



## **LEGAL NOTICE**

### **REQUEST FOR PROPOSALS**

**15-173**

**For**

**Managed Print Services Solution**

**For**

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking proposals for **Managed Print Services Solution**. The County reserves the right to terminate the contract for reasons of violations by the successful proposer of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

## INSTRUCTIONS

One original and one [2] signed copies of the proposal must be received in a sealed envelope plainly marked "**15-173 Managed Print Services Solution**" with the due date and time in the lower left corner of the envelope.

An authorized representative of the company/person submitting the proposals must sign it in blue ink.

Proposals must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to **the response deadline at 2:00 pm on 09/22/2015.**

St. Charles County reserves the right to accept and/or reject any and all proposals.

## INQUIRIES

Any questions or clarifications concerning this Request for Proposals must be submitted in writing via E-mail to:

Kurt Mandernach  
Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second St  
St. Charles, Missouri 63301  
kmandernach@sccmo.org

**Inquiries about the specifications should be made to:**

**Tonya Huskey**  
**St. Charles County Government**  
**Information Systems**  
**201 North Second St**  
**St. Charles, Missouri 63301**  
**Phone (636) 949-7900 Ext 3555**  
[thuskey@sccmo.org](mailto:thuskey@sccmo.org)

- The RFP number and title shall be referenced on all correspondence.
- All questions must be received no later than **3:00 PM** on **09/08/2015**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.**

**Prohibited Communication**

***Contact with any representative, other than through the procedure outlined in the section titled "Proposal Inquiries", concerning this request is prohibited PRIOR TO BID OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Proposal Opening may be disqualified at the sole discretion of St. Charles County.***

## TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all Proposals.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- All Proposals will be considered final as submitted. No additions, deletions, corrections, or adjustments will be accepted after the time of Proposal deadline. County reserves the right to make inquiry of the Consultants submitting qualifications to clarify its understanding of the Consultant's submittal.
- The electronic version of this Request for Proposals is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this Request for Proposals on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Consultants are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the Proposal must sign all submittals, in blue ink.
- **Consultants must submit three [3] signed copies of their Proposals; one is to be an original and so marked.**
- St. Charles County will not award any contract to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Proposals received after the designated time of the receipt of the sealed Proposals will be considered as "No Proposal" and "Void" and will not be opened.
- The successful firm is specifically denied the right of using in any form or medium the names of St. Charles County or any other public agency of St. Charles County Government for public advertising unless express written permission is granted.
- Award will be made to the Consultant with proposal which will best serve the County in developing print management services. Award is dependent upon successful negotiation of price. If the parties fail to agree on price, the County reserves the right to negotiate with the next most qualified Consultant.

**Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)**

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation\*\*, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this proposal request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a proposal solicitation response.

These documents will be kept on file. The notarized affidavit will remain current for **one year** from the date of the notarized affidavit.

**\*\* PLEASE NOTE:**

**Acceptable enrollment and participation documentation consists of a valid copy of the signature page Of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division**

**The online address to enroll in the E-verify program is:**

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

**OPEN RECORDS**

Any and all information contained in or submitted with the proposal becomes a public record subject to the Missouri Sunshine Law when a contract is executed or all proposals are rejected. If Proposer believes that any information contained in or submitted with the proposal is protected by the Missouri Sunshine Law, Proposer must clearly identify what information Proposer believes is so protected and must also clearly identify the legal basis therefor.

**Veteran Friendly Employment Policy**

"Indicate whether you have developed a veteran friendly employment policy and, if so, attach a copy of such policy to your response as a point of information."

\_\_\_\_\_ "YES" our company has a veteran friendly employment policy.

\_\_\_\_\_ "NO" our company does not have a veteran friendly employment policy.

Please include a copy of your veteran friendly employment policy with your submission.

**Insurance**

**Worker’s Compensation and Employer’s Liability:** Statutory WC limits as required by the Statutes of the State of Missouri, (or a qualified self-insurer) and Employers Liability in an amount of no less than \$1.0 million.

**Automobile, General Liability and Property Damage:** The Contractor shall maintain the following minimum amounts of automobile, general liability, and property damage insurance coverage during the life of the contract: \$1,000,000 for bodily injury or death to any one person and \$3,000,000 per occurrence for automobile and general liability coverage; and property damage coverage of at least \$1,000,000. A Combined Single Limit Policy in the amount of \$3,000,000 is an acceptable alternative. Automobile coverage must include non-owned vehicles.

The Automobile & General Liabilities policies shall be endorsed to include the County as an additional insured and provide for 30 days advance written notice of any material change.

A Waiver of Subrogation in favor of the County shall be endorsed on each of the policies.

The required insurance shall be primary insurance with respect to any other insurance or self-insurance programs maintained by the County.

A Certificate of Insurance evidencing the above coverage(s) together with a copy of the required endorsements shall be provided to the County prior to the commencement of any work.

It shall be the contractor’s responsibility to keep the respective insurance policies and coverages current and in force for the life of the contract.

**REQUEST FOR PROPOSALS**  
**MANAGED PRINT SERVICES SOLUTION**

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# 1. County Overview

The Department of Information Systems in St. Charles County Government is comprised of 29 full time employees that support the County departments. St. Charles County Government is committed to providing exceptional public service to over 368,000 citizens through principles of character, professionalism, and conscience. The County's departments and offices include: Assessor, Auditor, Circuit Court, Collector of Revenue, Community Health and the Environment, Corrections, Council, Counselor, Dispatch and Alarm, Election Authority, Facility Management, Finance, Highway, Human Resources, Information Systems, Juvenile Justice, Municipal Court, Parks, Prosecuting Attorney, Public Administrator, Recorder of Deeds, Sheriff, Transportation and Workforce Development. Over 1,400 employees and seven Council members serve the community.

# 2. Project Objectives

St. Charles County Government is seeking a Managed Print Services solution that supports the following:

- Contract with one vendor as a single point of contact to evaluate, structure and service all in-scope printers and MFDs (Multi-Function Devices) for the entire County print environment
- Improve and standardize service quality and response times for repairs and maintenance
- Reduce the number of printers, copiers, scanners and fax machines by better utilizing MFDs and standardizing the MFDs for ease of use and maintenance
- Significantly reduce costs by consolidating volume printing and other cost saving methods while maintaining the level of quality and availability needed from these devices by county staff and provide this continued optimization throughout the contract term
- Better reporting information and visibility into print usage and inventory across the County
- Obtain customer service and implementation assistance through dedicated account management, implementation project managers and dedicated technical support
- Demonstrate reduced overall Print Costs for the County under this model (Contract should include verbiage for demonstrated on-going costs)

Vendors are required to clearly identify any deviations from the following proposal specifications. Qualified technical support must be readily available.

# 3. Additional Terms & Conditions

## 3.1 Confidentiality

All correspondence, documentation and information provided in response to or because of this RFP may be reproduced for the purposes of reviewing the Respondent's submission to this RFP. If a portion of a vendor's response is to be held confidential, such provisions must be clearly identified in the response. All correspondence, documentation and information of any kind, provided to any vendor, in connection with or arising out of this RFP or the acceptance of any response:

- Remains the property of the County
- Must be treated as confidential to the extent permitted by law
- Must not be used for any purpose other than for replying to this RFP or for fulfillment
- Must be returned upon request

## 3.2 Non-Disclosure Agreement

The County reserves the right to require any vendor to enter into a Non-Disclosure Agreement satisfactory to the County.

### **3.3 Oral Instructions**

The County shall not be held responsible for any oral instructions. Any changes to this Request for Proposal (RFP) will be in the form of an addendum

### **3.4 Right to reject**

The County reserves the right to reject any or all responses, to waive any informality or irregularity in any response received, and to be the sole judge of the merits of the respective responses received.

### **3.5 Integral member**

The selected provider will be an integral member of the Project Team consisting of the selected provider, representatives from the County and other consultants as required or designated.

### **3.6 Vendor's Understanding of the RFP**

In responding to this RFP, the vendor accepts the full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the County as necessary to gain such understanding.

### **3.7 Good Faith**

All information provided by the County in this RFP is offered in good faith. Individual items are subject to change at any time. The County makes no certification that any item is without error. The County is not responsible or liable for any use of the information or for any resulting claims.

## **4. RFP Response Format**

Responses to this request should include the subsequent sections and be formatted in order per section header:

### **4.1 Cover Letter**

Company Name and Address, Contact Information, Name and position of person(s) submitting the request.

### **4.2 Vendor Profile & Demographics**

#### **4.2.1 General information about your organization**

- Company history
- Number of years in Industry
- Number of Full Time Employees (Domestic/International)

#### **4.2.2 Relevant Experience**

- Description of Products and Services provided by the firm that would meet project goals
- Provide the 3 testimonials from Governmental customers of Implementations that met similar goals with a positive outcome (contact name, contact name and phone number should be supplied)

#### **4.2.3 Team Experience and Qualifications**

- Government experience and roles of company personnel involved in the project
- Identify any consultants or offshore teams that may be used in the implementation cycle. For example. Project Manager, Trainer and Support
- Has your team ever failed to complete an implementation? If so, please describe in detail.

### **4.3 Project Understanding & Solution Narrative**

Refer to section 6.1 for General Requirements

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## 4.4 Approach to Implementation and Project Management

It is assumed that the vendor drives the Project Management aspect implementation.

- Describe the methodology used, deliverables and milestones to be met during the Project Life Cycle
- Include a rough project schedule to provide some idea of timeline of proposed project
- Describe proposed approach to Quality Assurance and Issue Resolution

## 4.5 County Responsibility

Describe any necessary information or actions that will be required of the County; for example: Interviews, co-development, work flow automation, configuration effort, training or technology skill sets.

## 4.6 Budget Narrative

In order for the County to differentiate proposals of a similar quality and capability some reference to pricing information is needed. Responses should be prepared with a completed Project Budget Narrative, placed in a sealed envelope with company name on outside and returned with the SOQ response.

Be sure to include any pricing for which the County will be responsible including Customization, Devices, User Licensing (if applicable), Consultants, Ongoing Maintenance, Ongoing Technical Support, Upgrades, Implementation, Report Writing, Training and Travel Expenses.

All approximate pricing information should include the possible range of variance given our approximate requirements, and reflect an outlay of year by year fees over three (3) years.

Any fees associated with other products required to develop and/or implement and efficiently operate the application should be included and noted separately in the budget narrative as exceptions. SOQ shall provide pricing for both on-premise and hosted solutions when available. Any discounts for multi-year contracts must be provided in the exception narrative.

Estimated lead time after receipt of order to begin project: \_\_\_\_\_

## Configuration Components and Pricing

Provide a detailed price quote for the devices (printer, copiers, MFDs, etc), hardware and software proposed for this solution with pricing for each component. Include list prices and discounted prices. Only include licenses as required for the different roles of users; if applicable. This must be broken down by project phase. Provide statements of work and project plans for each major activity within each project phase.

## Services Pricing (Including System Integration)

Provide pricing for services attendant to perform device installation, device integration and training. Include hourly or daily rates for professional services.

## Maintenance Pricing

Provide prices for any maintenance contracts that you offer for your products.

## Contractual Terms and Conditions

Include any terms and conditions pertaining to your offer as an attachment to your proposal. St. Charles County reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

## 5. Process

### 5.1 Process

The County will evaluate each proposal according to the contents and criteria. Finalists may be selected to meet with the County for onsite interviews and demonstration. Those applicants selected as finalist will be notified and provided additional instruction. Those applicants not selected for further consideration will also be notified.

Following the finalist selection, the County will determine a ranking for each finalist based on the criteria in sections 4.2, 4.3, 4.4, 4.5, 4.6 and 6 of this RFP. If the responses provided are not outlined and detailed by section the final scoring may be impacted. Consideration will be given to the written response and a presentation during the interview process if necessary. No other factors will be used in the qualification ranking process.

Optionally, respondents may be invited for a demonstration or proof-of-concept.

The highest ranked applicant will be recommended to the Finance Director and Director of Administration for contract award.

St. Charles County Government will enter into negotiations with the selected applicant and execute a contract upon completion of negotiation for products and services for County Executive and County Council Approval.

If the County is unsuccessful in negotiating a contract with the highest ranked team, St. Charles County Government may then negotiate with the second or third ranked finalists until a contract is executed, or may decide to terminate the selection process.

### 5.2 Schedule of Events

|  |                   |
|--|-------------------|
| RFP Release                            | 8/24/15           |
| Vendor Questions Deadline              | 9/08/15           |
| RFP Addendum: Q & A Response posted    | 9/11/15           |
| Proposal Response Deadline             | 9/22/15           |
| Proposal Review and Finalist Selection | 10/13/15          |
| Vendor Demonstrations (if necessary)   | 10/14/15-10/28/15 |
| Vendor Selection                       | 10/30/15          |
| Contract Negotiations Complete         | 11/20/15          |
| Contract Signed                        | 12/21/15          |
| Work Begins                            | 1/04/16           |
| Final Acceptance                       | 3/15/16           |

## 6. Requirements

### 6.1 General Requirements

#### 6.1.1 Requirement Objectives

- Ability to recommend an acceptable approach to streamline the County's existing equipment fleet (matching resources to need) without sacrificing functionality and/or availability and also streamline the procurement and maintenance process of any new equipment
- Proven ability to implement a Managed Print Services solution which includes a demonstrated ability to roll-out and manage a program of similar or larger size in a similarly sized organization to the County
- Ability to demonstrate a proactively managed approach for measurable cost reduction, end user print behavior management, and process improvement continuously addressing both short and long-term goals throughout the term of the contract
- Clearly defined Change Management process which allows for meeting the goals identified in RFP
- Ability to provide a dedicated Account Manager to act as the central point of administration for the identified fleet and provide a Service Delivery Manager (which can be the same person) who will be responsible for executive level monthly reporting including detailed user reporting, Total Cost of Ownership, Inventory levels, Service history and Asset Management information
- Propose any necessary changes of equipment of equal or higher capability to the equipment being replaced
- Competitive pricing

#### 6.1.2 Current Environment

Asset inventory counts indicate approximately 600 printer devices (printers, copiers, faxes, etc.) across the County. Selected vendor will need to work collectively with the County in gathering and documenting physical inventory of current environment.

#### 6.1.3 Project Implementation Timeline

The vendor is required to submit a task-oriented Gantt chart detailing the device installation utilizing MS Project 2010. The proposed start date for the project shall utilize a "contract date" for competitive and demonstrative purposes. The project plan shall identify critical dependencies and typical timelines.

#### 6.1.4 Security Requirements

St. Charles County Government has the following company and/or industry application security requirements:

- HIPAA
  - PII
  - PKI
  - Active Directory integration
- Vendor shall describe their security, privacy and testing policy

#### 6.1.5 Primary Applications

In combination with collecting the physical inventory of the County's current environment, any and all primary applications that require specific printing or MFD capabilities will be documented as well.

#### 6.1.6 Current Infrastructure & Standards

- SQL 2012

- IIS Web services
- Windows 7 and 8
- Internet Explorer 9 or higher
- Microsoft Office 2010
- Windows Server OS 2012 R2
- Hyper V Virtual environment
- ODBC: 64 Bit

## 6.2 Technical Requirements

### 6.2.1 Description of Solution

Based on the requirements of information contained in this document, please provide a general description of the proposed solution for St. Charles County Government.

### 6.2.2 Component Description

Please provide a short description of your solution in each of the following areas.

- Asset management database containing output devices at the County
- Retain versus replacement of existing devices
- Lease versus purchase
- Move, add and change process control
- Single point of contact to initiate asset management activities
- Preventative maintenance services
- Installations
- Break Fix Services
- Onsite Account Management
- Billing/Invoicing
- Reporting (Inventory, Service Calls, Invoicing, etc.)

### 6.2.3 Product and/or Service Capabilities

In addition to the requirements stated above, please detail any other records management capabilities and functions that may be of interest.

### 6.2.4 Services and Support

#### Professional Services

- Describe what professional services are required and/or available from the vendor
- Describe their expertise in implementing proposed solutions
- Describe the levels or types of certification that are offered

#### Support

- Vendors shall describe the support offerings available for managed print services solution and associated products. In addition, provide a copy and description of all warranties associated with the proposed application.
- Describe the approach to Issue Resolution that includes: Service Level Agreement, Average time to resolve issues, Average time for first call resolutions and Average percentage of first call resolutions their expertise in implementing proposed solutions.

### **6.2.5 Warranty**

- Vendor shall provide warranty services offered on any purchased fleet equipment

### **6.2.6 Training**

Vendor shall identify the type of training provided:

- On-site training
- Video training
- Web Ex training
- Train the Trainer Approach
- Vendor shall provide a proposed training schedule
- Vendor shall describe the skills needed to implement and support their equipment and services as outlined in this proposal

### **6.2.10 Deployment Options**

Vendor shall provide a service agreement, terms and conditions and storage limitations.

## **Exception Sheet**

If the item(s) and/or services proposed in the response to this proposal is in any way different from that contained in this proposal or proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE PROPOSAL**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

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

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Indicates acceptance of all proposal terms and conditions)

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

**AFFIDAVIT OF WORK AUTHORIZATION**

The proposer/contractor 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 County 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 to 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**

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**

**American Made:**

In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency where the purchase, lease or contract involves the expenditure of twenty-five thousand dollars (\$25,000) or more, shall be manufactured or produced in the United States. Section 34.350.2(1) of that Act specifies that the term "public agency" includes all political subdivisions of the State of Missouri, which definition includes counties.

The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.

If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Department Head or Elected Official bears the burden of certification as required prior to the award of a contract.

In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.

**EXHIBIT A**

**ST. CHARLES COUNTY**

**DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with a value of \$25,000 or more, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

**Section A – All Products Are Manufactured or Produced In U.S.**

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME

**If Section A is completed, do not complete Section B.**

**Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.**

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME

**Section C – Products May Qualify Because of Qualifying Treaty**

If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

| BID ITEM NUMBER(S) | COUNTRY WHERE MANUFACTURED OR PRODUCED | QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION |
|--------------------|--|--|
|                    |  |  |
|                    |  |  |
|                    |  |  |
|                    |  |  |

**SECTION C**

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.

SIGNATURE

COMPANY NAME