



Johnson County Commission

Troy A. Matthews
Presiding Commissioner

John L. Marr
Commissioner, Eastern District

Charles Kavanaugh
Commissioner, Western District

Diane Thompson
County Clerk

Johnson County Courthouse, 300 N Holden, Warrensburg, MO 64093
(660) 747-6161 - Fax 747-9332 - www.jococourthouse.com

SOLICITATION TITLE:

On-call Heating, Ventilation, and Air Conditioning (HVAC) System Repair

SOLICITATION TYPE:

- () = Full / Formal Bid for Products *or* Materials *ONLY*.
- (✓) = Full / Formal Bid for Products *and* Services.
- () = Full / Formal Bid for *Services ONLY*.
- () = Full / Formal Request for Proposals.
- () = Full / Formal Request for Qualifications.

SCHEDULE & DEADLINES:

DATE OF ISSUANCE	April 18, 2023
MANDATORY PRE-BID MEETING	3:00 p.m. (CDST) on Wednesday, May 3, 2023 <u>or</u> 9:00 a.m. (CDST) on Friday, May 5, 2023
QUESTIONS AND CLARIFICATIONS DEADLINE	1:30 p.m. (CDST) on Thursday, May 18, 2023
BID SUBMISSION DEADLINE	1:30 p.m. (CDST) on Thursday, May 25, 2023
COUNTY CONTACT PERSON	Jennifer Powers, Chief Deputy Clerk
COUNTY CONTACT INFORMATION	(660) 747-6161 jpowers@jococourthouse.com

PAGE TABLE OF CONTENTS

1	Cover Sheet, Solicitation Title & Type, Deadlines, Bid Price, and Table of Contents
2	Bid Title, Submission Locations, Vendor Information, Introduction & Basic Processing Information
3-4	Instructions and General Conditions
5-8	Specifications / Bid Response Pricing
9	Standard Terms and Conditions
10	Final Compliance Checklist
11-12	Agreement
13	OSHA Compliance
14	Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
15-18	House Bill 1549 Compliance – Federal Work Authorization Program
19-22	Prevailing Wage Order #29

Request for Bid Title/Name: **On-call Heating, Ventilation, and Air Conditioning (HVAC) System Repair**
PLEASE MARK YOUR ENVELOPE
"SEALED BID – ON-CALL HVAC REPAIR"
RETURN ONE (1) ORIGINAL & ONE (1) HARD COPY.

Bid Submission

Location / Mail Address: Johnson County – County Clerk
Attn: Diane Thompson, County Clerk
300 North Holden Street, Suite 201
Warrensburg, Missouri 64093
Phone: (660) 747-6161

Bid Opening

Location / Address: Johnson County Courthouse - Commission Chambers
300 N. Holden Street
Warrensburg, Missouri 64093

The undersigned certifies their authority to bind this vendor in an agreement to supply the products, or services, in accordance with all terms, conditions, and pricing specified herein.

Bidder is REQUIRED to complete, sign and return this form with their submittal to our solicitation as well as **initial all pages**. By initialing each page, you are acknowledging having thoroughly read and agreeing to each item on the page, any page not initialed will be considered non-responsive and may be disqualified. *An authorized signature and email address, printed clearly is mandatory, lack thereof *may* result in a determination of "Non-Responsive" and disqualify from participation.

Company Name

Authorized Person (Print)

Address

*Signature

City / County / State / Zip

Title

Telephone #

Fax #

Date

Federal Tax ID #

*E-mail (MUST be legible.)

Entity Type (Corporation, LLC, Sole Proprietor, Partnership)

INTRODUCTION & BASIC PROCESSING INFORMATION:

All formal invitations for bid are handled by the Johnson County Clerk.
Sealed bids cannot be emailed and must either be delivered by hand, courier, or U.S.P.S.
Read ALL solicitation documents closely. Note any/all special dates and submit your response as soon as possible. See Item 1.15 for the process to submit questions.

1. INSTRUCTIONS AND GENERAL CONDITIONS

- 1.1. Sealed & Marked: Responses must be submitted in a sealed envelope or box with the outside marked as indicated on page 2. List the bid name on the outside surface of the box or envelope and note "Response to Request for Bid enclosed" with a return name & address. No fax or electronic transmitted responses will be accepted.
- 1.2. Submittal: Sealed responses may be submitted to the Johnson County Clerk until the bid submission deadline and time indicated herein, subject to Instructions and General Conditions and any special conditions. Sealed Responses must be delivered before "Bid Submission Deadline" as listed on page one, to the Johnson County Clerk as listed on page two. It is the Bidder's responsibility to ensure responses are delivered in a timely fashion to the Clerk's Office. Courier or hand delivery is recommended.
- 1.3. Late Packages: The County will not accept any response received after the bid submission deadline time. Late arrivals are considered "NON-RESPONSIVE" and will not be opened or returned.
- 1.4. Opening: Bids will be opened publicly at "Opening Date/Time" and read aloud. All responses will be considered public information as soon as they are opened and become a part of the public record to be released to any person or firm who formally requests a copy.
- 1.5. Award/Timeline: Recommendation for award will be made formally by the Johnson County Commission as soon as possible. Updates may be sent via email should the award process become delayed.
- 1.6. Withdrawals: Responses may be withdrawn on written request from the Bidder at the address shown prior to the time of acceptance of the response. Once a response is opened, and accepted, it can only be withdrawn by order of the Johnson County Commission.
- 1.7. Bidder Expenses: This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, or preparing information to respond to this solicitation.
- 1.8. Presentations/Inspections: The County reserves the right to conduct personal interviews of or require presentations, inspections, from any/all Bidders prior to selection. The County will not be liable for ANY costs incurred by the Bidder in connection with such interviews, presentations, or inspections.
- 1.9. Bid Term: All Responses submitted shall be binding and remain firm for ninety (90) calendar days following the opening, unless otherwise indicated. Pricing/Costs submitted with a response must be honored for that set timeframe. Submitted pricing, once opened, cannot be changed for any reason. Any such changes will disqualify that response.
- 1.10. Bid Rejection: The Johnson County Commission reserves the right to reject any or all responses when such rejection is in the best interest of the County.
- 1.11. Multiple Awards: Responses may be awarded to one company or multiple companies, when such award is deemed in the best interest of the County.
- 1.12. Payment Terms: Standard payment terms are *Net 30* after receipt of an invoice. The County cannot, and will not, agree to any other payment terms. Once products, or services, are received and accepted, Johnson County will process payment in full. Invoices need to be issued and mailed to the requesting department - not to the Clerk. Requests for credit applications and deposits are not necessary and will – in most cases – not be processed or accepted.
- 1.13. Alterations: Any alterations, changes, lining out, or margin notes to any items within these instructions may result in the response being disqualified.
- 1.14. Bid Results: Bid results are posted on the County website at: <https://jococourthouse.com/bids.html> Please do not call for results. An email address, not a website, MUST be provided in order to receive award results. Final award results are by email only and will be emailed to all responding Vendors.
- 1.15. Questions: All questions regarding this solicitation must be submitted to Jennifer Powers via email by the time indicated on page 1. Any/all solicitation questions that result in modifications will be combined into one written Addendum with answers and explanations to cover any/all new issues.

- 1.17. Addendum: If it becomes necessary to revise any part of this solicitation due to a significant question received which could impact specifications; a written Addendum will be issued to explain any new/necessary modifications. Addenda are valid only if in writing and issued by the Johnson County Clerk's Office. Any necessary Addendum will be emailed as close as possible to the day following the question submission deadline to all parties who had previously been part of the original Direct Bid Invitation email or had made email contact during the open questioning timeframe. Any necessary Addendum will be posted on the Johnson County website with the original solicitation. When an Addendum is necessary, Bidders are required to formally respond. Follow the instructions as indicated in the Addendum.
- 1.18. Response Content: In order to enable direct comparison of competing responses, Bidders must submit responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All responses must be submitted using the forms provided herein. Every question should be answered. If not applicable, the section should contain "N/A."
- 1.19. Award of Contract: Any award agreement shall take effect upon the approval by the Johnson County Commission. Multiple awards may be made on the basis of a primary, secondary, and tertiary vendor. The primary vendor shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary vendor, then tertiary vendor. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this solicitation will be considered "Non-Exclusive". The County reserves the right to obtain service, or product(s), from other vendors when it is in the best interest of the County.
- 1.20. Agreement: The selected vendor(s) will be required to enter into a written agreement with the County, in cooperation with the County's Legal Services Department and completed to the mutual satisfaction of the parties, consistent with the RFB and response. The RFB and response documents submitted by the successful Bidder will become a part of any contract award as a result of this solicitation. These signed documents will be binding. Bidder shall initial all pages where the document denotes "Bidder's Initials: ___" at the bottom of the page after completing said page. Any responses not complying with this condition may be considered non-responsive.
- 1.21. Advice of Award: The County's Responses, Bid Tabulations, and Bid Award information may be viewed on our website at <https://jococourthouse.com/bids.html> If a Vendor wants a copy of the bid tabulation they must include a direct email address, not website, in order to receive results.
- 1.22. Response Clarification: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of responses.
- 1.23. Rejection or Correction of Responses: Minor irregularities or informalities in any response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with bid conditions, may be waived at the County's discretion whenever it is determined to be in the best interest of Johnson County, Missouri.
- 1.24. Evaluation Process: The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost.
- 1.25. Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 1.26. Sunshine Law: All responses to this request will be considered public information as soon as they are opened and become a part of public record subject to disclosure to any person or firm that requests it. Requests for copies of responses, must be made through the Johnson County Clerk's Office ((660) 747-6161) by submitting a Public Service Request Form (PSR). Charges for time spent as well as a cost per page apply and may be collected prior to the making of copies.

2. SPECIFICATIONS AND BID RESPONSE PRICING

The Johnson County Commission will accept and review responses to this RFB in an effort to select a primary, secondary and tertiary Bidder to complete Heating, Ventilation, and Air Conditioning (HVAC) System Repair projects on an on-call basis for the following facilities:

Building Name	Building Address	Building Representative & Contact Information
Detention Center – Johnson County Sheriff	278 SW 871st Road, Centerview MO 64019	Joe Epps Email: JEpps@jocomosheriff.org
South Annex (Collector & Assessor Departments)	1301 S. Maguire Street, Warrensburg MO 64093	Mark Reynolds Email: mreynolds@jocoassessor.com
Road & Bridge Dept. Building - Warrensburg	335 E. North Street, Warrensburg MO 64093	Jimmy Tye Email: jtye@jacobarn.com
Road & Bridge Dept. Building - Holden	401 E. 10th Street, Holden MO 64040	Jimmy Tye Email: jtye@jacobarn.com
Justice Center	101 W. Market Street, Warrensburg MO 64093	Mitch Marquess Email: joco.mo.maint.dept@gmail.com
MU Extension Offices / Maintenance Workshop / Former Jail	135 W. Market Street, Warrensburg MO 64093	Mitch Marquess Email: joco.mo.maint.dept@gmail.com
Johnson County Courthouse	300 N. Holden Street, Warrensburg MO 64093	Mitch Marquess Email: joco.mo.maint.dept@gmail.com

2.1 OPTIONAL BUILDING WALK-THROUGH:

Building representatives have been identified above in the event that the potential bidder would like to request an appointment with the building representative to visit one or more facility in advance of the bid deadline. This is entirely optional. Please note that these buildings will be closed on May 8 due to a state holiday.

2.2 DEFINING REPAIR SERVICES:

Repair services will not include on-going maintenance. Ongoing HVAC maintenance involves regular inspections, cleaning, and maintenance tasks that are performed by Johnson County Maintenance to prevent problems from occurring. Conversely, HVAC repair is a reactive measure that is taken when there is a problem with the system that cannot be performed by Johnson County Maintenance. Timing of needed repair may depend on the facility, environment and the disruption to residents, employees and general public.

2.3 WORK REPORTS:

Contractor shall provide signed and dated monthly updates for on-going projects or services performed reports for single projects detailing all repairs, replacements, warranty information, future maintenance milestones for Johnson County Maintenance personnel etc. to the Building Representatives or Johnson County Commission. A copy must also be attached to the invoices.

2.4 PREVAILING WAGE:

Missouri's Prevailing Wage Law establishes a minimum wage rate for public works projects in Missouri valued over \$75,000. Examples of public works projects include bridges, roads and government buildings. Because this request for bids is for on-call HVAC repair services, it is not known if a project will or will not be \$75,000 or more at the time of the request for bids. Therefore, bidders are required to include the current wage and hour rates for Johnson County in the bid pricing provided in Wage Order #29 attached to this RFB. Each HVAC project will have an individual scope of work, cost based on the bid awarded and timeline to complete the project provided by the awarded bidder. The Johnson County Clerk, Johnson County Commission or Building Representative will notify the awarded bidder if additional prevailing wage related documents are required in advance of any work beginning.

2.5. DEFINING ON-CALL:

The awarded bidder will receive the following types of service calls from County Building Representatives:

- Emergency – Immediate response required to potential facility shut-down situation
- Corrective – Repair and/or replacement of components with facility still partially or fully operational
- Planned – Scheduled building HVAC repair, replacement and/or enhancement

Response Level	Scenario	Response	Building Representative's required wait time
Priority 1 – Emergency	System failure and/or safety hazard that effects the building with likelihood of shutting down the facility or causing major impact on ancillary systems (water, electrical, air quality etc.) residents, employees and/or general public. The most sensitive building to this situation is the Detention Center.	Immediate response required, work until completed. Awarded Bidder must be on-site within four (4) hours of the conversation with building representative or County Commissioner	Awarded bidders will be contacted by telephone/text in order of award (priority, secondary and tertiary) by Building Representatives or County Commissioner immediately, leave a message and wait 30 minutes regardless of workday, holiday or weekend. If no response is received or awarded bidder declines the work, the building representative will contact the next awarded bidder.
Priority 2 – Corrective	Partial or complete system failure that effects the facility environment but does not cause major impact on ancillary systems (water, electrical, air quality etc.), a safety hazard or significant impact to residents, employee and/or general public.	Timely response required, work at an agreed upon schedule until completed. Awarded Bidder must be on-site within 48 hours of the conversation with building representative or County Commissioner	Awarded bidders will be contacted by telephone/text in order of award (priority, secondary and tertiary) by Building Representatives or County Commissioner immediately, leave a message and wait 24 hours regardless of workday, holiday or weekend. If no response is received or awarded bidder declines the work, the building representative will contact the next awarded bidder and so on.
Priority 3 – Planned	Miscellaneous building requests that enhance or upgrade existing buildings or space	Response and resolution variable based on available resources	Awarded bidders will be contacted by telephone/text or email in order of award (priority, secondary and tertiary) by Building Representatives or County Commissioner, leave a message and wait 72 hours. If no response is received or awarded bidder declines the work, the building representative will contact the next awarded bidder and so on.

Please check (✓) off the appropriate box to indicate compliance with the specifications. The County will always look for 100% COMPLIANCE. These "SPECIFICATIONS" and "STANDARD TERMS AND CONDITIONS" are critical to all County solicitations. If after reviewing each of the following items a potential participant is not able to comply with ALL requirements, reconsider whether to submit a bid response to the solicitation. All "D" check (✓) marks will be considered toward disqualification. Check every item. Any blank item in this section will be considered non-responsive and may disqualify.

C = Comply with item. (In some cases, this will serve as a simple acknowledgement.)

D = Do not / cannot comply with item.

C	D		
<input type="checkbox"/>	<input type="checkbox"/>	2.6	The contractor is responsible for compliance with any and all Missouri labor, environmental, and transportation laws, as applicable.
<input type="checkbox"/>	<input type="checkbox"/>	2.7	Prevailing Wage: If required, not less than the prevailing hourly rate of wages, as set out in the wage order attached to and made part of the specification for work under the contract, shall be paid to all workers performing work under the contract. The contractor will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the contract by the contractor or by any subcontractor.
<input type="checkbox"/>	<input type="checkbox"/>	2.8	Posted Wage Rates: If required, a legible list of all prevailing wage rates must remain posted in a prominent and easily accessible place at the worksite by the contractor on the project. The notice must be posted during the full time that any worker is employed on the job (Section 290.265, RSMo).
<input type="checkbox"/>	<input type="checkbox"/>	2.9	If required, prevailing wage project notification will be completed by Contractor for County to submit to Division of Labor Standards <u>prior to work beginning.</u> https://labor.mo.gov/media/pdf/pw-2-ai
<input type="checkbox"/>	<input type="checkbox"/>	2.10	If required as a prevailing wage project, Contractor Payroll Records (fully executed) will be submitted weekly to the Johnson County Clerk's office during project work. https://labor.mo.gov/media/pdf/ls-57-ai
<input type="checkbox"/>	<input type="checkbox"/>	2.11	If required as a prevailing wage project, Compliance with the Prevailing Wage Law Affidavit will be completed by Contractor and submitted to the Johnson County Clerk's office. https://labor.mo.gov/media/pdf/pw-4-ai
<input type="checkbox"/>	<input type="checkbox"/>	2.12	If required as a prevailing wage project, Contractor's Wage Summary will be completed and submitted by the Contractor to the Division of Labor Standards before January 31, of the year the prevailing wage project was completed. https://labor.mo.gov/media/pdf/ls-04-ai

2.14 PRICING: The Bidder hereby proposes to furnish the equipment/material/services as indicated below, provided to the County with transportation charges pre-paid, and for the price quoted below. All equipment/material/services to be furnished in accordance with the County of Johnson Missouri specifications attached hereto.

ITEM DESCRIPTION:	UNIT PRICE
Material (Total Cost plus %) \$0-\$2,499	_____ %
Material (Total Cost plus %) \$2,500-\$4,499	_____ %
Material (Total Cost plus %) \$4,500 and up	_____ %
Rental Equipment (Cost plus %)	_____ %
HVAC Work Services (Straight Time)	_____/per hour
Rate per hour for each additional worker (Straight Time)	_____/per hour
HVAC Work Services (Nights and Weekends)	_____/per hour
Rate per hour for each additional worker (Nights and Weekends)	_____/per hour
HVAC Work Services (Holidays)	_____/per hour
Rate per hour for each additional worker (Holidays)	_____/per hour

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this ongoing Request for Bid.

This agreement will expire at 11:59 p.m. on May 31, 2024 unless extended by written mutual agreement of both parties.

 Authorized Representative (Signature)

Date: _____

 Type or Print Name

3. STANDARD TERMS AND CONDITIONS

- | C | D | |
|-----|-----|---|
| ___ | ___ | 3.1 The awarded bidder shall furnish the goods or services described in Section 2. Specifications. |
| ___ | ___ | 3.2 All pricing MUST remain in effect, without increase, for at least one year from the date of the effective date of the awarded contract. Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as the County is exempt. |
| ___ | ___ | 3.3 The County will not be required to purchase any/all from a specific vendor, nor be held to any minimums/maximums, even if quantities are listed within the RFB or response. |
| ___ | ___ | 3.4 Total bid price MUST include delivery to the address set forth in Section 2. Specifications. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the County Department identified in this Request for Bid. |
| ___ | ___ | 3.5 Include an updated W-9 form with company information and signature, with formal, legal, company name. |
| ___ | ___ | 3.6 The Johnson County Commission has the right to accept or reject any part or parts of all bids, to waive any informalities or technicalities and to accept the offer the County Commission considers the most advantageous to the County. Johnson County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County. |
| ___ | ___ | 3.7 Bidders must use the bid forms provided, must return the completed bid and bid sheets, provide the unit price, quantity and extended totals, and sign the bid. |
| ___ | ___ | 3.8 When products or materials of any particular manufacturer are mentioned in specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned. |
| ___ | ___ | 3.9 The delivery date shall be identified by specific date, unless otherwise indicated. |
| ___ | ___ | 3.10 The County Commission reserves the right to cancel all or any part of an order if delivery is not made or work is not started or completed as guaranteed. In case of delay, the Contractor must notify the County Clerk's Office. |
| ___ | ___ | 3.11 The County may utilize state or federal grant funds in the procurement of goods and services which may require a provider of goods or services to comply with certain state or federal laws, rules and regulations applicable to the funds and may require inclusion and compliance with certain contract clauses required by the state or federal government to an agreement with the County. Any questions regarding the applicability of state or federal requirements should be directed to the County Clerk's Office. |
| ___ | ___ | 3.12 In the event of a discrepancy between a unit price and an extended line-item price, the unit price shall govern. |
| ___ | ___ | 3.13 Should an audit of invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charge to the County above the contract terms, the Contractor shall issue a refund check to the County for any over-charges within 30 days of notification. |
| ___ | ___ | 3.14 Cooperative Procurement: The vendor should indicate by checking "Yes" or "No" if the vendor will honor the submitted prices and terms for purchase by other entities that participate in cooperative purchasing with Johnson County, Missouri. Yes ___ No ___ |
| ___ | ___ | 3.15 Bidders must procure and maintain, at a minimum, the following policies of insurance against all claims for injuries against persons or damage to property which may arise from or in connection with the performance of the subject matter of the request for bid: (1) workers' compensation insurance for all employees as required by state law; (2) comprehensive general liability insurance in an amount not less than \$500,000 per occurrence and \$3,000,000 in aggregate, covering both bodily injury and property damage, including accidental death; (3) automobile liability insurance during the term of the Agreement not less than \$500,000 per occurrence and \$3,000,000 in aggregate, covering both bodily injury, including accidental death, and property damage to protect themselves from any and all claims; and (4) insurance for loss of materials, supplies, tools and equipment during the term of the Agreement in an amount which will adequately cover the potential loss or damage to such items. The bidder shall furnish the County with Certificates of Insurance establishing the insurance requirements as set forth in this section. Each policy of insurance must contain a thirty (30) day mandatory cancellation notice. |

4. FINAL COMPLIANCE CHECKLIST

By using the below table as a checklist you will help to ensure that your proposal is fully compliant before you seal it for submission. Your full proposal response needs to comply with **all** of the below listed requirements or it may **not** be included for consideration. **Use a checkmark (✓) next to each item to avoid leaving out required information or missing an instruction which could cause your response to be disqualified.** Please email or call Jennifer Powers (jpowers@jococourthouse.com 660-747-6161) with any questions pertaining to these requirements or any other written instructions.

(✓) = Acknowledge intent to comply with or to have included the following items:

Item #	FINAL COMPLIANCE CHECKLIST	(✓)
4.1	The County will not accept any late proposals. Late packages will not be opened or returned.	
4.2	No fax or electronic transmitted proposals will be accepted.	
4.3	Remember to sign the mandatory proposal sheet. Missing signatures WILL disqualify.	
4.4	Un-readable responses, including an unreadable email address, WILL disqualify.	
4.5	ALL pages of the bid document must be initialed by hand, not typed, on the bottom of each page. Incomplete responses may result in disqualification.	
ITEMS TO BE INCLUDED IN BID SUBMITTAL PACKET		
4.6	Original bid response and any issued addendum. Please indicate original.	
4.7	Copy of bid response and any issued addendum (one sided copy only). Please indicate copy.	
4.8	W-9 Form: Include a current/signed W-9 form with your company information. Johnson County Accounts Payable Department cannot process payment(s) without a current W-9. The name and address on your W-9 will be used as the formal name/address on any subsequent post-award Agreement.	
4.9	Affidavit of Compliance with OSHA Training Requirements pursuant to §292.675 RSMo. (page 13)	
4.10	Certificate: Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (page 14)	
Certificates of Insurance: Include copies of insurance requirements as set forth in section 3.15. (include all)		
4.11	Workers' Compensation Insurance	
4.12	Comprehensive General Liability	
4.13	Automobile Liability Insurance	
4.14	Insurance for Loss of Materials, Supplies, Tools and Equipment	
4.15	House Bill 1549 Compliance – Federal Work Authorization Program (include one of the below options, REVIEW page 9 for detailed instructions and information) For Businesses (corporations, partnerships, LLP, LLC) ONLY: Work Authorization Certification Pursuant to 285.530 RSMo. (page 16) and E-Verify Memorandum of Understanding Business Signature Page(s) For Individuals / Sole Proprietorships ONLY (Option 1): Certification of Individual Bidder (page 17) with choice 1 selected and a copy of documents showing citizenship or lawful presence in the United States. For Individuals / Sole Proprietorships ONLY (Option 2): Certification of Individual Bidder (page 17) with choice 2 selected and an affidavit (page 18) which may allow for temporary 90-day qualification. For Individuals / Sole Proprietorships ONLY (Option 3): Certification of Individual Bidder (page 17) with choice 3 selected and will submit birth certificate upon receipt or determination that a birth certificate does not exist because I am not a United States citizen.	

AGREEMENT FOR ON-CALL HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM REPAIR

THIS AGREEMENT dated the _____ day of _____ 202__ is made between Johnson County, Missouri, a political subdivision of the State of Missouri, (-hereinafter "County") and _____ of _____ (-hereinafter "Contractor").

NOW, THEREFORE IN CONSIDERATION of the mutual considerations and obligations of the parties contained herein, the parties agree as follows:

1. **Contract Documents.** The contract documents to this Agreement for the purchase of On-call Heating, Ventilation, and Air Conditioning (HVAC) System Repair ("Products and Services") shall include the Contractor's bid response to County's Request For Bid: On-call Heating, Ventilation, and Air Conditioning (HVAC) System Repair and any applicable addenda which are attached hereto and incorporated herein by reference. Service or product data, specifications and literature submitted may be permanently maintained in the County Clerk Office. In the event of a conflict between any of the foregoing Contract Documents, and this Agreement, the terms and conditions of this Agreement shall prevail and control.
2. **Time of Completion:** The Contractor shall commence work following a written notice-to-proceed from the County Commission to begin.
3. **Pay Quantities, Unit Prices, Billing:** The County shall pay the Contractor for all work done on the basis of final computations for all work acceptably completed according to this contract, at the unit prices shown in the proposal for the quantity actually installed. A five percent (5%) retainage will be held from all invoices submitted to the County for payment until the final lien waivers or other closeout paperwork are furnished to the County. All billing shall be invoiced with specific department information and include bid reference RFB: On-call HVAC Repair for tracking. Billings and invoices may only include the prices provided for in this Agreement. No additional fees or extra services not included, or taxes, shall be included as additional charges in excess of the charges in this Agreement or the Contract Documents. The County agrees to pay all correct statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts, if any are available, when County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount.
4. **Guarantee:** The Contractor hereby expressly guarantees the aforesaid work as to workmanship in connection therewith for a term of one year, commencing on the date of acceptance of the work or improvements, and binds himself, his successors or assigns, to make all repairs or replacements which may become necessary within the time due to nonconformity with the specifications. Whenever notified by the County that said replacements are required, the Contractor shall at once make the same as directed and at his own expenses. If the Contractor does not proceed with such replacements within five days after receipt of written notice, then the County shall have the power to cause the same to be made and to charge the cost thereof to the Contractor and his sureties. Nothing in this section is intended to guarantee maintenance.
5. **Final Payment and Acceptance:** When all work provided for under this contract has been completed in conformance with the specifications and requirements of this contract, and accepted without regard to the provisions of guarantee as provided under the terms of this contract, final cost estimate shall be prepared and submitted to the County Commissioners within fifteen (15) days after the date of acceptance of the work as a statement of the amount due the contractor along with the final lien waivers.
6. **Binding Effect.** This Agreement shall be binding upon the parties hereto and their successors and assigns for so long as this Agreement remains in full force and effect.
7. **Entire Agreement.** This Agreement constitutes the entire Agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This Agreement may only be amended by a signed writing executed with the same formality as this Agreement.

8. Termination. This Agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:
- a. Due to material breach of any term or condition of this Agreement, or
 - b. If in the opinion of the Johnson County Commission delivery of products or services is delayed and/or products or services delivered are not in conformity with specifications or variances authorized by County, or
 - c. If appropriations are not made available and budgeted for any calendar year.
9. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Missouri. Venue for any dispute arising out of the formation, interpretation, or claims regarding a breach of this Agreement shall be solely and exclusively in the Circuit Court of Johnson County Missouri.

IN WITNESS WHEREOF the parties through their duly authorized representatives hereby execute this Agreement.

“Contractor”

Johnson County, Missouri

Authorized Person (PRINT)

Troy A. Matthews, Presiding Commissioner

Title

John L. Marr, Eastern Commissioner

Signature

Charles Kavanaugh, Western Commissioner

Date

Date

Address

Attest: _____
Diane Thompson, County Clerk

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name

Printed Name and Title of Authorized Representative

Signature

Date

House Bill 1549 Compliance – Federal Work Authorization Program
INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the Bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the *E-Verify Memorandum of Understanding that you completed when enrolling*.** The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from: <http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

House Bill 1549 Compliance – Federal Work Authorization Program

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of _____)
)ss
State of _____)

My name is _____. I am an authorized agent of _____ (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

_____ Date Printed Name

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

(SEAL)

Notary Public

**House Bill 1549 Compliance – Federal Work Authorization Program
CERTIFICATION OF INDIVIDUAL BIDDER**

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post-secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

1. I have provided a copy of documents showing citizenship or lawful presence in _____ the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
2. I do not have the above documents but provide an affidavit (attached) which may _____ allow for temporary 90-day qualification.
3. I have provided a completed application for a birth certificate pending in the State _____ of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant Signature

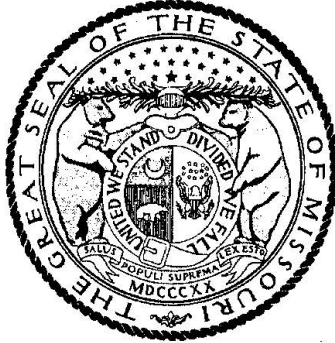
Date

Printed Name

Missouri

Division of Labor Standards

WAGE AND HOUR SECTION



MICHAEL L. PARSON, Governor

Annual Wage Order No. 29

Section 051
JOHNSON COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

Todd Smith, Director
Division of Labor Standards

Filed With Secretary of State: _____ March 10, 2022

Last Date Objections May Be Filed: April 11, 2022

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Asbestos Worker	\$58.11
Boilermaker	\$23.50*
Bricklayer	\$58.68
Carpenter	\$57.93
Lather	
Linoleum Layer	
Millwright	
Pile Driver	
Cement Mason	\$23.50*
Plasterer	
Communications Technician	\$59.41
Electrician (Inside Wireman)	\$63.88
Electrician Outside Lineman	\$23.50*
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Elevator Constructor	\$23.50*
Glazier	\$23.50*
Ironworker	\$66.39
Laborer	\$23.50*
General Laborer	
First Semi-Skilled	
Second Semi-Skilled	
Mason	\$54.79
Marble Mason	
Marble Finisher	
Terrazzo Worker	
Terrazzo Finisher	
Tile Setter	
Tile Finisher	
Operating Engineer	\$56.96
Group I	
Group II	
Group III	
Group III-A	
Group IV	
Group V	
Painter	\$23.50*
Plumber	\$73.22
Pipe Fitter	
Roofer	\$58.47
Sheet Metal Worker	\$70.96
Sprinkler Fitter	\$23.50*
Truck Driver	\$23.50*
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. The public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title as defined in Section 290.210 RSMo.

Heavy Construction Rates for
JOHNSON County

Section 051

OCCUPATIONAL TITLE	**Prevailing Hourly Rate
Carpenter	\$58.26
Millwright	
Pile Driver	
Electrician (Outside Lineman)	\$23.50*
Lineman Operator	
Lineman - Tree Trimmer	
Groundman	
Groundman - Tree Trimmer	
Laborer	\$47.72
General Laborer	
Skilled Laborer	
Operating Engineer	\$55.67
Group I	
Group II	
Group III	
Group IV	
Truck Driver	\$48.83
Truck Control Service Driver	
Group I	
Group II	
Group III	
Group IV	

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

*The Division of Labor Standards received fewer than 1,000 reportable hours for this occupational title. The public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title as defined in Section 290.210 RSMo.

OVERTIME and HOLIDAYS

OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "**overtime work**" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

HOLIDAYS

January first;
The last Monday in May;
July fourth;
The first Monday in September;
November eleventh;
The fourth Thursday in November; and
December twenty-fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.