REQUIREMENTS**

### **Anti-Discrimination Against Israel Act Requirement**

A public entity shall not enter into a contract with a company to acquire to dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

Affidavit of Compliance with Section 34.600 RSMo for Contracts over \$100,000 or for  
Contractors with Ten (10) or more employees

I, \_\_\_\_\_ [Contractor Agent], being duly sworn, attest and  
state, under penalty of perjury, as follows:

1. I am employed by \_\_\_\_\_ [Contractor] and serve as the  
\_\_\_\_\_ [Position with Contractor].
2. I hereby affirm that \_\_\_\_\_ [Contractor]:
  - a) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from the State of Israel; or
  - b) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from companies doing business in or with Israel  
or authorized by, licensed by, or organized under the laws of the State of Israel; or
  - c) is not currently engaged in and shall not, for the duration of the contract, engage  
in a boycott of goods or services from persons or entities doing business in the  
State of Israel.

Further Affiant Sayeth Not.

\_\_\_\_\_  
[Contractor Agent]

STATE OF MISSOURI     )  
                                  ) ss.  
\_\_\_\_\_ COUNTY        )

Subscribed and sworn to me, a notary public, this \_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**AFFIDAVIT OF WORK AUTHORIZATION**

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative)  
as \_\_\_\_\_ (Position/Title)

first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_, I am  
Day Month, Year

\_\_\_\_\_  
commissioned as a notary public within the County of \_\_\_\_\_, State of \_\_\_\_\_ and my commission expires on Date

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date

**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

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Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
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Business Entity Name	Date
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As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

# CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

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Vendor/Contractor Signature

Date

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Vendor/Contractor Name and Title

# PRICING FORM

## 202032 Universal Waste Disposal

### REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation. Work will be performed on a Unit Price basis dependent on the actual quantity of units being removed. Quantities of units being removed in each trip shall be confirmed at the time of pick-up by an authorized staff member of Franklin County, Missouri.

Description	Unit	Unit Rate (\$)	Estimated Units	Estimated Fee (\$)
Four-foot fluorescent tubes	Each		877	
“U” shaped fluorescent tubes	Each		35	
Exit Signs	Each		4	
Fire alarm devices	Each		9	
Fire extinguishers	Each		8	
Smoke detectors	Each		78	
Thermostats	Each		28	
Emergency Lights	Each		5	
Ballasts	Each		244	
Trip charges over four	Each		1	
<b>Estimated Total Fee:</b>				

Bidder shall also attach a 2020-2021 comprehensive rate/fee schedule for each labor category proposed for the performance of the work. Bid shall provide unit costs for any potential proposed services not listed in the scope of work.

Overtime will be approved at 1.5x the rates. Owner will not accept hourly minimums on services. Services will be paid only for work performed and time spent on the project.

Company Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed name and title \_\_\_\_\_

*Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.*

**VENDOR INFORMATION**

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Name Title \_\_\_\_\_

Email Address \_\_\_\_\_



# ATTACHMENT 1

## SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

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### SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department  
400 East Locust St, Rm 004  
Union, MO 63084

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SOLICITATION # 202032 DATE: December 29, 2020 2:00pm

DESCRIPTION: Universal Waste Disposal

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_