



**CITY OF WENTZVILLE
WENTZVILLE, MO 63385**

INVITATION FOR BID COVER PAGE

IFB #: 17-118
TITLE: Laboratory Analysis for Wastewater
Bid Issued: February 24, 2017

CONTACT: Alice Winkelman
PHONE NO.: (636) 639-2026
EMAIL: alice.winkelman@wentzvillemo.org

RETURN BID NO LATER THAN: March 16, 2017, 2 p.m. prevailing Central time

MAILING INSTRUCTIONS: The Bidder is to print or type **IFB Number, Return Due Date, and Title** on the lower left hand corner of the envelope or package. Delivered sealed bids must be in the Procurement Department by return bid date and time.

RETURN BID TO:
CITY OF WENTZVILLE
IFB #17-118
310 W. PEARCE BLVD
WENTZVILLE, MO 63385

This document constitutes a request for sealed bids from qualified companies, individuals, and/or organizations to furnish the product and services as described herein. The bidder hereby declares understanding, agreement and certification of compliance to provide the product and services, at the prices quoted, in accordance with all requirements and specifications contained herein and the City of Wentzville Terms and Conditions. The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid. The bidder further agrees upon receipt of an authorized purchase order from the City of Wentzville is issued by an authorized official of the City of Wentzville, a binding contract shall exist between the bidder and the City of Wentzville.

BIDDER SIGNATURE REQUIRED

AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE
COMPANY NAME	(Individual Or Partnership Or Corporation) STATE OF:
MAILING ADDRESS	PHONE NO.
CITY, STATE, ZIP	FAX NO.
FEDERAL EMPLOYER ID NO.	Missouri Charter Number (if licensed in MO)
EMAIL ADDRESS	

CITY OF WENTZVILLE, MISSOURI
PART ONE - STANDARD INSTRUCTIONS TO BIDDERS

1.1 INTRODUCTION:

The City of Wentzville seeks to establish a contract for Laboratory Analysis Services for Wastewater. The current contract with Teklab will expire April 24, 2017.

Contract Period: The term of this contract shall be from April 25, 2017 through April 24, 2018 (one year), with City reserving the option to renew for three additional consecutive one-year periods.

1.2 SCHEDULE:

The following schedule of events is anticipated by the City. The City may, at its' discretion, revise the schedule of events at any time as may be in the best interests of the City.

Publish the Invitation for Bid	February 24, 2017
Deadline for Questions from Bidders	March 7, 2017
City's Response to Questions	March 8, 2017
Bid Due Date	March 16, 2017

1.3 CHECKLIST FOR SUBMITTING A BID:

This checklist is provided for the Bidder's information only and is not part of the Specifications and Contract Documents.

Bid package submittal shall consist of 1 original of the following:

- ✓ BID COVER PAGE, Page #1
- ✓ Bid Pricing Page completely filled out, properly executed by Bidder including manual signature
- ✓ Comply / Not Comply pages filled out
- ✓ Non-Collusive Affidavit filled out on the form provided
- ✓ Any addenda issued to this bid

Bid Response and all required attachments enclosed in a sealed envelope and

- ✓ Marked with Bid Number and Bid Title
- ✓ Marked with name of Bidder
- ✓ Due Date of Bid

1.4 FAX / E-MAIL:

The City of Wentzville for this IFB will not accept bid submissions by fax or email.

1.5 All bid pricing must be submitted on the City's IFB Pricing Pages.

1.6 QUESTIONS AND UPDATES:

- A. Bidders are encouraged to submit written questions through the Procurement Department's contact person shown on the Invitation for Bid Cover Page. In order to ensure all potential respondents receive the same information, the City will post its response on the City's website http://www.wentzvillemo.org/departments/procurement/current_bidding_opportunities.php.

Bidders are responsible for checking the City's website for the issuance of any addendums. The Bidding Opportunities website shall be the official site for information as related to this IFB. Any documentation posted elsewhere will not be applicable should a bidder use the information as related to a contract protest. Please visit this site periodically to check for any additional information.

- B. Any information provided to a bidder outside of the procedural guidelines of this IFB shall be considered not to be valid and will not be considered during the evaluation process.
- C. To ensure fair consideration for all bidders, the City prohibits communication to or with any City department(s), board member(s), or employee(s) during the submission process, except as provided above. Additionally, the City prohibits communications initiated by a bidder to the City official(s) or employee(s) evaluating or considering the bids prior to the time an award decision is made. Any communication between Bidder and the City will be initiated by the appropriate City official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the bid. Such communications initiated by a bidder may be grounds for disqualifying the offending bidder from consideration for award of the bid and/or any future bid(s).
- D. The City may add, delete, or amend services as it may deem advisable. Any and all addendums or amendments as related to this IFB must be processed and approved through the City's Procurement Department to be applicable to this IFB.

1.7 PREPARATION OF BIDS:

- A. Bidders are expected to examine the Specifications, delivery schedule, requirements and all instructions of the Invitation for Bid. Failure to do so will be at Bidder's risk. In case of a mistake in extension, the unit price(s) will govern.
- B. All supplies and equipment offered in a bid must be new and of current production unless the Invitation for Bid clearly specifies that used or reconditioned supplies or equipment may be offered.

1.8 PRICE:

- A. All prices shall be as indicated on the Pricing Page. The City shall not pay nor be liable for any other additional costs including but not limited to fuel, fuel surcharges, taxes, shipping and handling charges, personnel, time, travel, vehicles, mileage, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.
- B. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety (90) calendar days from bid opening and for the specified contract period.

1.9 DEVIATION OF SPECIFICATION: any bidder deviating from the specifications must provide supportive documentation explaining such deviation. The supportive documentation is required with the bid submission.

- 1.10 OPEN COMPETITION:** Any manufacturer's name, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand of product that meets or exceed the specifications. Determination of equivalency shall rest solely with the City. Bids that do not comply with the requirements and specifications, are subject to rejection without further consideration.
- 1.11 ESTIMATED QUANTITY:** The quantity specified in this IFB is an estimate only. If the City requires more or less material than stated, the Seller shall furnish and deliver the City's requirements at the contracted unit price. The Seller shall not be entitled to damages and/or additional compensation by reason of quantity reductions.
- 1.12 MODIFICATION OR WITHDRAWALS OF BIDS:**
Bids may be modified or withdrawn by written notice received prior to the official closing date and time specified. A bid may also be withdrawn or modified in person by the Bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a bid will not be considered. After the official closing date and time, no bid may be modified or withdrawn.
- 1.13 INCURRED EXPENSES:**
The City is not responsible for any expenses which bidders may incur in preparing and submitting bids called for in this Invitation for Bid.
- 1.14 BID OPENING:**
The bid opening shall be public on the date and at the time specified on the Invitation for Bid document.
- 1.15 TABULATIONS:** The bid tabulation will be posted on the City's website http://www.wentzvillemo.org/departments/procurement/bid_tabulations.php
- 1.16** All bids become the property of the City. If any proprietary information is contained in the bid, it should be clearly identified. Marking the entire bid as proprietary will be neither accepted nor honored. If a request is made to view a Bidder's bid submission, the City will comply according to Missouri Sunshine Law.
- 1.17 PAYMENT:**
Bidder shall be paid the amount quoted on the Pricing Page. The Bidder shall submit all invoices complete with necessary support documentation to City and City shall make payment within 30 days of receipt of an invoice after satisfactory performance of the delivery and receipt of the products as shown on the Pricing Page.
- 1.18 COMPLIANCE WITH TERMS AND CONDITIONS:**
The Bidder is cautioned when submitting pre-printed terms and conditions regarding proprietary information, copyright, usage restrictions, license agreements, etc., to make sure such documents do not contain other terms and conditions which conflict with those of the IFB and its contractual requirements.
- 1.19 BUY AMERICAN:**
Bidders are encouraged to purchase American-made equipment and products.

- 1.20 BUY STATE OF MISSOURI PREFERENCE:** Bidders are encouraged to purchase commodities and tangible property manufactured, produced, or grown within the local area and in State of Missouri and from all firms, corporations, or individuals with licensed businesses in the State of Missouri. This guideline pertains to all commodities and tangible property when quality is equal or better and the delivered price is the same or less, or when competing bids, in their entirety, is comparable.
- 1.21 CITY SEAL, FLAG AND LOGO:** In accordance with City of Wentzville Ordinance No. 2633, the City of Wentzville logo is a registered trademark. The City logo is not to be used in bid submissions or advertisements. The Bidder agrees that it shall not use in any form or medium the name of the City for any advertising unless it receives the prior written consent of the Board of Aldermen of the City.
- 1.22** The City of Wentzville hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.
- 1.23 INSURANCE REQUIREMENTS:** The Firm shall secure and maintain during the entire term of the contract, insurance coverage as detailed in the attached agreement.
- 1.24 EXECUTION OF AGREEMENT:** The successful bidder shall be required to enter into an agreement with the City of Wentzville Agreement at the time of Award, and shall simultaneously provide any required documentation, such as indemnities and insurance certificates. A copy of the sample agreement is attached. Failure to comply within the established deadline for submittal of required documents may be grounds for cancellation of the award.
- 1.25 WARRANTY:** Bidder expressly warrants that all articles, materials and work covered by this contract will conform to each and every specification, sample or other description which is furnished to or is adopted by the City and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall not be deemed waived either by reason of the City's acceptance of said material or goods or by payment for them.
- 1.26. INSPECTION AND ACCEPTANCE:** No material received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect said material. All material which is discovered to be defective, or which does not conform to any warranty of the Bidder herein, upon inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Bidder's expense for full credit or replacement. Such right to return offer to the City arising from the City's receipt of defective goods shall not exclude any other legal, equitable or contractual remedies the City may have therefore.

**INVITATION FOR BID # 17-118
LABORATORY ANALYSIS FOR WASTEWATER
PART TWO – SCOPE OF SERVICES, PERFORMANCE REQUIREMENTS, AND SPECIFICATIONS**

2.1 PERFORMANCE REQUIREMENTS

- A. **Term:** The term of this contract shall be from April 25, 2017 through April 24, 2018 (one year), with City reserving the option to renew for three additional consecutive one-year periods.

- B. **Pick Up of Samples and Transmittal of Results:** The Firm shall provide services in accordance with the bid or Agreement. Noncompliance with this specification may be viewed as noncompliance with the bid specifications. Failure of the Firm to complete services as stated in the bid or Agreement; the City reserves the right to cancel orders, or any part thereof, without obligation, if service is not completed within the time frame(s) specified in the bid or Agreement. If the Firm fails to complete services as specified; the City reserves the right to obtain services by any means the City deems necessary to fulfill the City's requirements. The Firm shall be required to reimburse the City the cost differential of the City's payment for services and that of the contracted price.

Pick up location:
Wentzville Water Reclamation Center
2455 Mette Road
Wentzville, MO 63385

- 2.2 The Firm shall be responsible for providing all travel, qualified personnel, time, materials, supplies, and equipment to complete the requirements set forth in this IFB.

(Remainder of page intentionally blank)

Bidder must indicate below if they comply with the following; exceptions must be noted:

<u>REQUIREMENT</u>	<u>COMPLY</u>	<u>NOT COMPLY</u>
a. Each Firm must be a NELAP Accredited Laboratory.	_____	_____
b. Each Firm must supply the City with at least 5 current customer references, one of which is a wastewater facility, including company name, address, contact person, email and phone number.	_____	_____
c. All parameters are to be analyzed using US EPA approved methods listed in 40 CFR 136 or equivalent methods recognized and accredited by MO DNR.	_____	_____
d. Analytical results must be transmitted by email within 14 working days.	_____	_____
e. Strong preference will be given to laboratories that can provide all of the services “in-house” without subcontracting. If it is necessary to subcontract any of the tests, the bid submittal must include complete documentation of the subcontract including proof of certification and at least 5 references for the subcontracting laboratory, and a written agreement with that laboratory agreeing with the terms of the overall bid. Billing will be provided by the primary laboratory only, and it will be the primary bidder’s responsibility to arrange all transportation and documentation.	_____	_____
f. Preserved samples are to be picked up from the Wentzville Water Reclamation Center at 2455 Mette Road, Wentzville, MO 63385 on the first Wednesday of every month between the hours of 10 A.M. and 2 P.M. If a holiday falls on the first Wednesday of the month, samples are to be picked up on the second Wednesday of the month. Any costs associated with transportation of samples are to be included in bidding.	_____	_____
g. If an emergency situation (such as equipment failure) prevents some analysis from being performed as expected, the City will be notified immediately and may approve (at its option) a temporary subcontracting arrangement for the affected analysis.	_____	_____
h. Samples must be transported in an iced cooler or other device capable of maintaining a temperature of 4 degrees Celsius. Strict chain of custody procedures must be followed to ensure validity of samples. Firm must also ensure that holding times are not exceeded for any analytical parameter.	_____	_____

<u>REQUIREMENT</u>	<u>COMPLY</u>	<u>NOT COMPLY</u>
The schedule of analysis is dictated by NPDES Permit Numbers MO-0093599 and MO-0117498 and is subject to change with permit renewals. Bids are to be submitted based on the City's current permit requirements.	_____	_____
i. <u>Monthly Effluent Parameters:</u> Oil and Grease	Copper	
j. <u>Quarterly Effluent Parameters</u> Trivalent Chromium Nickel Hexavalent Chromium	Cyanide amenable to chlorination Zinc Silver	
k. <u>Quarterly DNR Voluntary Testing</u> Nitrogen, Ammonia (as N), Aqueous (Distilled) Nitrogen, Nitrite (as N), Aqueous (Total) Phosphorus, Total, Aqueous (Total) Total Nitrogen (as N), Aqueous (Total) Total Kjeldahl Nitrogen (as N) Nitrate		
l. <u>Monthly Biosolids Parameters</u> (Results in Dry Weight Basis): Total Kjeldahl Nitrogen Ammonia as Nitrogen Nitrate Nitrogen, Total Nitrogen, Organic		
m. <u>Quarterly Biosolids Parameters</u> (Results in Dry Weight Basis): Phosphorus Potassium Arsenic Cadmium	Chromium Copper Nickel Zinc	Mercury Lead Molybdenum Selenium
n. <u>Quarterly Influent Parameters:</u> Phenol Oil and Grease Cyanide Hexavalent Chromium Arsenic Boron	Mercury Lead Nickel Trivalent Chromium Molybdenum Barium	Cadmium Silver Copper Zinc Selenium Aluminum

o. Semi-Annual Pretreatment (SIU 1) Parameters:

Oil and Grease	Copper	Iron
Phenol	Lead	Zinc
Cyanide	Mercury	Silver
Hexavalent Chromium	Molybdenum	Selenium
Aluminum	Nickel	Chromium, Total
Arsenic	Cadmium	Trivalent Chromium

p. Semi-Annual Pretreatment (SIU 2) Parameters:

Oil and Grease	Nickel	Zinc
Cyanide	Molybdenum	Lead
Cadmium	Selenium	Copper
Chromium	Silver	

q. Annual Biosolids Parameters

TCLP on Metals	TCLP on Herbicides	Pesticides
TCLP on Volatiles	Acid Extractables (GCMS)	PBC's
TCLP on Semi-volatiles	Base/Neutral Extractables	
TCLP on Pesticides	Volatile Organics (GCMS)	
Priority Pollutant Metals		

r. Optional Parameters

BOD ₅	Total Suspended Solids	COD
Ammonia as N, Distilled	<i>E. coli</i>	Fecal Coliform, Dry Wt

<u>REQUIREMENT</u>	<u>COMPLY</u>	<u>NOT COMPLY</u>												
<p>s. Firm must be able to achieve detection limits below the discharge limitations established by NPDES Permit Numbers MO-0093599 and MO-0117498, which are subject to change with future permit renewals. Current detections limits need to be <u>below</u> the following concentrations:</p> <table border="0" data-bbox="344 529 850 751"> <tr> <td data-bbox="344 529 711 558">Oil and Grease</td> <td data-bbox="727 529 834 558">10 mg/L</td> </tr> <tr> <td data-bbox="344 567 711 596">Copper, Total Recoverable</td> <td data-bbox="727 567 850 596">11.1 ug/L</td> </tr> <tr> <td data-bbox="344 604 537 634">Chromium (III)</td> <td data-bbox="727 604 850 634">21.4 ug/L</td> </tr> <tr> <td data-bbox="344 642 402 672">Zinc</td> <td data-bbox="727 642 834 672">165 ug/L</td> </tr> <tr> <td data-bbox="344 680 418 709">Silver</td> <td data-bbox="727 680 834 709">2.9 ug/L</td> </tr> <tr> <td data-bbox="344 718 667 747">Cyanide, amenable to Cl</td> <td data-bbox="727 718 834 747">3.9 ug/L</td> </tr> </table>	Oil and Grease	10 mg/L	Copper, Total Recoverable	11.1 ug/L	Chromium (III)	21.4 ug/L	Zinc	165 ug/L	Silver	2.9 ug/L	Cyanide, amenable to Cl	3.9 ug/L	_____	_____
Oil and Grease	10 mg/L													
Copper, Total Recoverable	11.1 ug/L													
Chromium (III)	21.4 ug/L													
Zinc	165 ug/L													
Silver	2.9 ug/L													
Cyanide, amenable to Cl	3.9 ug/L													
<p>t. Firm must participate in EPA’s Annual DMR-QA Studies for all parameters listed in NPDES Permit Number MO-0093599 that are routinely performed by the contract lab. Firm is required to order, analyze, and submit data on all analysis requested by the City. Any “Not Acceptable” results are to be reanalyzed and submitted with a Corrective Action Report within the deadlines of the DMR-QA Study.</p>	_____	_____												
<p>u. Laboratory’s SOPs, QA/QC procedures, and most recent results for proficiency testing must be made available to the City upon request.</p>	_____	_____												

**LABORATORY ANALYSIS FOR WASTEWATER
PART THREE - PRICING PAGES**

The undersigned has thoroughly examined the entire IFB, including all addenda thereto, hereby offers to furnish all services in accordance with the requirements of the Invitation for Bids (IFB) as described in the bid attached hereto and incorporated herein.

The Firm shall provide services in accordance with the provisions and requirements of this IFB. All costs (all labor, materials, time, travel, fuel, fuel surcharge, shipping/handling, vehicles, mileage, insurance, reporting and other costs) associated with providing the services shall be considered incidental and are to be included in the unit price below:

FLUENCY	TEST	UNIT PRICE	
Monthly Effluent Parameters:			
	Oil and Grease		
	Copper		
Monthly Biosolids Parameters (Results in Dry Weight Basis):			
	Total Kjeldahl Nitrogen		
	Ammonia as Nitrogen		
	Nitrate		
	Nitrogen, Total		
	Nitrogen, Organic		
	Monthly Tests: Subtotal of Unit Prices:		
		Multiplied by 12 months:	\$
Quarterly Effluent Parameters:			
	Cyanide amenable to chlorination		
	Nickel		
	Hexavalent Chromium		
	Silver		
	Trivalent Chromium		
	Zinc		
Quarterly DNR Voluntary Testing:			
	Nitrogen, Ammonia (as N), Aqueous (Distilled)		
	Nitrogen, Nitrite (As N), Aqueous (Total)		
	Phosphorus, Total, Aqueous (Total)		
	Total Nitrogen (as N), Aqueous (Total)		
	Total Kjeldahl Nitrogen (as N)		
	Nitrate		
Quarterly Biosolids Parameters (Results in Dry Weight			

Basis):			
	Nickel		
	Phosphorus		
	Potassium		
	Zinc		
	Arsenic		
	Mercury		
	Cadmium		
	Lead		
	Chromium		
FLUENCY	TEST	UNIT PRICE	
Quarterly Influent Parameters:			
	Molybdenum		
	Copper		
	Selenium		
	Phenol		
	Oil and Grease		
	Cyanide		
	Hexavalent Chromium		
	Arsenic		
	Mercury		
	Lead		
	Nickel		
	Trivalent Chromium		
	Cadmium		
	Silver		
	Copper		
	Zinc		
	Molybdenum		
	Selenium		
	Boron		
	Barium		
	Aluminum		
	Quarterly Tests: Subtotal of Unit Prices:		
		Multiplied by 4 quarters:	\$
Semi-Annual Pretreatment (SIU 1) Parameters:			
	Oil and Grease		
	Phenol		
	Cyanide		
	Hexavalent Chromium		
	Aluminum		
	Arsenic		
	Trivalent Chromium		
	Chromium, Total		

	Cadmium	
	Copper	
	Iron	
	Lead	
	Mercury	
	Molybdenum	
	Nickel	
	Selenium	
	Silver	

FLUENCY	TEST	UNIT PRICE	
Semi-Annual Pretreatment (SIU 1) Parameters: (continued)			
	Zinc		
Semi-Annual Pretreatment (SIU 2) Parameters:			
	Oil and Grease		
	Cyanide		
	Cadmium		
	Chromium		
	Copper		
	Lead		
	Nickel		
	Molybdenum		
	Selenium		
	Silver		
	Zinc		
	Semi-Annual Tests SIU1 and SIU2: Subtotal of Unit Prices:		
		Multiplied by 2 times per year:	\$
Annual Biosolids Parameters:			
	TCLP on Metals		
	TCLP on Volatiles		
	TCLP on Semi-volatiles		
	TCLP on Pesticides		
	TCLP on Herbicides		
	Priority Pollutant Metals		
	Acid Extractables (GCMS)		
	Base/Neutral Extractables		
	Volatile Organics (GCMS)		
	Pesticides		
	PBC's		
		Annual Tests	\$

		Subtotal:	
Optional Parameters: <i>The City may or may not utilize one or more of the Optional Parameters.</i>			
	BOD ₅		
	Total Suspended Solids		
	COD		
	Ammonia as N, Distilled		
	<i>E. coli</i>		
	Fecal Coliform, Dry Weight		
	Additional Sample Pick-up		
		Optional Tests Subtotal:	\$
		GRAND TOTAL:	\$

RENEWAL (YEAR 2): Percentage increase based on Year 1 pricing: ____%

RENEWAL (YEAR 3): Percentage increase based on Year 1 pricing: ____%

RENEWAL (YEAR 4): Percentage increase based on Year 1 pricing: ____%

Legal
Company Name: _____

Missouri Business
License Number: _____ Federal Tax ID No.: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Email: _____

Signature: _____

Name (Printed): _____ Title: _____

Date: _____

**INVITATION FOR BID # 17-118
LABORATORY ANALYSIS FOR WASTEWATER
PART FOUR**

4.0 BID EVALUATION AND AWARD

4.1 Method of Award:

The solicitation shall be awarded to the lowest, responsive, responsible bidder. The City reserves the right to reject any or all bids, or portions thereof, to waive technicalities or deficiencies in any or all the bids. The City of Wentzville reserves the right to cancel this IFB in part or in its entirety. This IFB does not commit the City of Wentzville to award a contract or to pay any costs to bidders in preparation of their bid.

The responsiveness of the bidder shall be determined by the City based whether their bid fully conforms in all material respects to the solicitation and all of its requirements, including all form and substance.

The responsibility of the bidder shall be determined by the City based on whether the bidder is capable of meeting all of the requirements of the solicitation and subsequent contract; possesses full capability, including financial and technical, to perform as contractually required; and the quality and performance of previous contracts or services.

NON-COLLUSIVE AFFIDAVIT OF PRIME BIDDER

State of Missouri)
S.S.
County of _____)

_____, being first duly sworn, deposes and says that:

1. They are the (owner, partner, officer, representative, or agent) of _____, the Bidder that has submitted the attached Bid;
2. They are fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such bid is genuine and is not a collusive or sham bid; and that all statements made and fact set out in the Proposal are true and correct;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest including this affidavit, has in any way colluded, considered, connived, or agreed, directly or indirectly with any other bidder, firm, or person, to submit a sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract; or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached Bid or of any other bidder, or to fix the overhead, profit, or cost element of the Bid price of the other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Wentzville or any person interested in the Proposed Contact.
5. The price or prices quoted in the attached Bid are fair and proper, and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit; and
6. They further certify that bidder is not financially interested in or financially affiliated with any other Bidder on this project.

Signed: _____

Title: _____

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

Notary Public

My Commission expires: _____

Presented as Sample Enclosure

Contract #17-118

LABORATORY ANALYSIS FOR WASTEWATER AGREEMENT

THIS AGREEMENT (this "Agreement"), is made and entered into as of this ____ day of _____, 2017, by and between _____, a _____ having a principal office at _____ (the "Firm"), and the City of Wentzville, a Missouri municipal corporation located in St. Charles County (the "City"). *All capitalized terms used and not defined herein shall have the meanings ascribed to them in the Contract Documents (as hereinafter defined).*

RECITALS

A. In response to IFB #17-118 of the City requesting bids for Laboratory Analysis for Wastewater, the Firm has submitted a certain bid in accordance with the bid documents to perform the Services.

B. After due consideration, the City has accepted the Bid of the Firm and the parties hereto desire to enter into this Agreement whereby the Firm shall undertake the performance of the Services in accordance with the Contract Documents and the City shall pay the Firm as hereinafter specified.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual promises hereinafter set forth the City and the Firm hereby agree as follows:

1. **Contract Documents.** This Agreement shall consist of: (i) IFB #17-118 including, without limitation:
 - a. Invitation for Bids
 - b. Firm's Bid and Pricing Page
 - c. Affidavit of Non-Collusion
 - d. Executed Agreement
 - e. Affidavit of Participation in Federal Work Authorization Program Form
 - f. E-Verify with Electronic Signatures
 - g. Terms and Conditions
 - h. Scope of Services, Performance Requirements, and Specifications
 - i. Notice of Award (issued by City)

and shall also include any Exhibits to the above documents, any Addenda issued prior to receipt of bid Bids, any duly-issued Modifications, and all other documents contained or specified within the specifications, details or job special provisions, as such may be on file in the office of the Procurement Department and Office of the City Clerk of Wentzville, Missouri (all of the foregoing collectively referred to as the "Contract Documents" are hereby incorporated in this Agreement by reference). When any provision(s) of the contract documents conflict, the provision(s) most advantageous to the City shall govern.

2. **Term:** The term of this contract shall be from April 25, 2017 through April 24, 2018 (one year), with City reserving the option to renew for three additional consecutive one-year periods, subject to the “Multi-year contracts; Non-appropriation” provisions of the attached General Conditions. Upon expiration of the last term, the agreement will continue on a month-to-month basis until the City is able to obtain a new agreement through the process dictated by the City Procurement Policy.
3. **Scope of Services.** Services to include all services set forth in the Scope of Services, Part Two of the Invitations for Bid (the “Services”).

Except as expressly specified herein, Firm hereby agrees to provide all of the supervision, labor, technical services, facilities, materials, tools, equipment, and apparatus, and to perform all the services and do all the things necessary for the proper completion of the services which are particularly described as set forth in the Scope of Services, Part Two of the Invitations for Bid. All Services shall be in conformance with all applicable policies of the City and laws of Missouri applicable to 4th class cities, all federal laws and requirements and all rules and regulations thereunder, and the generally accepted standard of care.

The above described Services shall be provided by the Firm in accordance with all the provisions of this Agreement, City policies and attached City of Wentzville Terms and Conditions for the Services, attached to the Invitations for Bid and incorporated herein by reference, and which terms shall prevail over any conflicting terms that may otherwise be adopted herein as part of any attachment.

4. **Payment.** The City hereby agrees to pay the Firm in accordance with the Agreement for satisfactory performance at the prices shown on the Pricing Page. All invoices complete with necessary support documentation shall be submitted to the City and payment shall be made by City within thirty (30) days of receipt of an invoice received after satisfactory performance of the Services. Payment Terms are net 30 days. Remit Address is City of Wentzville, Accounts Payable, 5 W. Pearce Blvd., Wentzville, MO 63385 or accountspayable@wentzvillemo.org.
5. **Attorney Fees’ and Costs.** The Firm shall reimburse to the City any costs and attorneys’ fees that the City may reasonably incur in pursuit of any remedies at law or equity or enforcement of any rights established in this Agreement, which may result from the Firm’s breach of the Agreement, the Firm’s failure to perform any obligation or requirement contained herein, or the City’s enforcement of this Agreement.
6. **Other Representations, Warranties and Other Covenants by the Firm.** The Firm represents and warrants that the Firm has been engaged in such work as is required for the Services and has provided services such as the ones to be performed under this Agreement to other municipalities and/or private enterprises and that the Firm has sufficient expertise, knowledge, information and data, and engages sufficient personnel to perform the Firm’s obligations under this Agreement. The Firm further represents and warrants that the Firm is an equal opportunity employer. The Firm agrees that the Firm shall not use in any form or medium the name of the City for any advertising unless the Firm receives the prior written consent of the City.
7. **Amendment; Waiver.** No amendment, modification or waiver of any provision of this Agreement shall be effective unless in writing signed by an authorized representative of the party against whom such provision as amended or modified or such waiver is sought to be

enforced. Failure to insist upon strict compliance with any of the terms or conditions of the Agreement shall not be deemed a waiver of such term or condition.

8. **Firm’s Liability Insurance.** The Firm shall obtain and maintain during the term of the Project and the City Firm Agreement the insurance coverage’s at least equal to the coverage’s set forth in this paragraph 8, and as further provided in the General Conditions, but no event less than the individual and combined sovereign immunity limits established by Section 537.610 R.S.Mo. Insurance policies providing required coverage’s shall be with companies licensed to do business in the State of Missouri and rated no less than AA by Best or equivalent. All costs of obtaining and maintaining insurance coverage’s are included in the Bid Amount and no additional payment will be made therefor by the City:

Comprehensive General Liability Insurance (including coverage for Bodily Injury and Property Damage)	\$1,000,000 per occurrence \$2,763,000 aggregate
Commercial Automobile Liability Insurance (including coverage for Bodily Injury and Property Damage)	\$1,000,000 per occurrence
Employer’s Liability	\$1,000,000 bodily injury by accident (each accident) \$1,000,000 bodily injury by disease (each employee) \$1,000,000 bodily injury policy limit

In addition, the Firm and all subcontractors shall provide Worker’s Compensation Insurance in at least statutory amounts for all workers employed at the Project site.

Policy shall name the City as the Insured. Certificates evidencing such insurance shall be furnished to the City prior to Firm commencing the services as outlined in the Invitations for Bid. The certificates must state, “The City of Wentzville is an additional insured”, on a primary and non-contributory basis. Certificate Holder shall be listed as “City of Wentzville, Attention City Clerk, 310 W Pearce Blvd., Wentzville, MO 63385.” The certificate shall bear an endorsement precluding cancellation of or change in coverage without at least thirty (30) days written notice to the City.

The City may waive any insurance coverage’s or amounts required by this paragraph 8 when the City deems such waiver to be in the interest of the public health, safety, and general welfare.

9. **Termination.** The City shall have the right to terminate this Agreement at any time for any reason by giving the Firm written notice to such effect. The City shall pay to the Firm in full satisfaction and discharge of all amounts owing to the Firm under this Agreement an amount equal to the cost of all Services performed by the Firm up to such termination date, less all amounts previously paid to the Firm on account of this Agreement Price. The Firm shall submit to the City its statement for the aforesaid amount, in such reasonable detail as the City shall request, within thirty (30) days after such date of termination. The City shall not be liable to the

Firm for any damages on account of such termination for loss of anticipated future profits with respect to the remainder of the Services.

10. **Severability.** The invalidity or unenforceability of any portion or provision of this Agreement shall not affect the validity or enforceability of any other portion or provision of this Agreement, which shall remain in full force and effect to the maximum extent permitted by law.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the day and year first above written.

FIRM

CITY OF WENTZVILLE, MISSOURI

By: _____

Signature

By: _____

Print Name & Title

Date

Date

LABORATORY ANALYSIS FOR WASTEWATER TERMS AND CONDITIONS

Independent Firm. The Firm shall be and operate as an independent Firm in the performance of this Agreement. The Firm shall have complete charge of the personnel engaged in the performance of the Services, and all persons employed by the Firm shall be employees of said Firm and not employees of the City in any respect.

Compliance with Laws. The Firm shall comply with all applicable City ordinances and other laws and regulations, Federal, State, and any political subdivision thereof, including but not limited to, unemployment and workers' compensation, occupational safety, equal employment and affirmative action and wage and price laws insofar as applicable to the performance of this Agreement. In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over the Services, the Firm shall notify the City of the nature and impact of such conflict.

Subcontracts. The Firm shall not subcontract any of the Services to be performed by it hereunder without the express written consent of the City, except as provided herein. In the event Firm utilizes a subcontractor, the Firm shall ensure that any agreement between Firm and such subcontractor complies with all requirement imposed for such agreement by federal, state, and local law. In addition, this Agreement shall not be assigned by the Firm.

If the Firm submits invoices to the City which include payments to be made on account of work performed by a subcontractor, such payments shall be conditioned upon submission by the Firm of waiver of liens, or such other documents satisfactory to the City to protect the City's title to land, buildings, or improvements or to otherwise protect the City's interest. By submitting an invoice to the City, the Firm warrants and guarantees that title to all land, buildings or improvements which may be subject to a lien under 429.015 RSMo., upon the receipt of such payment by the Firm, will not be subject to a lien under 429.015 RSMo.

Indemnification. To the fullest extent permitted by law, the Firm agrees to defend with counsel approved by the City, and indemnify and hold harmless the City, its officers, engineers, representatives, agents and employees from and against any and all liabilities, damages, losses, claims or suits, including costs and attorneys' fees, for or on account of any kind of injury to person, bodily or otherwise, or death, or damage to or destruction of property, or any other circumstances, sustained by the City or others, arising from breach of this Agreement or out of services negligently performed hereunder by the Firm, or claims relating thereto, and including but not limited to the City's reliance on or use of the services or products provided by the Firm under the terms of this agreement. The Firm shall not be liable for any loss or damage attributable solely to the negligence of the City. To the extent required by law to enforce this provision, the Firm agrees that this indemnification requires the Firm to obtain insurance in amounts specified herein and that the Firm has had the opportunity to recover the costs of such insurance in the compensation set forth in this Agreement.

No Aldermen, officer, administrator, director, board member, or employee of the City shall have any personal liability, directly or indirectly, under or in connection with this Agreement or any agreement made or entered into under or pursuant to the provisions of this Agreement. The Firm shall look solely to the City for the satisfaction of any claims the Firm may have arising under this Agreement.

Insurance. The Firm shall furnish the City the certificates of insurance for workers' compensation, public liability, and property damage, including automobile coverage in the amounts specified by the City in the Invitations for Bid, if any, otherwise in the amounts required by the City, if any, but in no event less than the maximum amounts

of liability set forth in Chapter 537.610 RSMo., as amended, applicable to political subdivisions. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to the City. In addition to the foregoing, the Firm shall maintain Professional Liability "errors and omissions" insurance in the form for the coverages satisfactory to City as indicated in the Invitations for Bid, if any, but in no event less than the maximum amounts of liability set forth in Chapter 537.610 RSMo. applicable to political subdivisions unless otherwise approved by the City. The City, and such additional persons and entities as may be deemed to have an exposure to liability as a result of the performance of the Firm's services, as determined by the City, shall be named as additional insured on a primary and non-contributory basis, with duty of defense on all insurance policies required hereunder.

Nondisclosure/Confidentiality. The Firm agrees that it will preserve the confidentiality of all City data and account information and will not divulge to third parties without the written consent of the City any information obtained from or through the City in connection with the performance of this Agreement.

Changes. No change in this Agreement shall be made except in writing prior to the change in Services or terms being performed. The Firm shall make any and all changes in the Services without invalidating this Agreement when specifically ordered to do so in writing by the City. The Firm, prior to the commencement of such changed or revised Services, shall submit promptly to the City, a written cost or credit proposal for such revised Services. If the City and the Firm shall not be able to agree as to the amount, either in consideration of time or money to be allowed or deducted, it shall nevertheless be the duty of the Firm, upon written notice from the City, to immediately proceed with such alteration or change, and the Firm shall be compensated the reasonable value of such Services. **No work or change shall be undertaken or compensated for without prior written authorization from the City and shall be subject to any required approval from state or federal departments or agencies.**

Multi-year contracts; Non-appropriation. Notwithstanding any provision herein to the contrary, the City is obligated only to make the payments set forth in the attached contract as may lawfully be made from funds budgeted and appropriated for that purpose during the City's then current fiscal year at the discretion of the City. If no funds are appropriated or otherwise made legally available to make the required payments for this Agreement during the next occurring fiscal year (an "**Event of Nonappropriation**"), this Agreement will terminate at the end of the then current fiscal year as if terminated expressly. The failure or inability of the City to appropriate funds for this Agreement in any subsequent fiscal year shall not be deemed a breach of this Agreement by any party. If applicable, this Agreement may be annually renewed at each fiscal year by inclusion of specific appropriation for this Agreement, from year to year not to exceed the maximum renewal period or term as set forth in the Agreement.

Accounting. During the period of this Agreement, the Firm shall maintain books of accounts of its expenses and charges in connection with this Agreement in accordance with generally accepted accounting principles and practices. The City shall at reasonable times have access to these books and accounts to the extent required to verify all invoices submitted hereunder by the Firm.

Other Firms. The City reserves the right to employ other Firms in connection with the Services.

Invitation for Bids. If the City issued an Invitation for Bids in connection with the Services, such Invitation for Bids and the bid of the Firm in response thereto are incorporated herein by reference and made a part of this Agreement. In case of any conflicts between the Invitation for Bids and the executed Agreement or bid of the Firm, the requirements of the City's Invitation for Bids and this executed Agreement shall control and supersede unless a change thereto is specifically stated in this Agreement.

Work Records and Work Product. The Firm shall provide the City with copies of all documents pertinent to the Services which shall include, without limitation, reports, correspondence, meeting minutes, and originals of all deliverables. The City shall own all right, title and interest, including without limitations, all copyrights and intellectual property rights, to all documents and Work Product of the Firm created in performance of or relating to this Agreement. The Firm agrees to take all steps reasonably requested by the City to evidence, maintain, and defend the City's ownership rights in the Work Product. Upon termination of this Agreement, the Firm shall promptly deliver to City any documents, and work product, whether printed or electronic.

Personnel. The Services shall be performed exclusively by the personnel of the Firm identified in the Firm's proposal and no other personnel of the Firm shall perform any of the Services without the express written approval of the City.

Compliance with State Immigration Statutes. As a condition for the award of this Agreement, the Firm shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the Services. The Firm shall also sign an (Affidavit of Participation in Federal Work Authorization Program) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the Services. The Firm shall not be required to provide these affidavits to the City if such affidavits have been previously provided to the City within the past year. All words in this paragraph shall have the definitions as provided in Section 285.525 R.S.Mo.

Representations. The Firm agrees that it has not relied on any representations or warranties of the City, oral or written, other than expressly identified in this Agreement. The parties agree this Agreement represents the entire agreement between the parties.

Governing/Choice of Law; Jurisdiction. This Agreement shall be governed by and construed and interpreted in accordance with the internal laws of the State of Missouri, without regard to its principles of conflict of laws, and shall be deemed to be executed and performed in the County of St. Charles, Missouri. Any legal action arising out of, or relating to this Agreement, shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive jurisdiction and venue over them by a court of competent jurisdiction located in the County of St. Charles, Missouri or the U.S. District Court for the Eastern District of Missouri.

Counterparts. This Agreement may be executed in one or more counterparts each of which shall be deemed an original and all of which shall constitute one and the same agreement.

Presented as example; not required with proposal
AFFIDAVIT OF PARTICIPATION IN
FEDERAL WORK AUTHORIZATION PROGRAM

Comes now _____ as _____ first being duly sworn, on my
(Name) (office held)
oath, affirm _____ is enrolled and will continue to participate in a federal
(company name)
work authorization program in respect to employees that will work in connection with the
contracted services related to the services being provided to the City of Wentzville for
the duration of the contract, if awarded, in accordance with Section 285.530.2, Revised
Statutes of Missouri. I also affirm that _____ does not and will not
(company name)
knowingly employ a person who is an unauthorized alien in connection with the
contracted services for the duration of the contract, if awarded.

Attached to this affidavit is documentation of _____'s
(company name)
participation in a federal work authorization program.

**(ATTACH DOCUMENTATION SHOWING THAT COMPANY PARTICIPATES IN FEDERAL
WORK AUTHORIZATION PROGRAM)**

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).

Signature (person with authority) Printed Name

Title Date

State of Missouri)
County of _____) ss.

Subscribed and sworn to before me this _____ day of _____, 2017.

My commission expires:

Notary Public

Presented as information; not required with proposal

PROOF OF E-VERIFICATION WITH U.S. DEPARTMENT OF HOMELAND SECURITY

Electronic Signature Page