



REQUEST FOR PROPOSAL

(THIS IS A FORMAL BID)

DATE E-MAILED TO VENDOR: July 6, 2018	GOODS / SERVICE AREA: Printing Services
BID OPENING: Date: July 20, 2018 Time: 9:00 A.M. Central Time Location: Affton School District Administration Building 8701 Mackenzie Road Saint Louis, MO 63123	CONTRACT PERIOD: 1 Year (12 month) with 4 additional option years Beginning in September 2018 See Scope of Services for details.
ADDRESS INQUIRIES TO: Steven Fedchak, Chief Financial Officer PH: (314) 633-5922 FAX: (314) 631-0030 Affton Administration Building 8701 Mackenzie Road Saint Louis, MO 63123	RETURN BID TO: Affton School District Administration Building 8701 Mackenzie Road Saint Louis, MO 63123

This Request for Proposal contains the following:

1. **INFORMATION FOR VENDORS** -- The section referred to as "Information for Vendors" contains general information about the District's business and bid procedures. Please keep this section for future reference.
2. **SPECIFICATIONS AND BID FORM** -- The section referred to as "Scope of Services and Bid Submittal Form" contains information specific to the goods and/or services in the Request for Proposal. Please complete and sign this section and return to the Affton School District Business Department for evaluation. **Must return original copy of your bid.**

AFFTON SCHOOL DISTRICT BUSINESS OFFICE

INFORMATION FOR VENDORS

IB-1 BID PROCEDURE - GENERAL INFORMATION

Listed on the enclosed "Scope of Services and Bid Submittal Form" are items for which Affton School District is seeking bids for a specified period of time. VENDORS NEED ONLY RETURN THE SCOPE OF SERVICES AND BID SUBMITTAL FORM SECTION. VENDORS ARE NOT REQUIRED TO INCLUDE THIS SECTION TITLED, "INFORMATON FOR VENDORS" IN BID SUBMITTAL.

- **Sealed bids must be received at the Business Office only (no other location permitted), 8701 Mackenzie Road, Saint Louis, MO 63123, no later than the date and time of the bid opening, at which time all bids will be publicly opened and read. NO EXCEPTIONS.** Late bids will be rejected and discarded.
- If the District is unexpectedly closed on the scheduled bid opening date due to weather or other unforeseen circumstances, the bid opening will automatically occur on the next working day at 11:00 a.m. Central Time.
- Bids may not be withdrawn after scheduled closing time for the receipt of bids. Errors or omissions can be corrected by a telephone call with a follow-up in writing until the time of bid opening. Bid proposals shall then be deemed final, conclusive and irrevocable, and shall not be subject to correction or amendment.
- Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.
- The time and date recorded by the District shall be the official time of receipt.
- Vendors are also required to submit a **Letter of Transmittal** and **Executive Summary** with the Proposals. The Letter of Transmittal shall provide an introduction to the Company and include an expression of the Company's ability and desire to meet the requirements of the RFP. The Executive Summary shall briefly describe the Company's approach to meeting the District's requirements as outlined in the RFP, indicate any major requirements that cannot be met, and highlight the major features of the Proposal.
- The Company shall complete Attachment 2, **"Profile of the Company Form"** which includes a potential conflict of interest statement. The Company shall include a listing of all Missouri school districts for which the Company currently provides services.

IB-2 LENGTH OF AGREEMENT

Acceptance of a bid by the District shall create an agreement for the vendor to sell and the District to purchase, under the terms and conditions of the Scope of Services and Bid Submittal Form, the services specified in the vendor's bid and the District's acceptance of the bid amount or for a period of one (1) year, unless otherwise specified.

The District reserves the right to extend the agreement for one (1) month with the same terms and conditions. The District may exercise this right of extension by notifying the vendor in writing prior to the expiration of the initial agreement.

IB-3 AGREEMENT MODIFICATION

THE WORDING OF THIS SCOPE OF SERVICES AND BID SUBMITTAL FORM SHALL NOT BE CHANGED OR ALTERED IN ANY MANNER. Vendors taking exception to any clause, in whole or in part, should do so by listing said exceptions on company letterhead and submitting them as an alternate bid. Said exceptions may or may not be honored by the District. Alternate bids should be clearly marked "Alternate Bid" and submitted on vendor letterhead.

The Scope of Services and Bid Submittal Form expresses the conditions under which bids are solicited. Any modification thereto by the District shall be in writing and mailed to all firms on the vendor mailing list prior to the deadline for submitting bids.

IB-4 FINANCIAL ABILITY

The District reserves the right to require the successful vendor to file proof of his ability to properly finance and execute the agreement, together with his record of successful completion of similar agreements. The District reserves the right to defer the acceptance of any proposal and the execution of an agreement for a period not exceeding ninety (90) days after the date of opening the bids.

IB-5 COMPANY REFERENCES, SUBCONTRACTING AND WARRANTIES

The District may request at least three (3) references, preferably educational institutions, whom you have supplied similar equipment and services. The names, titles and telephone numbers of contacts for each reference should be given. Unless you specify otherwise, District officials will be free to contact these references.

Please attach a statement indicating whether your company proposes to use subcontractors for any aspect of the contract and identifying the proposed subcontractor in detail. No subcontracting shall be permitted without prior written approval by the District. In addition, no changes in subcontractors will be permitted without prior written approval by the District.

IB-6 ADDITIONS

New items added to the original bid list will be forwarded to the vendors by the Business Office. Vendors will bid under the same terms and conditions of the original bid. Thereafter, all additions will become part of the original bid process.

Any oral communication will be considered unofficial and non-binding on the District. All contact regarding this RFP must be directed to Steven Fedchak, Chief Financial Officer or his designee. Unauthorized contact by the Company with other District employees regarding the RFP may result in disqualification.

IB-7 EVALUATION

Upon receipt and after opening, all bids will be evaluated by the District. Additional information necessary to the evaluation process will be requested from the vendor, where appropriate.

The District may inspect the vendor's facilities to ensure that the vendor can provide the necessary services specified under this agreement.

Sufficient inventory of specified items may be required to be maintained by the vendor during the agreement period in order to meet the requirements of the District. Vendor's commitment to maintain a supply of items currently used by the District may be a consideration when evaluating the bid.

IB-8 BASIS OF AWARD

The District's policy is to award a bid based upon the "lowest and best" bid/proposal. However, the District will also strive to select equipment and supplies, which best fulfill the District's overall needs.

In making the award, the District will include but not be limited to the following factors for consideration:

- the extent to which the items bid meet or exceed specifications and function;
- the vendor's ability to supply all or most items required;
- the vendor's commitment to maintain a sufficient supply of items needed by the District;
- any prior experience or history between the District and vendor;
- the financial strength of the company; and
- other factors deemed significant by District officials.

The District reserves the right to reject any and all bids for any reason; to accept any bid which it deems to be in its best interest; and to reject all bids and solicit new bids. The District reserves the right to waive any technicalities and requirements in this Scope of Services and Bid Submittal Form.

The District also reserves the right to award various portions of the contract to different vendors. The District shall have the discretionary right to select any or all of the items bid at the bid price. Vendors may exclude items listed when submitting their bids; however, favorable consideration will be given to those vendors that can supply all or most of the items listed.

The bid constitutes an offer to the District to supply some or all of the items included in the bid. Absent acceptance of part or all of the bid by the District, the District is in no way obligated to the vendor. The District will promptly notify all successful vendors of any action to be taken. Others should contact District officials for information about the award.

The District reserves the right to discontinue any agreement with the vendor by giving written thirty-day notice if circumstances warrant such action. Examples of such circumstances include, but shall not be limited to: budget/financial considerations, vendor service/product no longer required, and unsatisfactory vendor performance, etc.

In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.

The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.

IB-9 NEGOTIATIONS

After selection, but prior to contract award, the District reserves the unilateral right to negotiate any aspect of the proposal or proposed contract in any manner that best serves the needs of the District and is within the scope of the solicitation. Subject to successful negotiations and approval of the Board of Education, a contract or purchase order will be issued to the selected Company.

Negotiation of the final contract between the District and the Company will begin after the most qualified Company has been identified. If prices and compensation cannot be agreed to, then negotiations with the most qualified Company will be terminated and then will begin with the next most qualified Company.

The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.

Neither the commencement on or cessation of negotiations shall constitute rejection of the Proposal or a counter offer on the part of the District.

IB-10 POOR OR NONPERFORMANCE

During the term of the contract, the District may terminate the contract for nonperformance, poor performance, late delivery, or other cause. The decision to terminate rests solely with the District and/or its duly appointed representative. In the event of termination, the District shall give the vendor written notice fifteen (15) days prior to termination. The District may thereafter procure products or services from other vendors.

The vendor takes all responsibility for substandard or defective materials and will replace all items as requested.

IB-11 DOMESTIC PRODUCTS PROCUREMENT

The Affton School District encourages its staff to purchase or lease products manufactured, assembled, or produced in the United States and for contractors and subcontractors of the District to do the same when providing goods and services to the District.

It is also the policy of the Affton School District to give preference to commodities manufactured, mined, produced or grown within the state of Missouri and to give preference to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when quality, price and delivery are approximately the same. (Legal Reference Section 171.181 RSMo.).

IB-12 BILLING AND PAYMENT

The vendor will submit invoices directly to the Affton School District Business Office, 8701 Mackenzie Road, Saint Louis, MO 63123. Each invoice must show the District purchase order number, ordering department, date of shipment, quantity, price, and item(s) shipped. Invoices will not become due and payable until all items listed on the invoice are received complete.

All shipments must be accompanied by a packing list giving a complete description of items, total quantity of items, and total number of containers in the shipment. Packing list should also show District purchase order number, ordering department, date of shipment, quantity, price, and item(s) shipped.

Payments will be made in accordance with Affton School District payment cycles.

IB-13 DELIVERY

All equipment shall be delivered as specified on the District's purchase order.

All deliveries will be F.O.B., destination, freight allowed, Affton School District Business Office, 8701 Mackenzie Road, Saint Louis, MO 63123.

IB-14 PRICE ADJUSTMENT

Price increases will not be paid or approved without a 30-day notice and approval by the Chief Financial Officer. An escalation increase in price will be for cost only. A percentage increase on profit and overhead will not be acceptable.

Deletion of Items - The District reserves the right to delete any or all escalated items from the agreement if the item(s) can be purchased more economically from another source.

IB-15 COLLUSION CLAUSE

By submission of this bid, each vendor, anyone signing on behalf of a vendor, and in the case of a joint bid, each party thereto, certifies under penalty of perjury, that to the best of his knowledge and belief:

The prices of this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or competitor;

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and

No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

IB-16 TAX EXEMPT STATUS

The contractor shall pay sales, consumer, use and similar taxes for the work or portions thereof provided by the contractor which are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

As set forth in 144.062 RSMo and 144.030 RSMo, contractors who purchase materials and/or supplies "for the purpose of constructing, repairing, or remodeling facilities for" the Owner are exempt from paying sales tax. The official State Tax exemption certificate will be furnished to the contractor. The quoted phrase was taken directly from the statute.

IB-17 "OR EQUAL"

Whenever a material, article or piece of equipment is identified in the specifications by reference to manufacturers' trade name(s) etc., it is intended merely to establish a standard; and any material, article, or equipment of other manufacturers and vendors which will perform the duties imposed will be considered equal provided the material, article or equipment so proposed is, in the opinion of the

Business Office or using department, of equal substance and function. However, in some instances, the District will insist on specific brand names to meet District needs and requirements and will not permit "substitutes" or "or equals."

IB-18 TOBACCO FREE ENVIRONMENT

Affton School District has adopted a tobacco free policy effective August 18, 2009. No tobacco products may be used in the facilities or on the grounds.

IB-19 INDEMNIFICATION

To the fullest extent permitted by the law the Vendor shall indemnify, defend with legal counsel acceptable to the District, and hold harmless the District and agents and employees of the District from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from personal injury, bodily injury, sickness, disease, or death, failure to make payment to suppliers, or injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Vendor, or anyone directly or indirectly employed by the Vendor, or anyone for whose acts the Vendor may be liable.

IB-20 SECURITY IDENTIFICATION

All contractor or subcontractor employees working on project sites may be required to obtain security identification badges before coming to the project site. Badges may be obtained by contacting the Business Office at 8701 Mackenzie Road, Saint Louis, MO 63123. Please contact Dave Walters, Director of Buildings and Grounds at 314-633-5925 for additional information.

To obtain a security identification badge, the contractor or subcontractor employee shall be required to give their full name, present personal identification verifying their name (e.g., driver's license), give their employer's company name, and present documentation verifying their employment with the company (e.g., business card, identification letter on company letterhead, etc.). During normal working hours, employment confirmation may be made by a confirming telephone call to the company.

Security identification badge must be kept with the contractor or subcontractor employee and prominently displayed while they are on the project site. The security identification badge may be temporarily removed from prominent display if the security identification badge will pose a safety threat to the contractor or subcontractor employee as the employee carries out the work.

If the contractor or subcontractor employee temporarily removes the security identification badge from prominent display for safety purposes, the contractor or subcontractor employee shall promptly present the security identification badge to any employee of the owner that requests to see the security identification badge. Failure to promptly present the security identification badge shall be grounds for instant removal of the contractor or subcontractor employee from the project site until the security identification badge can be presented. If the contractor or subcontractor employee fails to present the security identification badge a second time, the owner may request the contractor or subcontractor employee to be removed from the project site permanently.

IB-21 REQUIRED COMPLIANCE (as related to on site work or services)

SUPPLIER acknowledges award of this Contract requires compliance with Section 285.530(2) RSMo. (Cumm. Supp. 2008) regarding enrollment and participation in a federal work authorization program with respect to all persons working in connection with the contracted services. SUPPLIER represents

and warrants that it is in compliance with Section 285.530 at the time of award of this Contract. A sworn affidavit and supporting documentation affirming participation in a qualified federal work authorization program and that SUPPLIER does not knowingly employ any person who is an unauthorized alien in connection with the services to be performed pursuant to this Contract is attached to this Contract and incorporated herein by this reference.

Pursuant to Section 292.675 RSMo the contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is as stringent as an approved OSHA program within sixty (60) days of beginning work on this project.

A handwritten signature in black ink, appearing to read "Se Fedchak". The signature is written in a cursive style with a large initial "S" and "F".

Steven Fedchak
Chief Financial Officer

SCOPE OF SERVICES
PRINTING SERVICES

SS-1 GENERAL REQUIREMENTS

1. The District is requesting proposals for a printing services. It is the District's expectation to use the selected Company as the primary, but not the exclusive, printer for District printing needs.
2. This Proposal shall be used to evaluate the costs for, turnaround time, and capabilities of, potential companies to provide printing services and an order submittal system to the District.
3. To control and budget costs, the District is most interested in unit prices for each type of printing service to be provided.
4. The proposed cost shall be all-inclusive including all supplies (including paper), labor, delivery, and any other expense incurred by the Company.
5. This Proposal is contingent upon the Company's compliance with the provisions and specifications contained herein, including demonstrable capabilities prior to execution of a contract.

SS-2 ACCOUNTING REQUIREMENTS

1. Contract Period: The original contract period shall be date of award through August 31, 2019. The contract shall not bind, nor purport to bind, the District for any contractual commitment in excess of the original contract period. The District shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods. In the event the District exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period.
2. Fee Schedule: The Fee Schedule may be adjusted at the end of the initial contract period (and at the end of each extension period, if applicable), upon mutual agreement of both parties. All five (5) years of proposed fees should be included with the Proposal.
3. Billing: Company shall provide a single monthly bill with detail per job.

Proposal Submittal

If the Company desires to present its proposal, please submit two (2) sealed copies of the proposal marked with the name “**REQUEST FOR PROPOSAL**” to the attention of: Affton School District, Steven Fedchak, 8701 Mackenzie Rd. St. Louis, MO 63123 no later than July 20, 2018 at 9:00 a.m. Proposals may be modified or withdrawn by written notice or in person by the Company or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the submission deadline. Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted. Upon request, qualified finalists must make themselves available for interviews in connection with the evaluation of the proposal. The District is not responsible for lateness or non-delivery by the US Postal Service or other carriers to the District. The time and date recorded by the District shall be the official time of receipt.

All proposals must be delivered to the Affton School District by specified submission date and time. Failure to comply will result in disqualification. Sealed submissions will be received at the above address. When submitting, you must:

1. Submit this form, the Profile of the Company (Attachment 2), the Cost Proposal (Attachment 3) with your proposal using a typewriter or ink or electronically printed. Return all pages.
2. Sign the proposal in all required places. **No facsimile signatures accepted.** Signature acknowledges full acceptance of all components of the Request for Proposal. The proposal must be completed in the name of the submitting vendor, corporate or other, and must be fully and properly executed by an authorized person.
3. Mail or deliver the submission promptly to the return location listed above. Late submissions will be unopened and discarded.
4. The undersigned hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) proposes and agrees to furnish and make delivery to specified locations free of freight and other excess charges, for items listed on the attached sheets at the price set forth in your proposal.

Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address

Attachment 1: Decline To Bid Form

If your company elects not to submit the enclosed REQUEST FOR PROPOSAL, please complete the information below and return to my attention. We are sincerely interested in determining why companies/individuals do not respond.

Thank you for your help and cooperation.

My company has elected not to submit a proposal for the following services:

Printing Services

Company Name:

Street Address:

City, State, Zip:

Phone Number:

My company has elected not to submit a proposal for this bid for the following reason or reasons:

- Did not have time to complete bid package.
- Did not receive bid information in time.
- Cannot meet specifications of proposal requirements.
- Not interested in Affton School District business.
- Cannot be competitive with other traditional sources.
- Please remove from list.
- Other: Please indicate reasons(s) below:

Signature

Attachment 2: Profile of the Company

Designate one individual as the Company’s representative to the District during the term of the contract. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no “PARTIES OF INTEREST” or “CONFLICTS OF INTEREST”, as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

Legal name	Representative’s Name	Title
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Address	City/State/Zip	Telephone #	Fax #
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E-mail Address

Years in Operation structure	Years under current structure and/or under previous structure
---------------------------------	--

1) Name and Title of Company’s Officers:

NAME

TITLE

_____	_____
_____	_____
_____	_____
_____	_____

2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 120 days from the deadline for submission of Proposals.

Company Officer’s Name

Signature Date

Attachment 2: Profile of the Company (Continued)

The following questions are to be completed by all bidders that are responding:

1. Identify the number of local employees within your company.
2. Describe the process you have in place to ensure customer concerns and questions are followed up on, resolved quickly, permanently, and effectively.
3. What are your five (5) largest accounts? Provide details of these accounts. How long have you had/maintained these accounts?
4. What school districts do you service? Provide a list of all districts you currently service. Provide details regarding service. How long have you had/maintained these accounts? What is the contact information for these accounts?
5. Provide at least three references for projects similar to what is required in this RFP. At least one reference should include a contract with a district similar in size and population to the District.
6. Provide proof that the Company has at least three years of successful experience.
7. List all Contracts terminated for default within the last five (5) years. Also, provide a list of all public school clients that have discontinued service in the past five (5) years, including those due to poor performance or non-performance. Termination for default is defined as notice to stop performance due to Company's nonperformance or poor performance. Submit full details of all terminations for default experienced. The District will evaluate the facts and may at its sole discretion reject the Company's Proposal if the facts discovered indicate that the completion of a contract resulting from this RFP may be jeopardized by selection of the Company. If the Company has experienced no such terminations for default in the past five (5) years, so indicate.
8. Give the address of the specific office which will have responsibility for performing the work contemplated by this RFP.
9. Through brief narrative discussion, show reason why the Company believes it is especially qualified to undertake this project. Discuss any unique qualifications that the Company possesses that would be of benefit to the District in the execution of this project.

Attachment 3: Cost Proposal

The Company is to provide a firm fixed cost proposal as outlined below:

Print Type	Estimated Turnaround Time	Cost Per Copy
Black and White		
Color		
GBC Binding		
Booklet		
Folding		
2 Sided Black and White		
2 Sided Color		

Please list any additional costs with a reasonable explanation or other factors and value adding benefits to include in your Proposal:

Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address

Attachment 4: Work Authorization Form

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)

Attachment 4: Work Authorization Form (Continued)

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 _____, 201____.

NOTARY PUBLIC

My commission expires:

Attachment 5: W-9 Form

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 25%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 25%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 40%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> </tr> </table>	Social security number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>						
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 25%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> </td> </tr> </table>	Employer identification number		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>					-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>												
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Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	
Sign Here	Signature of U.S. person ▶
	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Attachment 6: Buildings and Locations

Location: All school facilities are in the St. Louis County, Missouri.

Affton High School

8309 Mackenzie Rd.
St. Louis, MO 63123

Rogers Middle School

7550 Mackenzie Rd.
St. Louis, MO 63123

Gotsch Intermediate School

8348 Laclede Station Rd.
St. Louis, MO 63123

Mesnier Primary School

6930 Weber Rd.
St. Louis, MO 63123

Affton Early Childhood Center

9832 Reavis Rd.
St. Louis, MO 63123

Administration Building

8701 Mackenzie Rd.
St. Louis, MO 63123

Affton Warehouse

9769 Reavis Park Dr.
St. Louis, MO 63123