

**Request for Quotation
Painting Services
Interior Offices (Downstairs)
Sikeston City Hall
Bid # 18Q017**

**Issued: September 29, 2017
Due Date: 1:30 P.M.,
Thursday, October 26, 2017**

The City of Sikeston is soliciting bids for labor and materials associated with painting the interior downstairs offices of Sikeston City Hall, located at 105 East Center Street. The interior paint proposal shall encompass painting of selected sections within the building. **All paint will be provided by the City.** Interested vendors should contact Rhonda Council, Deputy City Clerk or Karen Bailey, City Treasurer at 573-471-2512 to obtain additional information and to schedule a tour of the building.

All bids will be subject to the terms and conditions listed below, and any special conditions set forth therein. Sealed bids will be accepted until 1:30 P.M., Thursday, October 26, 2017 in the Office of City Clerk, 105 E. Center St., Sikeston, MO 63801.

GENERAL RULES AND CONDITIONS

- I. Proposals submitted in response to this request must carry the signature of the vendor. By signing, the bidder acknowledges his full knowledge of, and agreement with the general specifications, conditions and requirements of this request for proposal.

- II Any act or acts of misrepresentation, collusion or offers of kickback by a vendor will be a basis for disqualification of any proposal submitted. In the event the City enters into an agreement or contract with a vendor who is found to have misrepresented material facts, participated in collusion or offerings of kickbacks, and such conduct is discovered after the execution of an agreement or contract, the City may cancel the agreement or contract without incurring liability, penalty or damages.

- III All inquiries, whether written or oral, shall be submitted within the time limitations specified in the request for proposal. All information provided by the City shall be by Request for Quotation and written addenda thereto, which shall be subscribed by the Department Head or his designee, who shall issue the request for proposal. No other information, provided by others, shall be anything more than informal information and shall not be binding upon the City, nor shall it furnish a basis for legal action by any vendor or prospective vendor against the City.

- IV Proposals received later than the time and date specified in the request, as the bid opening will not be considered. Amendments to, or withdrawals of proposals

received later than the time and date specified as the bid opening will not be operative.

- V The City of Sikeston reserves the right to accept or reject any and all proposals, as deemed, in its sole discretion, to be in the best interest of the City. The City reserves the right to reject any proposal if the vendor is delinquent in the payment of any taxes, fees or licenses owed to the City. In the event a vendor is delinquent in any payment to the City, the City may offset the delinquent amount due against sums owed the vendor.
- VI The City of Sikeston may make such investigation as deemed necessary to determine the ability of the vendor to discharge the agreement or contract. The vendor shall furnish the City with all such information and data as may be required for that purpose. The City reserves the right to reject any bid if the vendor fails to satisfactorily convince the City that he is properly qualified to carry out the obligations of the agreement or contract, and to satisfactorily complete the work called for herein.
- VII When determining the successful vendor, the City reserves the right to apply up to a five percent (5%) local vendor preference for goods and services provided by vendors located within the City Limits of Sikeston.
- VIII The City of Sikeston is exempt from all federal and state excise, sales and use taxes.
- IX The successful vendor must have a current City of Sikeston Business License.
- X. The successful vendor must provide proof the contractor carries worker's compensation and unemployment compensation insurance.
- XI The successful vendor shall fully indemnify and save the City harmless from any and all loss, claim, judgment, cost or expense (including attorney's fees and expenses of defending suits or claims) made by the Contractor, the Contractor's employees or agents or their persons asserting any claim growing out of or alleged against the Contractor's performance of the duties imposed upon it by this agreement or the contractual relationship existing between the parties.
- XII Delivery of all goods or services must comply with all applicable laws of the Federal Government and the State of Missouri.
- XIII Proposals must be submitted in writing, and include executed non-kickback and non-collusion agreements on the forms provided with this request for proposal.
- XIV. Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program (E-Verify) with respect to the employees proposed to work in connection with the services requested herein by submitting a completed, notarized copy of "Affidavit of Work Authorization" and providing documentation affirming the bidder's enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein.

**REQUEST FOR QUOTATION
#18Q017**

**SPECIFICATIONS
Painting Services
Interior Downstairs Offices
Sikeston City Hall**

Interior Painting - Sikeston City Hall:

Quotes are being requested for the labor and supplies associated with the painting of selected interior downstairs offices of Sikeston City Hall located at 105 E. Center Street. **All paint will be provided by the City.** Specifications for the work are as follows.

A. General Specifications:

1. Wall preparation: Prior to painting, all walls are to be cleaned. Damaged or cracked areas are to be patched, primed, and painted with one coat of paint.
2. Department of Public Works personnel will relocate moveable furniture and drapes. The successful vendor must coordinate, in advance of painting, the relocation of all furniture and drapes with Rhonda Council, Deputy City Clerk or Karen Bailey, City Treasurer.
3. The vendor shall cover carpeting/flooring, built-in furniture, equipment and shelving in such a manner as to prevent the dripping or spilling of paint on these surfaces.
4. All work is to be completed after normal business hours, which are Monday through Friday, 8:00 A.M.-5:00 P.M. If weekends are required, approval must be made in advance.
5. The vendor is responsible for the cleanup and removal of all debris, drips and/or expended supplies. Upon the completion of the work, each room must be clean, dry and ready for the relocation of furniture.

B. Interior Painting, Section I

Personnel Director/City Treasurer's Office

Wall Color: Baja Dunes (997)

Trim, chair rails and moldings: Winds Breath (981)

Deputy City Clerk/Public Info Specialist Office

Wall Color: Stony Creek (414-5)

Trim, chair rails and moldings: Rain Barrel (414-6)

Public Works Director's Office

Wall Color: Winds Breath (981)

Trim, chair rails and moldings: no painting on chair rails

City Managers Conference Room

Wall Color: Olive Branch (2143-30)

Trim, chair rails and moldings: Wenge (AF-180)

Payroll/Accounts Payable's Office

Wall Color: Philipsburg Blue (HC-159)

Trim, chair rails and moldings: Winds Breath (981)

City Clerk's Office

Wall Color: Ashen Tan (996)

Trim, chair rails and moldings: no painting on chair rails

Empty Office (By Personnel Director)

Wall Color: Stone Hearth (984)

Trim, chair rails and moldings: Rustic Taupe (999)

C. Interior Painting, Section II

C.D. Matthews Room

Wall Color: Stone Hearth (984)

Trim, chair rails and moldings: Rustic Taupe (999)

Council Chambers

Wall Color: Stone Hearth (984)

Trim, chair rails and moldings: Rustic Taupe (999)

**REQUEST FOR QUOTATION
#18Q017**

BID RETURN SHEET

Vendor: _____

SECTION I: Interior Painting

- A. Available Dates
Anticipated Start Date: _____

Anticipated Completion Date: _____

- B. Interior Section I
Total cost labor and supplies \$ _____

- C. Interior Section II
Total cost labor and supplies \$ _____

- D. Professional References
 Company Name:
 Contact Person with Title:
 Address:
 Phone Number/Email Address:

 Company Name:
 Contact Person with Title:
 Address:
 Phone Number/Email Address:

 Company Name:
 Contact Person with Title:
 Address:
 Phone Number/Email Address:

SECTION II: SIGNATURE/AFFIDAVITS:

The bidder's signature must appear on this form. Signature of bidder indicates he/she understands and will comply with the terms and conditions set forth within this Request for Proposal.

By:

Name	Title	Date
------	-------	------

Please type or print name, address and phone number of firm bidding:

CITY OF SIKESTON
AFFIDAVIT OF WORK AUTHORIZATION AND DOCUMENTATION

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- Submitting a completed, notarized copy of EXHIBIT _____, AFFIDAVIT OF WORK AUTHORIZATION and
- Providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

STATE OF MISSOURI)
)
COUNTY OF _____)

AFFIDAVIT
(as required by Section 285.530, Revised Statutes of Missouri)

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE: Any person performing work or services of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM: Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY: A person acts knowingly or with knowledge,

- (a) with respect to the person's conduct or that those circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or
- (b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN: An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority, personally appeared _____
_____, who being duly sworn, states that on his oath or affirmation as follows:

1. My name is _____ and I am currently the President of _____, (hereinafter "Contractor"), whose business address is _____, and I am authorized to make this affidavit.

2. I am of sound mind and capable of making this Affidavit and am personally acquainted with the facts stated herein.

3. Contractor is enrolled in an participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between the Contractor and the City of Sikeston, Missouri:

4. Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

5. Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to employees working in connection with the contracted services.

Further, Affiant saith not.

SIGNATURE

PRINTED NAME, AFFIANT

Subscribed and sworn to before me this _____ day of _____, 2009.

Notary Public, State of Missouri

My Commission Expires:

Commission in _____ County

Commission # _____

PLEASE NOTE:

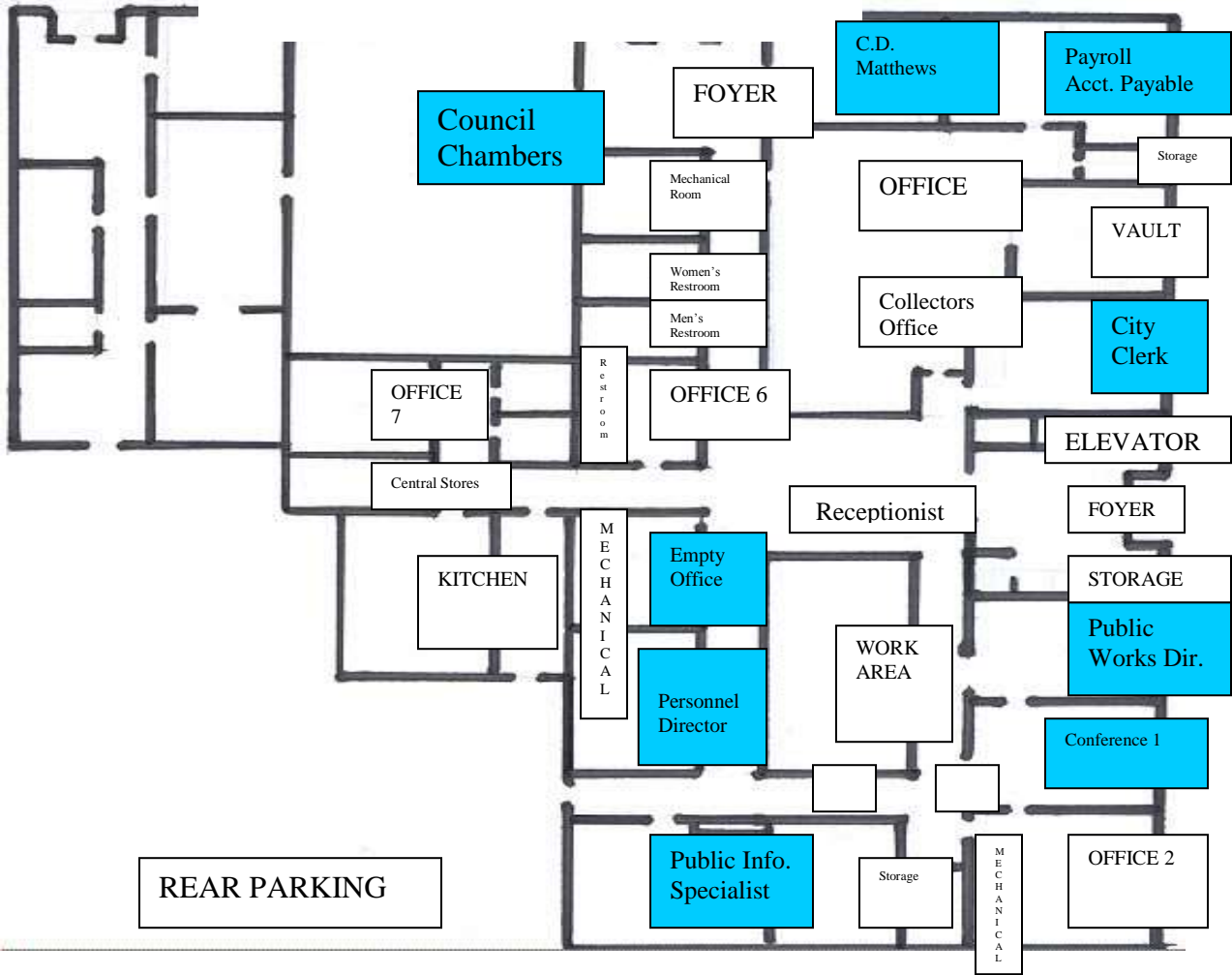
Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

1. A valid, completed copy of the first page identifying the Contractor; and
2. A valid copy of the signature page completed and signed by the Contractor, and the Department of Homeland Security – Verification Division.

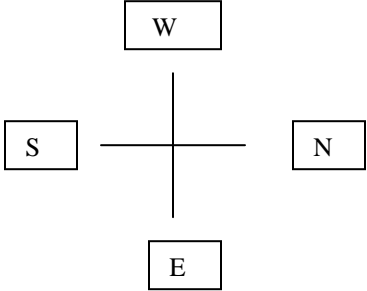
N. NEW MADRID STREET

C
E
N
T
E
R

S
T
R
E
E
T



REAR PARKING



CITY HALL

(1st Floor)