

# INVITATION FOR BID



Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive, P.O. Box 236  
Jefferson City, MO 65102

Buyer of Record:  
John Hall  
Procurement Officer II  
Telephone: (573) 526-6494  
[John.Hall@doc.mo.gov](mailto:John.Hall@doc.mo.gov)

# IFB 14708166 Attachment 1

Inmate Account Fund and Inmate Canteen Fund  
Banking Services

FOR

Department of Corrections  
Various Institutions

Contract Period: Date of Award through  
April 30, 2015

Date of Issue: April 17, 2014  
Page 1 of 43

**Bids Must Be Received No Later Than:**

2:00 p.m., April 24, 2014

Bids must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102. The bidder should clearly identify the IFB number on the lower right or left-handed corner of the container in which the bid is submitted to the Department. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding contract, as defined herein, shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its principals are not suspended or debarred by the federal government.

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Federal EIN #: \_\_\_\_\_ State Vendor #: \_\_\_\_\_  
Email: \_\_\_\_\_

Authorized Signer's Printed Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Bid Date: \_\_\_\_\_

## NOTICE OF AWARD:

This bid is accepted by the Missouri Department of Corrections as follows:

Contract No. \_\_\_\_\_

\_\_\_\_\_  
Cari Collins, Director, Division of Human Services

\_\_\_\_\_  
Date

*The original cover page, including amendments, should be signed and returned with the bid.*

**IFB 14708166**  
**Amendment 1**

Amendment 1 hereby revises or inserts the following paragraphs:

1.1.2

1.2.8

2.2.1

2.2.11

2.2.12 b.

2.2.12 c.

2.5.1 a.

Attachment 5

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# IFB 14708166

Inmate Account Fund and Inmate Canteen Fund  
Banking Services

FOR

Department of Corrections  
Various Institutions

Contract Period: Date of Award through  
April 30, 2015

Date of Issue: April 4, 2014  
Page 1 of 40

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We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding contract, as defined herein, shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its principals are not suspended or debarred by the federal government.

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City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Federal EIN #: \_\_\_\_\_ State Vendor #: \_\_\_\_\_  
Email: \_\_\_\_\_

Authorized Signer's Printed Name and Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Bid Date: \_\_\_\_\_

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Contract No. \_\_\_\_\_

\_\_\_\_\_  
Cari Collins, Director, Division of Human Services

\_\_\_\_\_  
Date

*The original cover page, including amendments, should be signed and returned with the bid.*

## 1. INTRODUCTION

### 1.1 Purpose:

1.1.1 The Missouri Department of Corrections (hereinafter referred to as the Department) is accepting competitive, sealed bids to establish a contract for Inmate Account Fund and Inmate Canteen Fund Banking Services, as set forth herein.

1.1.2 Organization - This document, referred to as an Invitation for Bid (IFB), is divided into the following parts:

- 1) Introduction and General Information
- 2) Contractual Requirements
- 3) Bid Submission Information
- 4) Exhibits A - F
- 5) Terms and Conditions

Amendment 1 revised the below paragraph.

- 6) Attachments 1-5

### 1.2 Background Information:

1.2.1 This Invitation for Bid pertains to the Inmate Canteen Fund and the Inmate Account Fund. Both the Inmate Canteen Fund and Inmate Account Fund are managed centrally. Services requested herein are currently provided through a contract awarded to Central Bank located in Jefferson City, Missouri.

1.2.2 The Missouri Department of Corrections currently has 31,370 offenders located within twenty-one (21) correctional institutions, two (2) Community Release Centers (CRC), and six (6) Community Supervision Centers (CSC) in the State of Missouri (Attachment 1). Each institution, CRC and CSC has the potential for an Inmate Account Fund and an Inmate Canteen Fund. All monies from each institutional fund are transferred to the Department of Corrections Central Office.

1.2.3 The Offender Banking System is currently an AS/400 based system used to maintain funds in the Inmate Canteen Fund and the Inmate Account Fund. The system accounts for an offender's personal funds, savings funds, savings bonds, and liabilities owed to other entities. The system records deposit items sent to offenders by outside entities as well as offender withdrawal requests. The system is also used to process offender payroll, including accounts receivable. The system is used for applying money to debit cards for an offender's release from an institution.

1.2.4 Currently, the depository bank accounts utilized by the Department are located at Central Bank. These accounts are the Inmate Account Fund, authorized under state statute 217.040 RSMo, and the Inmate Canteen Fund, authorized under state statute 217.195 RSMo.

1.2.5 The Department also holds other assets in the form of savings bonds for the offenders. Under state statute 217.040 RSMo, the Department is authorized to maintain these bonds.

1.2.6 The canteen accounting system is an AS/400 based double-entry accounting system produced by JD Edwards. This system is used to maintain all accounting records for the institutional canteens statewide, and includes all institutions and locations, indicated in Attachment 1. This system is of a modular design. The Department currently utilizes the general ledger, accounts payable, and procurement modules. This system is available to each institution and is used to enter procurement documents for the canteen.

1.2.7 Each institution can view detailed accounting records online as well as produce financial reports for their site. At the central location, all accounts payable documents are processed and a check is produced for payment to the vendor. Additionally, all general ledger records are entered in at this central location

based on information provided or produced by the institutions. All departmental financial reports are produced from the central location. Modules can be added as needed.

Amendment 1 revised the below paragraph.

- 1.2.8 It is estimated that on a monthly basis the accounts will collectively average 20,000 deposit items, 5,000 paid items, ten (10) stop payment items and ten (10) return items. An example analysis statement for one month is provided on Attachment 5.
- 1.2.9 It is anticipated that the Inmate Canteen and Inmate Account Fund will each have a daily deposit. The estimated amount of the deposit into each account is between \$110,000.00 and \$130,000.00.
- 1.2.10 For a transaction history for calendar year 2013 for the Inmate Account Fund, see Attachment 2.
- 1.2.11 For a transaction history for fiscal year 2013 for the Inmate Canteen Fund, see Attachment 3.
- 1.2.12 A previous contract exists for the services being obtained via the IFB. A copy of the contract can be viewed and printed from the Department of Corrections website at [http://doc.mo.gov/DHS/General\\_Services\\_Awarded.php](http://doc.mo.gov/DHS/General_Services_Awarded.php). Please reference contract number OF97080153 when searching for the document.
- 1.2.13 Although an attempt has been made to provide accurate and up-to-date information, the Missouri Department of Corrections does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to the Invitation for Bid.
- 1.3 Pre-Bid Conference** - A pre-bid conference regarding this Invitation for Bid will be held on April 16, 2014, at 11:00 a.m., at 2729 Plaza Dr., Jefferson City, Missouri.
  - 1.3.1 Pre-Bid Conference Agenda - The bidder should bring a copy of the IFB since it will be used as the agenda for the pre-bid conference.
  - 1.3.2 Pre-Bid Conference IFB Questions – All potential bidders are encouraged to attend the Pre-Bid Conference as it will be used as the forum for questions, communications, and discussions regarding the IFB. The bidder should become familiar with the IFB and develop all questions prior to the conference in order to ask questions and otherwise participate in the public communications regarding the IFB.
    - a. Prior Communication – Prior to the Pre-Bid Conference, the bidder may submit written communications and/or questions regarding the IFB to the Procurement Officer identified on page one. Such prior communication will provide the Department with insight into areas of the IFB which may be brought up for discussion during the conference and which may require clarification.
    - b. During the Pre-Bid Conference, it shall be the sole responsibility of the bidder to orally address all issues previously presented to the buyer by the bidder, including any questions regarding the IFB or areas of the IFB requiring clarification.
    - c. Amendment to the IFB - Any changes needed to the IFB as a result of discussions from the Pre-Bid Conference will be accomplished as an amendment to the IFB. Neither formal minutes of the conference nor written records of the questions/communications will be maintained.
  - 1.3.3 Pre-Bid Conference Special Accommodations - Bidders are strongly encouraged to advise the Department within five (5) days of the scheduled pre-bid conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

## 2. CONTRACTUAL REQUIREMENTS

### 2.1 General Requirements:

- 2.1.1 The contractor shall provide banking services for the Department of Corrections, (hereinafter referred to as the Department), in accordance with the provisions and requirements specified herein. The contractor shall maintain one (1) account for the Inmate Account Fund, one (1) account for the Inmate Canteen Fund, and one (1) account for the Release Card Fund.
- 2.1.2 The contractor shall understand and agree that all services shall be performed to the sole satisfaction of the Department as the final judge of the quality of the contractor's performance under the contract, and that any dispute arising from conflicts between Department policy and procedures and the contractor's operation shall be resolved by the Offender Finance Officer, Division of Human Services, Missouri Department of Corrections.
- 2.1.3 The Department makes no guarantee as to the minimum or maximum amount of funds deposited nor transactions throughout the term of the contract.
- 2.1.4 The contractor shall identify a contact person responsible for coordinating all aspects of the contract with the Department's Offender Finance Officer.
- 2.1.5 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

### 2.2 Specific Requirements:

Amendment revised the below paragraph.

- 2.2.1 Upon contract award, the Department's Offender Finance Officer shall identify a designee to be the direct contact on contractual matters and any other individuals having authority to contact the contractor. The contractor shall supply signature cards for required Department staff signatures. Vendors authorized by the Offender Finance Officer may debit the release card fund.
- 2.2.2 The contractor shall fully implement and begin full performance of the contract on May, 5, 2014.
  - a. The Department reserves the right to withhold transferring funds to the contractor until all accounts and systems requested are fully implemented, as determined by the Department's Offender Finance Officer.
- 2.2.3 The contractor shall comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and any other federal and state laws, rules, regulations and executive orders to the extent that these may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded.
- 2.2.4 The contractor shall not use the name, logo or other identifying marks of the State of Missouri or the Department on any materials produced or issued, without the prior written approval of the Department.
- 2.2.5 The contractor shall not open or maintain accounts in the name of the Department except those specifically named and authorized herein. The contractor shall notify the Department's Offender Finance Officer of any attempts to open account(s) other than specified herein.
- 2.2.6 The contractor shall provide services Monday through Friday, with the exception of state and federal holidays. A list of state holidays may be found on the State of Missouri website <http://content.oa.mo.gov/commissioners-office/state-holidays>.
- 2.2.7 The contractor shall provide same day availability of all funds deposited, regardless of their composition.

- 2.2.8 The contractor shall provide the ability for the Department to transfer funds between the accounts online and over the phone.
- 2.2.9 The contractor shall set up passbook savings accounts for offenders at the request of the Department. Currently, there is not a need for this account on any offender.
- 2.2.10 The contractor shall set up passbook savings accounts for offenders who have exceeded the federal limit on savings bonds. Currently, there is not a need for this account on any offender.

Amendment 1 revised the below paragraph.

- 2.2.11 The contractor must provide services for the cashing of U.S. Savings Bonds from the Department's Savings Bond program.

- 2.2.12 The contractor shall provide fraud protection services.

- a. The Department will provide the contractor with a daily file of checks issued.

Amendment 1 revised the below paragraph.

- b. The contractor shall compare all checks presented with the daily file of checks issued, verifying at the minimum, the check number and amount.

Amendment 1 revised the below paragraph.

- c. The contractor shall not pay checks that are not on the daily file of checks issued, voided, stop-paid, stale-dated, or for the wrong amount, unless otherwise verified by the Department. Images of checks presented that are not included in the daily file issued shall be provided to the Department within 48 hours.
- d. The contractor shall provide web access for the Department to inquire, place stop-payments, or to manually add checks.

### 2.3 Location Requirements:

- 2.3.1 The contractor shall provide a physical location within the city limits of Jefferson City to provide services required herein.
- 2.3.2 The contractor shall provide daily courier service to and from the Department's central office located at 2729 Plaza Drive, Jefferson City, Missouri. Courier service will typically be needed one time a day, Monday through Friday, 10:00 am – 2:00 pm, except for state and federal holidays specified elsewhere herein, for the daily deposit. However, additional courier services may be required on occasion for other banking needs. In addition, the contractor must guarantee the safety of funds in transit in a manner acceptable to the Department, such as by posting a bond or using a bonded courier.

### 2.4 Equipment, Software, and Computer Requirements:

- 2.4.1 The contractor shall develop an interface, and be able to accept the Department's electronic files via FTP (File Transfer Protocol). The contractor must obtain approval from the Department for all file formats. All electronic files containing sensitive information must be encrypted as directed by the Department and the Missouri Office of Administration, Information Technology Services Division Applications Manager.

### 2.5 Deposit Services Requirements:

- 2.5.1 The contractor shall have the ability to accommodate all deposit instruments, including coins, cash, money orders and electronic fund transfers. A deposit will be made daily except on weekends, and state and federal holidays.

Amendment 1 inserted the below paragraph.

- a. The contractor shall accept and deposit mutilated money.

- 2.5.2 The Department scans and captures images an average of 600 money orders and checks per day. The Department will maintain the original documents up to forty-five (45) calendar days. The Department

uses a third party vendor to deposit the money order and check images. The files will be uploaded to the Department's FTP site daily at 4:30 p.m. CST. The contractor shall download the files before 9:00 a.m. CST of the following business day. After the contractor has downloaded the files, the contractor shall send the Department an email detailing the number of records received and the total dollar amount of the deposit.

- a. Should the contractor require changes to the file format received from third party vendor, the contractor shall be responsible for any charges/fees associated with such.

## **2.6 Transfer and Disbursement Requirements:**

2.6.1 Upon award of contract, the Department will provide the contractor with an image of check signatures. Two or more signatures are required for checks. The Department will identify a specific person(s), and provide their signature, for the transfer of funds. Outbound Electronic Fund Transfers will require two (2) original signatures (see EFT Requirements).

- a. The Department will purchase and provide check stock and deposit tickets separately.

## **2.7 EFT Requirements:**

2.7.1 The contractor shall have the ability to accept Electronic Fund Transfers (EFTs) into the accounts from designated third party providers. At no time shall an EFT from the account be completed without original signatures of the Offender Finance Officer and Assistant Offender Finance Officer.

## **2.8 Interest Requirements:**

2.8.1 The Inmate Canteen Fund shall accrue interest.

2.8.2 Interest earned on the Inmate Canteen Fund shall be at a fixed rate, applied to the account daily and credited to the account on the last day of the month.

## **2.9 Security Requirements:**

2.9.1 The contractor shall guarantee the complete security of all funds.

2.9.2 The contractor must provide proof of guarantee of insurability of account balances. The contractor shall guarantee 100% of all deposited funds to the satisfaction of the Department. Contractor shall be FDIC insured and adhere to federal banking laws. The contractor shall provide collateral to secure 100% of the total daily ending ledger balance. A listing of acceptable collateral is specified in 30.270, RSMo.

## **2.10 Online Access Requirements:**

2.10.1 The contractor shall provide the Department's Offender Finance Services staff with online access to the Inmate Account Fund, Inmate Canteen Fund, and Release Card Fund with a secure log in, in order to review all daily deposits and activities associated with these accounts. The contractor shall provide the Department with a secure online access with user names and passwords.

2.10.2 Online access shall only be available to persons designated and approved by the Department's Offender Finance Officer.

## **2.11 Records and Reporting Requirements:**

2.11.1 The contractor shall provide the Department with monthly bank statements for each separate account and include a list of all checks in numerical order, individual and total receipts, and withdrawals.

- 2.11.2 The contractor shall provide the Department with transaction data and bank statements on a CD/DVD or electronically.
- a. The contractor shall provide an electronic export of the cleared check text file. See Attachment 4 for format required for the cleared check text file. If requested by the Department, the contractor shall load the cleared check text file to the Department's FTP.
- 2.11.3 The contractor shall image all deposit tickets and checks and shall make such available online for eighteen (18) months.
- 2.11.4 The contractor shall provide the Department with a monthly report for the Inmate Canteen Fund of the daily interest calculation.
- 2.11.5 The contractor shall make available all records to the Department's Offender Finance Officer or designee for inspection at any time during the contractor's working hours.
- 2.11.6 All reports, systems, on-line features, procedures, etc. provided by the contractor as required herein shall be subject to final approval by the Department of Corrections Offender Finance Officer or designee. The contractor shall incorporate all changes requested by the Offender Finance Officer or designee at no additional charge if the changes are required to meet the contract specifications.

**2.12 Meeting Requirements:**

- 2.12.1 The contractor shall meet with the Department on an as needed basis after the contractor has fully implemented services. If acceptable to the Department, such meetings may be conducted via telephone call.
- 2.12.2 At the request of the Department, the contractor shall attend periodic Department staff meetings in Jefferson City. Expenses incurred by the contractor's personnel to attend such meetings shall be the responsibility of the contractor.

### **3. GENERAL REQUIREMENTS**

#### **3.1 Contract:**

- 3.1.1 A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the Department's acceptance of the response (bid) by "notice of award". All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- 3.1.2 A notice of award issued by the Department does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the Department, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the Department.
- 3.1.3 The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.
- 3.1.4 Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Department prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

#### **3.2 Contract Period:**

- 3.2.1 The original contract period shall be as specified on the cover of the IFB. The contract shall not bind, nor purport to bind, the Department for any contractual commitment in excess of the original contract period. The Department shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods, or any portion thereof. In the event the Department exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of this document.

#### **3.3 Price:**

- 3.3.1 All prices shall be as indicated on the Pricing Page. The Department shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

#### **3.4 Renewal Period:**

- 3.4.1 If renewal prices are not provided on **Exhibit A, Pricing Page**, then prices during renewal periods shall be the same as during the original contract period.

#### **3.5 Termination:**

- 3.5.1 The Department reserves the right to terminate the contract at any time, for the convenience of the Department, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the Department pursuant to the contract prior to the effective date of termination.

**3.6 Transition:**

- 3.6.1 Upon award of the contract, the contractor shall work with the Department and any other organizations designated by the Department to ensure an orderly transition of services and responsibilities under the contract and to ensure the continuity of those services required by the Department.
- 3.6.2 Upon expiration, termination, or cancellation of the contract, the contractor shall assist the Department to ensure an orderly and smooth transfer of responsibility and continuity of those services required under the terms of the contract to an organization designated by the Department. If requested by the Department, the contractor shall provide and/or perform any or all of the following responsibilities:
- a. The contractor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which were required to be produced under the terms of the contract to the Department and/or to the Department's designee within seven (7) days after receipt of the written request in a format and condition that are acceptable to the Department.
  - b. The contractor shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by the Department, in order to ensure the completion of such service prior to the expiration of the contract.
  - c. If requested in writing via formal contract amendment, the contractor shall agree to continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed 180 calendar days after the expiration, termination or cancellation date of the contract for a price not to exceed those prices set forth in the contract.

**3.7 Subcontractors:**

- 3.7.1 Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the Department and to ensure that the Department is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the Department and the contractor.
- a. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.
  - b. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.
  - c. The contractor must obtain the approval of the Department prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.
  - d. Pursuant to subsection 1 of section 285.530, RSMo, no contractor or subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo, a general contractor or subcontractor of any tier shall not be liable when such contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of section 285.530, RSMo, if the contract binding the contractor and subcontractor affirmatively states that
    - 1) The direct subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo, and shall not henceforth be in such violation.

- 2) The contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

### **3.8 Assignment:**

- 3.8.1 The contractor shall not assign an interest in the contract nor transfer any interest, whatsoever, in the same (whether by assignment or notation) without the prior written consent of the Department.

### **3.9 Contractor Liability:**

- 3.9.1 The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act.
  - a. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.
  - b. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the State of Missouri, including its agencies, employees, and assignees.

### **3.10 Insurance:**

- 3.10.1 The contractor shall understand and agree that the State of Missouri cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. General and other non-professional liability insurance shall include an endorsement that adds the State of Missouri as an additional insured. Self-insurance coverage or another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable and the State of Missouri is protected as an additional insured. The contractor shall submit evidence of insurance coverage to the Department upon award of the contract.

### **3.11 Contractor Status:**

- 3.11.1 The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the State of Missouri. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

### **3.12 Coordination:**

- 3.12.1 The contractor shall fully coordinate all contract activities with those activities of the Department. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Department throughout the effective period of the contract.

**3.13 Property of State:**

3.13.1 All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the contractor pursuant to the terms of the contract shall become the property of the Department. Upon expiration, termination, or cancellation of the contract, said items shall become the property of the Department.

**3.14 Confidentiality:**

3.14.1 The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the Department.

3.14.2 The contractor shall maintain strict confidentiality of all patient and client information or records supplied to it by the Department or that the contractor establishes as a result of contract activities. The contents of such records shall not be disclosed to anyone other than the Department and the patient/client or the patient's/client's parent or legal guardian unless such disclosure is required by law.

- a. The contractor assumes liability for all disclosures of confidential information by the contractor and/or the contractor's/provider's subcontractors and employees.
- b. The contractor agrees to comply with all applicable provisions of the Federal Standards for Privacy of Individually Identifiable Health Information (45 C.F.R. Parts 160 and 164).

**3.15 Legal and Accounting Services:**

3.15.1 The Department shall furnish all legal and accounting services as may be necessary for the Department to satisfy its contractual responsibilities. The Department shall not assume, nor shall it be liable for, legal or accounting as may be necessary for the contractor to satisfy its contractual obligations. Without exception to the foregoing, the Department is not obligated to provide legal or accounting services to the contractor in connection with any litigation or threatened litigation against the contractor arising out of the contractor's performance.

**3.16 Affidavit of Work Authorization and Documentation:**

3.16.1 The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigration Responsibility Act (IIRIRA) and INA Section 274A.

3.16.2 If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The state may also withhold up to twenty-five percent of the total amount due to the contractor.

3.16.3 The contractor shall agree to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

**3.17 E-Verify:**

3.17.1 If the contractor meets the definition of a business entity as defined in section 285.525 RSMo, pertaining to section 285.530 RSMo, the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program

who are proposed to work in connection with the contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525 RSMo, pertaining to section 285.530 RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract:

- a. Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; and
  - b. Provide to the Department the documentation required **Exhibit C, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization** affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; and
  - c. Submit to the Department a completed, notarized Affidavit of Work Authorization provided in the **Exhibit C, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization**.
- 3.17.2 In accordance with subsection 2 of section 285.530 RSMo, the contractor should renew their Affidavit of Work Authorization annually. A valid Affidavit of Work Authorization is necessary to award any new contracts.

#### 4. BIDDER'S INSTRUCTIONS

##### 4.1 Contact:

- 4.1.1 Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc. related to the bid document must be referred to the Procurement Officer identified on the first page of this document. Such communication should be received at least ten calendar days prior to the official bid opening date.
- 4.1.2 Bidders are cautioned not to contact any other employees of the Department concerning this procurement during the competitive bidding and evaluation processes. Inappropriate contacts are grounds for exclusions from this or future opportunities.

##### 4.2 Vendor Information Data Form:

- 4.2.1 The Department maintains a current vendor database. If the bidder has not submitted a Vendor Information Data form with a revision date of 04-09, such form can be downloaded at <http://doc.mo.gov/contracts.pfp> and submitted with the bid response, mailed or faxed to the numbers indicated on the form, or emailed to [doc.vendorinfo@doc.mo.gov](mailto:doc.vendorinfo@doc.mo.gov).

##### 4.3 Bid Submittal Documentation:

- 4.3.1 When submitting a bid, the bidder should include four (4) additional copies along with their original bid. The front cover of the original bid should be labeled "original" and the front cover of all copies should be labeled "copy"
- a. In addition the bidder should provide one (1) copy of their entire bid, including all attachments, in Microsoft compatible format on a CD(s) or flash drive. The bidder should ensure all copies and all media are identical to the bidder's hardcopy original bid. In case of a discrepancy, the original hardcopy proposal document shall govern.
- 4.3.2 The bidder should include completed copies of each exhibit and any other documentation requested or required herein with the bid. The bidder is cautioned that it is the bidder's sole responsibility to submit requested information and that the Department is under no obligation to solicit such information if it is not included with the bid. The bidder's failure to submit such information may adversely affect the evaluation of the bid.
- 4.3.3 The bidder shall submit firm fixed prices on **Exhibit A, Pricing Page**.
- 4.3.4 Experience - The bidder should complete **Exhibit B, Current/Prior Experience** with information related to previous and current services/contracts performed by the bidder's organization which are similar to the requirements of this IFB. If the bidder is proposing an entity other than the bidder to perform the required services, the bidder should also submit the information requested for such proposed subcontractor. If information about current and/or previous experiences is not identified in the bid or a sufficient number is not provided, the Department may request such information. If requested, the Department must receive the information by no later than the date specified by the Department at the time of the request.
- a. As part of the evaluation process, the State of Missouri may contact the bidder's references, including references not listed or identified within the bidder's proposal but who have current or previous experiences with the bidder. The bidder shall agree and understand that the State of Missouri is not obligated to contact the bidder's references.

**4.4 Business Compliance:**

4.4.1 The bidder must be in compliance with the laws regarding conducting business in the State of Missouri. The bidder certifies by signing the signature page of this original document and any amendment signature page(s) or by submitting an on-line bid that the bidder and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The bidder shall provide documentation of compliance upon request by the Department. The compliance to conduct business in the state shall include but may not be limited to:

- Registration of business name (if applicable)
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker’s compensation/unemployment compensation)

**4.5 Evaluation and Award Process:**

4.5.1 Determination of Responsiveness - Any bid which does not comply with the mandatory requirements of the IFB will be determined to be non-responsive and will not be considered for an award

4.5.2 Determination of Responsibility and Reliability - The Department shall determine the responsibility and reliability of the responsive bidder.

- a. The Department reserves the right to reject any bid for reasons which may include but not necessarily be limited to: (1) receipt of any information, from any source, regarding unsatisfactory experience/performance of similar services by the bidder or any subcontractor(s) proposed to provide the banking services within the past three (3) years, and/or (2) inability of the bidder to document performance of banking services within the past three years which are similar to the services required herein.
- b. If the lowest responsive bidder is determined to not be responsible and reliable, the Department shall conduct a determination of responsibility and reliability for the next lowest responsive bidder.

4.5.3 After determining that a bid satisfies the mandatory requirements stated in the Invitation for Bid, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid in accordance with the evaluation criteria stated below. The contract shall be awarded to the highest scoring bidder.

- a. Interest Earned.....80 points
- b. Cost of Services.....10 points
- c. Method of Performance .....10 points

4.5.4 After an initial screening process, a question and answer conference or interview may be conducted with the bidder, if deemed necessary by the Department. In addition, the bidder may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the bidder's expense. All arrangements and scheduling shall be coordinated by the Department.

4.5.5 Objective Evaluation of Cost –

- a. The evaluation of the Interest Rate shall be based on the amount specified in the Pricing Page of the IFB for the original and any potential renewal periods.

$$\frac{\text{Compared Bidder's Rate}}{\text{Highest Responsive Bidder's Rate}} \times \text{Maximum Cost Evaluation points (80)} = \text{Assigned Cost Points}$$

- b. The evaluation of the Monthly Service Cost shall be based on the amount specified in the Pricing Page of the IFB for the original and any potential renewal periods.

$$\frac{\text{Lowest Responsive Bidder's Price}}{\text{Compared Bidder's Price}} \times \text{Maximum Cost Evaluation points (10)} = \text{Assigned Cost Points}$$

4.5.6 Method of Performance:

- a. The bidder should clearly disclose the bidder’s distinctive plan for performing the requirements of the IFB. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action.
- b. The bidder is encouraged to not repeat the exact IFB language, or to present a paraphrased version, as an original idea.
- c. The bidder should detail how they will accommodate the requirements of the contract. The bidder should include the bidder’s plan for ensuring the Department’s expectations are met.
- d. The bidder should provide information about the location of the bidder’s facility. If the bidder is not physically located in Jefferson City at the time of the bid response, the bidder should include their anticipated location within the city limits and the timeline to become operational.
- e. The bidder should describe the bidder’s courier service and associated security measures.
- f. The bidder should describe services and fees included in the bidder’s monthly service costs.
- g. The bidder should present proof of sufficient equity capital to hold the balance.
- h. The bidder should submit proof it is a federal or state chartered institution and that it is a federally insured financial institution.

4.5.7 Preference for Organizations for the Blind and Sheltered Workshops - Pursuant to section 34.165, RSMo, and 1 CSR 40-1.050, a ten (10) bonus point preference shall be granted to bidders including products and/or services manufactured, produced or assembled by a qualified nonprofit organization for the blind established pursuant to 41 U.S.C. sections 46 to 48c or a sheltered workshop holding a certificate of approval from the Department of Elementary and Secondary Education pursuant to section 178.920, RSMo.

- a. In order to qualify for the ten bonus points, the following conditions must be met and the following evidence must be provided:
  - 1) The bidder must either be an organization for the blind or sheltered workshop or must be proposing to utilize an organization for the blind/sheltered workshop as a subcontractor and/or supplier in an amount that must equal the greater of \$5,000 or 2% of the total dollar value of the contract for purchases not exceeding \$10 million.
  - 2) The services performed or the products provided by the organization for the blind or sheltered workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract. Therefore, if the services performed or the products provided by the organization for the blind or sheltered workshop is utilized, to any extent, in the bidder’s obligations outside of the contract, it shall not be considered a valid added value to the contract and shall not qualify as participation in accordance with this clause.
  - 3) If the bidder is proposing participation by an organization for the blind or sheltered workshop, in order to receive evaluation consideration for participation by the organization for the blind or sheltered workshop, the bidder must provide the following information with the bid:
    - ✓ Participation Commitment - The bidder must complete **Exhibit D, Participation Commitment**, by identifying the organization for the blind or sheltered workshop and the

commercially useful products/services to be provided by the listed organization for the blind or sheltered workshop. If the bidder submitting the bid is an organization for the blind or sheltered workshop, the bidder must be listed in the appropriate table on the Participation Commitment Form.

- ✓ Documentation of Intent to Participate – The bidder must either provide a properly completed **Exhibit E**, Documentation of Intent to Participate Form, signed and dated no earlier than the IFB issuance date by the organization for the blind or sheltered workshop proposed or must provide a recently dated letter of intent signed and dated no earlier than the IFB issuance date by the organization for the blind or sheltered workshop which: (1) must describe the products/services the organization for the blind/sheltered workshop will provide and (2) should include evidence of the organization for the blind/sheltered workshop qualifications (e.g. copy of certificate or Certificate Number for Missouri Sheltered Workshop).

NOTE: If the bidder submitting the bid is an organization for the blind or sheltered workshop, the bidder is not required to complete **Exhibit E**, Documentation of Intent to Participate Form or provide a recently dated letter of intent.

- b. A list of Missouri sheltered workshops can be found at the following internet address:  
<http://www.dese.mo.gov/divspeced/shelteredworkshops/index.html>.
- c. The websites for the Missouri Lighthouse for the Blind and the Alhpointe Association for the Blind can be found at the following Internet addresses:  
<http://www.lhbindustries.com>  
<http://www.alhpointe.org>
- d. Commitment – If the bidder's bid is awarded, the organization for the blind or sheltered workshop participation committed to by the bidder on **Exhibit D**, Participation Commitment, shall be interpreted as a contractual requirement.

4.5.8 Missouri Service-Disabled Veteran Business Preference - Pursuant to section 34.074, RSMo, and 1 CSR 40-1.050, a three (3) bonus point preference shall be granted to bidders who qualify as Missouri service-disabled veteran business enterprises and who complete and submit **Exhibit F**, Missouri Service-Disabled Veteran Business Enterprise Preference with the bid. If the bid does not include the completed **Exhibit F** and the documentation specified on **Exhibit F** in accordance with the instructions provided therein, no preference points will be applied.

**EXHIBIT A, Pricing Page**

**Banking Services** - The bidder shall provide a firm, fixed prices for the original contract period each potential renewal period for providing the services in accordance with the provisions and requirements of this IFB. **All costs associated with providing the services shall be included in the stated prices.**

LINE ITEM	DESCRIPTION	Original contract Period	First Renewal Option	Second Renewal Option	Third Renewal Option	Fourth Renewal Option
001	Firm, Fixed Percent Interest Rate	_____% Daily rate	_____% Daily rate	_____% Daily rate	_____% Daily rate	_____% Daily rate
002	Firm, Fixed Monthly Service Cost	\$_____ Per month	\$_____ Per month	\$_____ Per month	\$_____ Per month	\$_____ Per month
003	Fraud Prevention	\$_____ Per check	\$_____ Per check	\$_____ Per check	\$_____ Per check	\$_____ Per check

**Employee Bidding/Conflict of Interest:**

Bidders who are elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the bidder or any owner of the bidder’s organization is currently an elected or appointed official or an employee of the State of Missouri or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of the State of Missouri or any political subdivision thereof:

\_\_\_\_\_

If employee of the State of Missouri or political subdivision thereof, provide name of Department or political subdivision where employed:

\_\_\_\_\_

Percentage of ownership interest in bidder’s organization held by elected or appointed official or employee of the State of Missouri or political subdivision thereof:

\_\_\_\_\_ %

By signing, the bidder hereby declares understanding, agreement and certification of compliance to provide the items at the prices quoted, in accordance with all requirements and specification contained herein and the Terms and Conditions. The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid.

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

Authorized Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

**EXHIBIT B**

**CURRENT/PRIOR EXPERIENCE VERIFICATION**

The bidder should copy and complete this form documenting the bidder and subcontractor’s current/prior experience considered relevant to the services required herein. In addition, the bidder is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

<b>Bidder Name or Subcontractor Name:</b> _____	
<b>Reference Information (Current/Prior Services Performed For):</b>	
Name and Address of Reference Company:	
Name, Title, Telephone Number, and Email Address of Reference Contact Person:	
Dates of Service:	
If contract has terminated, specify reason:	
Annual Dollar Value of Services	
Description of the Services	

**EXHIBIT C**  
**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,**  
**AND AFFIDAVIT OF WORK AUTHORIZATION**

**BUSINESS ENTITY CERTIFICATION:**

**The bidder must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.**

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm).
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri Department including Division of Purchasing and Materials Management.

**Business entity**, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if \_\_\_\_\_ (Company/Individual Name) is awarded a contract for the services requested herein under \_\_\_\_\_ (IFB Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, \_\_\_\_\_ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the State of Missouri with all documentation required in Box B of this exhibit.

\_\_\_\_\_  
Authorized Representative’s Name (Please Print)

\_\_\_\_\_  
*Authorized Representative’s Signature*

\_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Date

**EXHIBIT C, (CONTINUED)**

***(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)***

**BOX B – CURRENT BUSINESS ENTITY STATUS**

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

\_\_\_\_\_  
Authorized Business Entity Representative's  
Name (Please Print)

\_\_\_\_\_  
*Authorized Business Entity  
Representative's Signature*

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

As a business entity, the bidder must perform/provide each of the following. The bidder should check each to verify completion/submission of all of the following:

Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/files/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/files/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the bidder's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's name and the MOU signature page completed and signed, at minimum, by the bidder and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's name and company ID, then no additional pages of the MOU must be submitted;

AND

Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

**EXHIBIT C, (CONTINUED)**

**AFFIDAVIT OF WORK AUTHORIZATION:**

The bidder who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

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

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Verify Company ID Number

Subscribed and sworn to before me this \_\_\_\_\_ of \_\_\_\_\_. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of \_\_\_\_\_, State of  
(NAME OF COUNTY)  
\_\_\_\_\_, and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

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

\_\_\_\_\_  
*Date*

**EXHIBIT C, (CONTINUED)**

***(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)***

**BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri Department or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder’s name and the MOU signature page completed and signed by the bidder and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri Department** or **Public University\*** to Which Previous E-Verify Documentation Submitted:

\_\_\_\_\_  
(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

**Date** of Previous E-Verify Documentation Submission: \_\_\_\_\_

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: \_\_\_\_\_ (if known)

\_\_\_\_\_  
Authorized Business Entity Representative’s Name (Please Print)

\_\_\_\_\_  
Authorized Business Entity Representative’s Signature

\_\_\_\_\_  
Business Entity Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Verify MOU Company ID Number

**FOR STATE OF MISSOURI USE ONLY**

Documentation Verification Completed By:

\_\_\_\_\_  
Procurement Officer

\_\_\_\_\_  
Date

**EXHIBIT D**  
**PARTICIPATION COMMITMENT**

**Organization for the Blind/Sheltered Workshop Participation Commitment** – If the bidder is committing to participation by or if the bidder is a qualified organization for the blind/sheltered workshop, the bidder must provide the required information in the table below for the organization proposed and must submit the completed exhibit with the bidder’s bid.

<b>Organization for the Blind/Sheltered Workshop Commitment Table</b> By completing this table, the bidder commits to the use of the organization at the greater of \$5,000 or 2% of the actual total dollar value of contract. (The services performed or the products provided by the listed Organization for the Blind/Sheltered Workshop must provide a commercially useful function related to the delivery of the contractually-required service/product in a manner that will constitute an added value to the contract and shall be performed/provided exclusive to the performance of the contract.)	
<b>Name of Organization for the Blind or Sheltered Workshop Proposed</b>	<b>Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop</b> <i>The bidder should also include the paragraph number(s) from the IFB which requires the service the organization for the blind/sheltered workshop is proposed to perform.</i>
<b>Line Item 001</b>	
1.	Product/Service(s) proposed:
	IFB Paragraph References:
2.	Product/Service(s) proposed:
	IFB Paragraph References:
<b>Line Item 002</b>	
1.	Product/Service(s) proposed:
	IFB Paragraph References:
2.	Product/Service(s) proposed:
	IFB Paragraph References:

**EXHIBIT E**

**DOCUMENTATION OF INTENT TO PARTICIPATE**

If the bidder is proposing to include the participation of an Organization for the Blind/Sheltered Workshop in the provision of the products/services required in the IFB, the bidder must either provide a recently dated letter of intent, signed and dated no earlier than the IFB issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the bidder's bid.

*~ Copy This Form For Each Organization Proposed ~*

Bidder Name: \_\_\_\_\_

**This Section To Be Completed by Participating Organization:**

*By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the bidder identified above.*

Indicate appropriate business classification(s):

\_\_\_\_\_ Organization \_\_\_\_\_ Sheltered  
for the Blind \_\_\_\_\_ Workshop

Name of Organization: \_\_\_\_\_

(Name of Organization for the Blind or Sheltered Workshop)

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ Fax #: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Certification # \_\_\_\_\_

(or attach copy of certification)

Certification Expiration Date: \_\_\_\_\_

Describe the products/services you (*as the participating organization*) have agreed to provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:**

\_\_\_\_\_  
*Authorized Signature of Participating Organization  
(Organization for the Blind or Sheltered Workshop)*

\_\_\_\_\_  
*Date (Dated no  
earlier than the IFB  
issuance date)*

**EXHIBIT F**  
**MISSOURI SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE**

Pursuant to section 34.074, RSMo, and 1 CSR 40-1.050, the Department has a goal of awarding three (3) percent of all contracts for the performance of any job or service to qualified service-disabled veteran business enterprises (SDVEs). (See below for definitions included in section 34.074, RSMo.)

**DEFINITIONS:**

**Service-Disabled Veteran (SDV)** is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

**Service-Disabled Veteran Business Enterprise (SDVE)** is defined as a business concern:

- a. not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. the management and daily business operations of which are controlled by one or more service-disabled veterans.

**STANDARDS:**

The following standards shall be used by the Department in determining whether an individual, business, or organization qualifies as a SDVE:

- a. Doing business as a Missouri firm, corporation, or individual or maintaining a Missouri office or place of business, not including an office of a registered agent;
- b. Having not less than fifty-one percent (51%) of the business owned by one (1) or more service-disabled veterans (SDVs) or, in the case of any publicly-owned business, not less than fifty-one percent (51%) of the stock of which is owned by one (1) or more SDVs.
- c. Having the management and daily business operations controlled by one (1) or more SDVs;
- d. Having a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) and a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs; and
- e. Possessing the power to make day-to-day as well as major decisions on matters of management, policy, and operation.

If a bidder meets the standards of a qualified SDVE as stated above, the bidder **must** provide the following with the bid in order to receive the Missouri SDVE preference of a three-point bonus over a non-Missouri SDVE unless previously submitted within the past five (5) years to a Missouri Department or public university:

- a. a copy of the SDV's award letter from the Department of Veterans Affairs or a copy of the SDV's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty),
- b. a copy of the SDV's documentation certifying disability by the appropriate federal agency responsible for the administration of veterans' affairs, and
- c. a completed copy of this exhibit.

**EXHIBIT F (continued)**  
**MISSOURI SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE PREFERENCE**

(NOTE: For ease of evaluation, please attach a copy of the SDV’s award letter or a copy of the SDV’s discharge paper, and a copy of the SDV’s documentation certifying disability to this Exhibit. The SDV’s award letter, the SDV’s discharge paper, and the SDV’s documentation certifying disability shall be considered confidential pursuant to subsection 14 of section 610.021, RSMo.)

If the SDVE previously submitted copies of the SDV’s documents (a copy of the SDV’s award letter or a copy of the SDV’s discharge paper, and a copy of the SDV’s documentation certifying disability) to a Missouri Department or public university within the past five (5) years, the SDVE should provide the information requested below.

Name of **Missouri Department** or **Public University\*** to Which the SDV’s Documents were Submitted:

\_\_\_\_\_

(\*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

**Date** SDV’s Documents were Submitted: \_\_\_\_\_

Previous **Bid/Contract Number** for Which the SDV’s Documents were Submitted: \_\_\_\_\_  
(if known)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business enterprise as defined in section 34.074, RSMo. I further certify that I meet the standards of a qualifying SDVE as listed above pursuant to 1 CSR 40-1.050.

\_\_\_\_\_  
Service-Disabled Veteran’s Name  
(Please Print)

\_\_\_\_\_  
Service-Disabled Veteran Business Enterprise Name

\_\_\_\_\_

\_\_\_\_\_  
Service-Disabled Veteran’s Signature

\_\_\_\_\_  
Missouri Address of Service-Disabled Veteran  
Business Enterprise

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Website Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

(NOTE: A qualified SDVE will be added to the SDVE listing maintained on the Office of Administration, Division of Purchasing and Materials Management’s (OA/DPMM) website ([www.oa.mo.gov/purch/vendorinfo/sdve.html](http://www.oa.mo.gov/purch/vendorinfo/sdve.html)) for up to five (5) years from the date listed above. However, if it has been determined that the SDVE at any time no longer meets the requirements stated above, the OA/DPMM will remove the SDVE from the listing.)

<b>FOR STATE USE ONLY</b>	
SDV Documents - Verification Completed By:	
_____	_____
Procurement Officer	Date

**STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS**

**TERMS AND CONDITIONS -- INVITATION FOR BID**

**1. TERMINOLOGY/DEFINITIONS**

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **1 CSR 40-1 (Code of State Regulations)** refers to the rule that provides the public with a description of the Division of Purchasing and Materials Management within the Office of Administration. This rule fulfills the statutory requirement of section 536.023(3), RSMo.
- b. **Agency and/or Department** means the Missouri Department of Corrections.
- c. **Amendment** means a written, official modification to an IFB or to a contract.
- d. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- e. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- f. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- g. **Buyer or Buyer of Record** means the procurement staff member of the Department. The **Contact Person** as referenced herein is usually the Buyer of Record.
- h. **Contract** means a legal and binding agreement between two or more competent parties for consideration for the procurement of equipment, supplies, and/or services.
- i. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- j. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- k. **Invitation for Bid (IFB)** means the solicitation document issued by the Department to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Exhibits, Attachments, and Amendments.
- l. **May** means that a certain feature, component, or action is permissible, but not required.
- m. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- n. **Pricing Page(s)** applies to the Exhibit on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- o. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the procurement operations of the Department.
- p. **Shall** has the same meaning as the word **must**.
- q. **Should** means that a certain feature, component, and/or action is desirable but not mandatory.

**2. APPLICABLE LAWS AND REGULATIONS**

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the Department.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.

- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.
- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

### **3. CONTRACT ADMINISTRATION**

- a. All contractual administration will be carried out by the Buyer of Record or authorized Department Purchasing Section designee. Communications pertaining to contract administration matters will be addressed to: Department of Corrections, Purchasing Section, PO Box 236, Jefferson City, MO 65102.
- b. The Buyer of Record/authorized designee is the only person authorized to approve changes to any of the requirements of the contract.

### **4. OPEN COMPETITION/INVITATION FOR BID DOCUMENT**

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the Department if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the Buyer of Record of the Department, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten (10) calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten (10) calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the Department in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The Department monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. Some IFBs are available for viewing and downloading on the Department's website.
- f. The Department reserves the right to officially amend or cancel an IFB after issuance.

### **5. PREPARATION OF BIDS**

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at the bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.

- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses. The bidder should include a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph. The statutory limitations and prohibitive clauses may be requested to be clarified in writing by the Department or be accepted without further clarification if statutory limitations and prohibitive clauses are deemed acceptable by the Department. If the Department determines clarification of the statutory limitations and prohibitive clauses is necessary, the clarification will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges, and shall be delivered to the Department's designated destination FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Bids, including all pricing therein, shall remain valid for 90 days from the bid opening unless otherwise indicated. If the bid is accepted, the entire bid, including all prices, shall be firm for the specified contract period.
- i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

## 6. SUBMISSION OF BIDS

- a. Delivered bids must be sealed in an envelope or container, and received in the Department's Purchasing office located at the address indicated on the cover page of the IFB no later than the exact opening time and date specified in the IFB. All bids must be submitted by a duly authorized representative of the bidder's organization, contain all information required by the IFB, and be priced as required. Hard copy bids may be mailed to the Department's post office box address. However, it shall be the responsibility of the bidder to ensure their bid is in the Department's Purchasing office no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with the official IFB number *and* the official opening date and time. Different bids should not be placed in the same envelope; however, copies of the same bid may be placed in the same envelope.
- c. A bid which has been delivered to the Department may be modified by a signed, written notice which has been received by the Department's Purchasing office prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid which has been delivered to the Department's Purchasing office may only be withdrawn by a signed, written document on company letterhead transmitted via mail, e-mail, or facsimile which has been received by the Department's Purchasing office prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. A bid may also be withdrawn after the bid opening through submission of a written request by an authorized representative of the bidder. Justification of a withdrawal decision may include a significant error or exposure of bid information that may cause irreparable harm to the bidder.
- f. Bidders must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all the IFB terms and conditions. Failure to do so may result in the rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.
- g. Faxed and e-mailed bids shall not be accepted; however, faxed and e-mail no-bid notifications shall be accepted.

## **7. BID OPENING**

- a. Bid openings are public on the opening date and time specified in the IFB document. Names, locations, and prices of respondents shall be read at the bid opening. The Department will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the Department's Purchasing office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

## **8. PREFERENCES**

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.

## **9. EVALUATION/AWARD**

- a. Any clerical error, apparent on its face, may be corrected by the Buyer of Record before contract award. Upon discovering an apparent clerical error, the Buyer of Record shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the Department to be in the best interest of the State of Missouri.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the Department. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the Department.
- d. Awards shall be made to the bidder(s) whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB and (3) complies with sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, the Department reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the Department reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The Department reserves the right to reject any and all bids.
- g. When evaluating a bid, the Department reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from a bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the Department to the successful bidder. The Department reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by the Department based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation submitted on or before the official opening date and time will be considered open records pursuant to section 610.021 RSMo.
- k. The Department maintains records of all bid file material for review. Bidders who include an e-mail address with their bid will be notified of the award results via e-mail if requested.
- l. The Department reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).

- n. The final determination of contract award(s) shall be made by the Department.

## **10. CONTRACT/PURCHASE ORDER**

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the Department's acceptance of the response (bid) by "notice of award" or by "purchase order." All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- c. A notice of award issued by the Department does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the Department, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the Department.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Department prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

## **11. INVOICING AND PAYMENT**

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- d. The Department assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the Department's rejection and shall be returned to the contractor at the contractor's expense.
- e. All invoices for equipment, supplies, and/or services purchased by the Department shall be subject to late payment charges as provided in section 34.055 RSMo.
- f. The Department reserves the right to purchase goods and services using the state purchasing card.

## **12. DELIVERY**

- a. Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time if a specific time is not stated.
- b. A Missouri Uniformed Law Enforcement System (MULES) background check may be required on the contractor's delivery driver prior to allowing a delivery vehicle entrance to certain institutions. A valid Missouri driver's license is required from the driver to perform the MULES background check. If the driver does not have a valid Missouri driver's license, their social security number and date of birth are required. If a driver or carrier refuses to provide the appropriate information to conduct a MULES background check, or if information received from the background check prohibits the driver or carrier from entering the institution, the delivery will be refused. Additional delivery costs associated with re-deliveries or contracting with another carrier for delivery shall be the responsibility of the contractor.
- c. Unless a pallet exchange is requested at the time of delivery, all pallets used in the delivery of equipment and supplies shall become property of the Department.

**13. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by the Department pursuant to a contract shall be deemed accepted until the Department has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements, or which are otherwise unacceptable or defective, may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective, or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection), may be rejected.
- c. The Department reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The Department's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

**14. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the Department, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the Department's acceptance of or payment for said equipment, supplies, and/or services.

**15. CONFLICT OF INTEREST**

- a. Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

**16. CONTRACTOR STATUS**

- a. The contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself to be an employee of the State of Missouri. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss, costs (including attorney fees), and damage of any kind related to such matters.

**17. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the Department of any existing or future right and/or remedy available by law in the event of any claim by the Department of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the Department of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the Department for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the Department.

**18. SEVERABILITY**

- a. If any provision of this contract or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this contract which can be given effect without the invalid provisions or application, and to this end the provisions of this contract are declared to be severable.

**19. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the Department may cancel the contract. At its sole discretion, the Department may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than ten (10) working days from notification, or at a minimum, the contractor must provide the Department within ten (10) working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach, or if circumstances demand immediate action, the Department will issue a notice of cancellation terminating the contract immediately. If it is determined the Department improperly cancelled the contract, such cancellation shall serve as notice of termination for convenience in accordance with the contract.
- c. If the Department cancels the contract for breach, the Department reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the Department deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that if the funds required to fund the contract are appropriated by the General Assembly of the State of Missouri, the contract shall not be binding upon the Department for any contract period in which funds have not been appropriated, and the Department shall not be liable for any costs associated with termination caused by lack of appropriations.
- e. If the Department has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Department shall declare a breach and cancel the contract immediately without incurring any penalty.

**20. TERMINATION OF CONTRACT**

- a. The Department reserves the right to terminate the contract at any time for the convenience of the Department, without penalty or recourse, by giving notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies or equipment delivered to and accepted by the Department pursuant to the contract prior to the effective date of termination.

**21. ASSIGNMENT OF CONTRACT**

- a. The contractor shall neither assign nor transfer any of the rights, interests, or obligations of the contract without the prior written consent of the Department.

**22. COMMUNICATIONS AND NOTICES**

- a. Any notice to the contractor shall be deemed sufficient when e-mailed to the contractor at the e-mail address indicated in the contract, or transmitted by facsimile to the facsimile number indicated in the contract, or deposited in the United States mail, postage prepaid, and addressed to the contractor at the address indicated in the contract, or hand-carried and presented to an authorized employee of the contractor.
- b. If the contractor desires to receive written notices at a different e-mail address, facsimile number, or USPS address than what is indicated in the contract, the contractor must submit this request in writing upon notice of award.

**23. FORCE MAJEURE**

- a. The contractor shall not be liable for any excess costs for delayed delivery of goods or services to the Department if the failure to perform the contract arises out of causes beyond the control of, and without the fault or negligence of, the contractor. Such causes may include, however are not restricted to: acts of God,

fires, floods, epidemics, quarantine restrictions, strikes, and freight embargoes. In all cases, the failure to perform must be beyond the control of, and without the fault or negligence of, either the contractor or any subcontractor(s). The contractor shall take all possible steps to recover from any such occurrences.

#### **24. CONTRACT EXTENSION**

- a. In the event of an extended re-procurement effort and the contract's available renewal options have been exhausted, the Department reserves the right to extend the contract. If exercised, the extension shall be for a period of time as mutually agreed to by the Department and the contractor at the same terms, conditions, provisions, and pricing in order to complete the procurement process and transition to a new contract.

#### **25. INSURANCE**

- a. The State of Missouri cannot save and hold harmless and/or indemnify the contractor or its employees against any liability incurred or arising as a result of any activity of the contractor or the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage, and/or expense related to his/her performance under the contract.

#### **26. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the Department immediately.
- b. Upon learning of any such actions, the Department reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

#### **27. INVENTIONS, PATENTS AND COPYRIGHTS**

- a. The contractor shall defend, protect, and hold harmless the Department, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

#### **28. CONTRACTOR PROPERTY**

- a. Upon expiration, termination or cancellation of a contract, any contractor property left in the possession of the Department after forty-five (45) calendar days shall become property of the Department.

#### **29. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

- a. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:
  1. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
  2. The identification of a person designated to handle affirmative action;
  3. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
  4. The exclusion of discrimination from all collective bargaining agreements; and
  5. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

- b. If discrimination by a contractor is found to exist, the Department shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the Department until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

### **30. AMERICANS WITH DISABILITIES ACT**

- a. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

### **31. FILING AND PAYMENT OF TAXES**

- a. The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore a bidder's failure to maintain compliance with chapter 144, RSMo may eliminate their bid from consideration for award.

### **32. TITLES**

- a. Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 4/11/2013

**ATTACHMENT 1**

<b>CORRECTIONAL INSTITUTIONS</b>	
<b>ALGOA CORRECTIONAL CENTER</b> 8501 No More Victims Jefferson City, MO 65101	<b>MISSOURI EASTERN CORRECTIONAL CENTER</b> 18701 Old Highway 66 Pacific, MO 63069
<b>BOONVILLE CORRECTIONAL CENTER</b> 1216 East Morgan Street Boonville, MO 65233	<b>NORTHEAST CORRECTIONAL CENTER</b> 13698 Airport Road Bowling Green, MO 63334
<b>CHILLICOTHE CORRECTIONAL CENTER</b> 3151 Litton Road Chillicothe, MO 64601	<b>OZARK CORRECTIONAL CENTER</b> 929 Honor Camp Lane Fordland, MO 65652
<b>CREMER THERAPEUTIC CENTER</b> 689 Highway O Fulton, MO 65251	<b>POTOSI CORRECTIONAL CENTER</b> 11593 State Highway O Mineral Point, MO 63660
<b>CROSSROADS CORRECTIONAL CENTER</b> 1115 East Pence Road Cameron, MO 64429	<b>SOUTH CENTRAL CORRECTIONAL CENTER</b> 255 West Highway 32 Licking, MO 65542
<b>EASTERN RECEPTION, DIAGNOSTIC, AND CORRECTIONAL CENTER</b> 2727 Highway K Bonne Terre, MO 63628	<b>SOUTHEASTERN CORRECTIONAL CENTER</b> 300 East Pedro Simmons Drive Charleston, MO 63834
<b>FARMINGTON CORRECTIONAL CENTER</b> 1012 West Columbia Farmington, MO 63640	<b>TIPTON CORRECTIONAL CENTER</b> 619 North Osage Avenue Tipton, MO 65081
<b>FULTON RECEPTION AND DIAGNOSTIC CENTER</b> 1393 Highway O, PO Box 190 Fulton, MO 65251	<b>WESTERN MISSOURI CORRECTIONAL CENTER</b> 609 East Pence Road Cameron, MO 64429
<b>JEFFERSON CITY CORRECTIONAL CENTER</b> 8416 No More Victims Jefferson City, MO 65251	<b>WESTERN RECEPTION, DIAGNOSTIC, AND CORRECTIONAL CENTER</b> 3401 Faraon Street St. Joseph, MO 64506
<b>MARYVILLE TREATMENT CENTER</b> 30227 US Highway 136 Maryville, MO 64468	<b>WOMEN'S EASTERN RECEPTION, DIAGNOSTIC, AND CORRECTIONAL CENTER</b> 1101 East Highway 54, PO Box 300 Vandalia, MO 63382
<b>MOBERLY CORRECTIONAL CENTER</b> 5201 South Morley Moberly, MO 65270	

<b>COMMUNITY RELEASE CENTERS</b>	
<b>KANSAS CITY COMMUNITY RELEASE CENTER</b> 651 Mulberry Kansas City, MO 64101	<b>ST. LOUIS COMMUNITY RELEASE CENTER</b> 1621 North First St. Louis, MO 63102

**ATTACHMENT 1, continued**

<b>COMMUNITY SUPERVISION CENTERS</b>	
<b>FARMINGTON COMMUNITY SUPERVISION CENTER</b> 1430 Doubet Road Farmington, MO 63640	<b>KENNETT COMMUNITY SUPERVISION CENTER</b> 1401 Laura Drive Kennett, MO 63857
<b>FULTON COMMUNITY SUPERVISION CENTER</b> 1397 State Road O Fulton, MO 65251	<b>POPLAR BLUFF COMMUNITY SUPERVISION CENTER</b> 1441 Black River Industrial Park Drive Poplar Bluff, MO 63901
<b>HANNIBAL COMMUNITY SUPERVISION CENTER</b> 2002 Warren Barret Drive Hannibal, MO 63401	<b>ST. JOSEPH COMMUNITY SUPERVISION CENTER</b> 3305 Faraon Street St. Joseph, MO 64506

## ATTACHMENT 2

Missouri Department of Corrections  
Summarized Bank Data**Inmate Account Fund**

<u>MONTH</u>	<u>BEGINNING BALANCE</u>	<u>DEPOSITS</u>	<u>CHECKS PAID</u>	<u>ENDING BALANCE *</u>
Jaurary 2013	\$ 3,878,488.04	\$ 3,382,408.68	\$ 3,395,499.61	\$ 3,865,397.11
Feburary 2013	\$ 3,865,397.11	\$ 3,574,295.97	\$ 3,231,310.77	\$ 4,208,382.31
March 2013	\$ 4,208,382.31	\$ 3,644,800.84	\$ 4,055,083.10	\$ 3,798,100.05
April 2013	\$ 3,798,100.05	\$ 3,759,070.32	\$ 3,467,918.69	\$ 4,089,251.68
May 2013	\$ 4,089,251.68	\$ 3,408,565.72	\$ 3,331,235.05	\$ 4,166,582.35
June 2013	\$ 4,166,582.35	\$ 3,005,856.86	\$ 3,189,048.54	\$ 3,983,390.67
July 2013	\$ 3,983,390.67	\$ 3,466,375.10	\$ 3,549,551.43	\$ 3,900,214.34
August 2013	\$ 3,900,214.34	\$ 2,968,772.72	\$ 3,297,821.97	\$ 3,571,165.09
September 2013	\$ 3,571,165.09	\$ 3,268,968.27	\$ 3,158,768.01	\$ 3,681,365.35
October 2013	\$ 3,681,365.35	\$ 3,481,012.73	\$ 3,550,365.31	\$ 3,612,012.77
November 2013	\$ 3,612,012.77	\$ 3,162,131.04	\$ 2,986,200.58	\$ 3,787,943.23
December 2013	\$ 3,787,943.23	\$ 3,790,450.49	\$ 3,928,591.58	\$ 3,649,802.14

\* Ending Balance per Bank Statement.

## ATTACHMENT 3

Missouri Department of Corrections

**Canteen Fund**

	<u>Beginning Balance</u>		<u>Deposits</u>		<u>Expenditures</u>		<u>Ending Balancing</u>
January 2013	\$ 14,077,773.27	\$	3,451,513.59	\$	3,143,045.64	\$	14,386,241.22
February 2013	\$ 14,386,241.22	\$	3,102,321.90	\$	2,712,220.58	\$	14,776,342.54
March 2013	\$ 14,776,342.54	\$	4,031,100.01	\$	4,075,530.94	\$	14,731,911.61
April 2013	\$ 14,731,911.61	\$	3,793,732.35	\$	4,753,209.53	\$	13,772,434.43
May 2013	\$ 13,772,434.43	\$	3,443,273.13	\$	3,285,825.25	\$	13,929,882.31
June 2013	\$ 13,929,882.31	\$	3,068,194.09	\$	4,097,891.41	\$	12,900,184.99
July 2013	\$ 12,900,184.99	\$	3,879,307.71	\$	3,728,884.19	\$	13,050,608.51
August 2013	\$ 13,050,608.51	\$	3,376,242.46	\$	3,725,067.99	\$	12,701,782.98
September 2013	\$ 12,701,782.98	\$	3,445,371.91	\$	3,415,763.97	\$	12,731,390.92
October 2013	\$ 12,731,390.92	\$	3,335,642.31	\$	2,906,360.63	\$	13,160,672.60
November 2013	\$ 13,160,672.60	\$	3,188,414.73	\$	4,053,459.85	\$	12,295,627.48
December 2013	\$ 12,295,627.48	\$	3,662,099.98	\$	2,981,450.41	\$	12,976,277.05

**ATTACHMENT 4**

<b>Field-Name</b>	<b>Field-Type</b>	<b>Starting Position</b>	<b>Length</b>	<b>Format Value /</b>
Detail ID	Numeric	1	7	9999999
Date	Date	8	8	DDMMYYYY
Check Amount	Numeric	16	11	\$\$\$\$\$\$CC

Amendment 1 inserted Attachment 5.
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## ATTACHMENT 5

SERVICE	SERVICES ANALYZE NUMBER UNITS
FUND USAGE FEE	
MAINTENANCE FEE	3
DEPOSITS & OTHER CREDITS	186
CHECKS & OTHER DEBITS	3,652
LOCAL ITEMS DEPOSITED	205
ITEMS DEPOSITED	14,767
RETURN OF DEPOSIT ITEMS	1
WIRE TRANSFER IN	20
BUSINESSLINK ACH FILE FEE	1
BUSINESSLINK SERVICES	1
BUSINESSLINK ACH ITEM FEE	63
BUSINESSLINK STOP PAY	11
DEPOSIT ASSESSMENT	17
DEPOSIT ASSESSMENT	33
RECLEAR	1
IMAGE STATEMENT FEF	2
POSITIVE PAY ITEMS	2,942