You are invited to submit bids on the items or services specified. All bids must be made on this form and shall be subject to the terms and conditions on the reverse side hereof for furnishing items or services of the description listed below. All deliveries shall be made FOB DESTINATION with freight charges fully included and prepaid. The seller pays and bears the freight charges.

In compliance with this bid request and subject to all of the terms and conditions thereon, bidder offers and agrees to furnish or deliver the items or perform the services upon which prices are quoted herein, such items or services to be provided within the number of days indicated after receipt by bidder of University Purchase Order. Only cash discounts having a period of thirty (30) days or more will be taken into account in determining the lowest bid. Discount time is compiled from day of delivery and acceptance of items or services or receipt of correct invoice, whichever is later.

The bidder further agrees that the language of this bid document shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of an authorized purchase order from the University of Missouri or when a Notice of Award is signed and issued by an authorized official of the University of Missouri, a binding contract shall exist between the bidder and The Curators of the University of Missouri.

**SIGNATURE REQUIRED**

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<th>LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.</th>
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<td>CONTACT PERSON</td>
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BID REQUEST AND BID CONDITIONS

This Bid Request and Bid is made upon and subject to the following conditions, all of which are accepted by bidder. Upon acceptance by University, this Bid Request and Bid and the University Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to the University a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The University will not be responsible for any other explanation or interpretations of the proposed documents.

2. The University reserves the right to reject any and all bids and to waive any informality in bids.

3. Whenever the name of a manufacturer or vendor is mentioned on the face hereon and words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designation unless the context specifies "no substitution". University assumes that items bid as equal are equal. University reserves the right to return at the bidder's expense all items that are furnished which are not acceptable as equals to items specified by the Bid Request and Specifications, and vendor agrees to replace such items with satisfactory items at the original bid price.

4. All items bid shall be new unless otherwise specified by the University.

5. Bidder agrees to unconditionally guarantee all items bid upon against defects in material and workmanship for a period of one year from the date of acceptance by the University unless otherwise specified.

6. Unless it is so noted on the bid it will be deemed that the article furnished is that designated. If the vendor proposes to furnish an item of a different manufacturer or vendor other than the one specified on the face hereof, the manufacturer or vendor of the substituted items shall be noted and complete descriptive literature describing the items to be substituted must accompany the bid.

7. Materials and services furnished the University are not subject to either Federal Excise Taxes or the Missouri Sales Tax. Exemption certificates will be furnished on request.

8. Prices quoted are to be firm and final and prices shall be stated in units of quantity specified with packing and drayage charges included.

9. Shipments shall be marked as directed on the Purchase Order.

10. C.O.D. shipments will not be accepted. All shipping charges must be PREPAID. No packing or drayage charges will be allowed.

11. The University will not be responsible for articles or services furnished without a Purchase Order.

12. Risk of loss or damage to the goods prior to the time of their receipt and acceptance by the University is upon the vendor.

13. All invoices and correspondence shall show the Purchase Order Number. All invoices must be rendered in duplicate and contain full descriptive information on items or service furnished. Separate invoices shall be rendered for each order and forwarded to the University.

14. Vendor agrees to defend, protect and save the University harmless from all claims and actions arising out of patent infringement.

15. University reserves the right to cancel all or any part of orders if shipment is not made as promised. Vendor shall notify the University if shipment cannot be made as promised. Time of proposed delivery must be stated in definite terms in the space provided.

16. The bidder hereby guarantees that no article listed herein is adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act or an article which may not, under the provisions of Federal Law, be introduced into interstate commerce.

17. Samples, when required, are to be furnished prior to the date specified for receipt of bids.

18. In case of any doubt or difference of opinion as to the items to be furnished hereunder or the quality thereof, the decision of the UM Chief Procurement Officer shall be final and binding upon both parties.

19. The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.

20. In awarding the contract, the University may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, the financial standing of the bidder or bidders; the amount of other work being carried on by the bidder; the quality, efficiency, and construction of the equipment proposed to be furnished; the period of time within which the equipment is to be furnished and delivered; and the necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of his bid.

21. In the event that time and materials are a portion of this bid, the University reserves the right to audit vendor's records concerning this bid.

22. All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard. All alleged violations and deviations from said State and Federal regulations or standards of the items of services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bid. Or if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the bidder is awarded the contract hereunder the bidder must notify the Campus Purchasing Manager, immediately by certified mail, return receipt requested.

23. The University serves from time to time as time for contractor for the United States Government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.

24. The Curators of the University of Missouri have adopted a policy which is binding upon all employees and departments of the University, and which by contract shall be binding upon independent contractors and subcontractors with the University, whereby all other things being equal, and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies and articles mined, grown, produced and manufactured in marketable quantity in the State of Missouri and to all firms, corporations or individuals doing business as Missouri, firms, corporations, or individuals. By virtue of the foregoing policy, preferences will be given to materials, products, supplies, or provisions, and all other articles produced, manufactured, mined or grown within the State of Missouri, and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Each bidder submitting a proposal agrees to comply with and be bound by the foregoing policy.
Scope of Work
The University of Missouri-St. Louis is seeking bids for the Campus Shuttle Bus Services.

1. Required Routes

The shuttle services will provide transportation for students on defined routes between specified stops on the North and South Campuses of the University of Missouri-St. Louis on weekdays.

2. Optional Routes

- Service may include transportation for students to designated stores at designated times on one or two days per week.

- The shuttle service may also provide Welcome Center service to visitors and prospective students to various locations on campus at designated times on weekdays.

- The shuttle services may also provide periodic transportation for students, staff, faculty, and/or visitors for occasional special events and on- and off-campus field trips, on an as-needed basis, on weekdays and weekends.

General Information

Contract Period
The contract is for a one (1) year period beginning January 1, 2019 (or upon award of the contract) through December 31, 2019, with the option to renew for up to four (4) one-year annual renewals, upon mutual agreement between the vendor and the University of Missouri-St. Louis. The contract will be for shuttle operation for three buses during peak times on the North and South Campuses. Price adjustment for fuel should be based on the cost of fuel, and requests for increases or decreases can be made in writing up to a maximum of four (4) times annually.

A. Payment
All bids are to be submitted on the basis of payment by University's Check or University Credit Card. Payment will be made within thirty (30) days after receipt of invoice.

The Contractor will make application for payment by furnishing the University with a detailed original invoice setting forth the quantity and total value of the service provided. Invoices properly prepared and executed by the Contractor are to be emailed to blackd@msx.umsl.edu and smithmx@umsl.edu
B. Insurance

GENERAL INSURANCE SPECIFICATIONS

TRANSPORTATION SERVICES/CHARTER SERVICES

Insurance

Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A-IX:

**Coverage Minimum Limits**

- **Workers Compensation Statutory**
- **Employers Liability** $500,000
- **Auto Liability (To include Owned, Hired, and Non-owned)** $5,000,000 Combined Single Limit
- **Commercial General Liability (Comprehensive Form, Must include: Contractual coverage).** Occurrence coverage is required. $5,000,000 Per Occurrence

**Contract Language**

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. The University must receive at least 30 days advance notice in the event of policy cancellation or material change to the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Contractor fails to maintain and keep in force the required insurance, the University shall have the right to cancel and terminate the contract without notice. The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Contractor, any Subcontractor, or their employees in the performance of the contract.

**Indemnification**

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor’s operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor, or at the option of the University, agrees to pay to or reimburse the University for the defense costs incurred by the University in connection with any such liability claims, or demands. The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain
coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice. The insurance required by the provisions of this article is required in the public interest and the University does not assume and liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

Award of Agreement
The bid will be awarded on an “ALL OR NONE” basis.

Contract Termination for Cause: In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting there from, as well as from such termination, shall not be affected by any such termination.

Contract Termination for Convenience: The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

Requirements
The University expects the successful vendor to provide the campus community with a shuttle bus program that is reliable and professionally managed with no less than 5 years’ experience in the relevant field with at least 3 positive references from current and/or former customers. It further expects the program to project a positive image for the campus through friendly, courteous drivers who appreciate that safety and on-time performance are paramount considerations.

The vendor awarded the contract with the University of Missouri—St. Louis to provide the shuttle service will be responsible for providing all the equipment and manpower necessary to meet the requirements of the service described in the document.

A. Current Service – Ridership and Hours of Operation.
The shuttle bus service operates on defined campus routes five (5) days a week, Monday through Friday, and also provides transportation to and from designated stores on Fridays. The hours of operation will remain in effect throughout the calendar year, except during academic breaks when service will be reduced, and the shuttle bus will not operate when the University is closed for holidays as more fully set forth in Section E.2.a. The Transportation Supervisor will provide this information. Average daily ridership is roughly 800-850 people per day during the Fall and Spring semesters. Refer to Attachments for defined route with specified stops and times.

B. Proposed Service – Vehicles
1. UMSL will require the successful vendor to provide and operate a transit style bus. The bus provided shall be Late Model Year vehicles (no more than 5 years old at any time during the contract period or any extension thereof) and should accommodate a minimum of 22 seated
passengers with space for one (1) wheelchair. Vendor is required to submit a spec sheet (with picture and seating arrangements) of the vehicle(s) they propose to utilize for this bid with their bid submission.

2. Bus must be ADA compliant.
3. Bus must have fully operational air conditioning and heating systems
4. The fleet of busses must be uniform in color, with the color (or choice of colors) specified in the bid. The fleet of busses will be UMSL branded in compliance with the University’s specifications through painting, wrapping, etc., which will be determined at a later date in connection with the University’s Marketing Department, solely at the University’s cost.
5. Bus to be used solely for the purpose of UMSL business.
6. Vendor is to provide ridership statistics which will record the numbers of riders who get on at each stop. Vendor is to indicate the means in which they will provide such statistical data in their bid response. This information will be sent to the Parking and Transportation office. This report will be submitted at the end of each day.
7. Vendor is to define the communication system, 2-way radios or other devices, that will be used by the drivers. UMSL should be able to contact the lead driver on duty via the radio or other devices.
8. Vendor is to provide routine mechanical maintenance schedules, vehicles inspections and vehicle replacement criteria.
9. Vendor is to describe in their bid how mechanical breakdowns will be handled in the middle of a shift or run and the availability of back-up vehicles. Response time must be one hour or less.
10. Temporary Shuttle Bus – In the case of mechanical failure, etc. of the primary shuttle bus the temporary replacement will conform to the same requirements as listed herein. Insignia on the temporary bus can be a removable material.
11. Vendor is to define proposed method of maintaining clean exteriors and interiors.
12. Technology –
   A. In App Shuttle Tracking (applies for both UMSL mobile and free vendor solutions). The vendor must provide UMSL with a compatible mobile solution including administrative access, public API’s, programmed dispatch, route reporting, real-time vehicle location and estimated time of arrival (ETA), and ridership feedback forms, all utilizing GPS capable hardware compatible with on the following three shuttle tracking solutions: DoubleMap, NextBus, and Transloc. All views for tracking and route verification including ETA information must be compliant with the American with Disabilities Act of 1990. The tracking solution will also provide a programmable process to account for ridership (passenger counting), business analytics and options for the consumption of route/shuttle information for digital signage (in vehicle, outdoor, indoor).
   B. On board audio camera recording system. To be used anytime bus is on route during UMSL shuttle schedule. Access of recorded data will be made available to UMSL Transportation Manager on demand. Recorded data should be able to be viewed using a UMSL computer located on site in the Transportation Manager’s office.
13. UMSL reserves the right to request an in-person inspection or photograph of a representative vehicle before contract award.
14. Copy of vendor’s policy and procedures
15. Provide ability for UMSL to change the shuttle routes as needed.
C. Proposed Service – Drivers
1. Driver Record. All Shuttle Bus Drivers must meet the following qualifications and standards:
   ~ Continuous possession of a valid Driver’s License for the past 5 years
   ~ Must hold the required license to operate shuttle bus (Class B CDL)
   ~ Criminal background check. Minimum requirements are not more than two (2) traffic citations for moving violations in the past two (2) years and no DWI/DUI convictions; no history of misdemeanor or felony convictions; not subjected to outstanding warrants of arrest
   ~ Ability to read, write and speak English
   ~ Ability to operate all features on the bus, such as the handicap accessibility lift
2. Uniforms & Appearance. Describe recommended uniform for drivers and the expectations of their personal appearance while on-duty. All uniforms are to be provided by the vendor. UMSL reserves the right to request an in-person inspection or photograph of the proposed uniform before contract award.
3. Personnel issues. Describe how varied types of personnel issues will be handled, including use of unauthorized leave, customer complaints, lack of on-time performance, etc.
4. Driver Attendance at Campus Orientation. All Shuttle Bus Drivers will be required to attend a short campus orientation program so as to familiarize the drivers with the buildings on campus, UMSL campus culture and policies, and expectations. This orientation will also encompass training on Customer Service and UMSL Title IX policies and procedures.
5. Inform UMSL Parking and Transportation office of new/substitute shuttle drivers.

D. Proposed Service – Reports & Management
1. The following reports will be submitted to UMSL at the intervals specified:
   a. Ridership – A daily report outlining how many riders get on at each stop and at what times.
   b. Hours of service – A monthly “on-time” report showing how close to on time our bus operated.
   c. Maintenance - A monthly maintenance report showing service performed, scheduled and unscheduled.
   d. Employee Report – A monthly report showing what driver drove what hours each month, and comments for the driver for suggestions and comments.
2. A monthly report describing how breaks, lunch, sick leave and vacation time will be handled.
3. A monthly report providing pertinent information related to on-site management and supervision of personnel and equipment.

E. Proposed Service – Routes & Hours of Operation
1. Routes: See attachments for maps of the North and South Campuses showing the proposed bus routes.
2. Hours:
   a. Required Routes
The normal hours of operation for the bus are 7:30 am to 11:00 pm Monday through Thursday and between the hours of 7:30 am and 3:30 pm on Fridays. Three busses should be in operation during the peak usage hours of 7:30 am to 3:30 pm on weekdays, which shall be reduced to one bus after 5:00 pm Monday through Thursday.

Service will be reduced during academic breaks to two busses in operation during normal hours of operation, and no service is needed for the following holidays observed by the University:

- Martin Luther King, Jr., Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day, and the day after
- Christmas Day (actual and observed) through the day before the first day of the following Spring Semester

b. Optional Routes

- If desired, the hours of operation for the bus to transport current students from school housing to and from a local grocery store are contemplated from 10:00 am to 4:00 pm on Saturdays.
- If desired, the hours of operation for the bus to support the Welcome Center are contemplated from 9 am to 3 pm Monday through Friday.

- The University hosts special field trips both on and off campus from time to time, as requested by University administrators and staff during the course of any calendar year, which will require shuttle service. These special field trips include upwards of 100 hours of individual booked events a year, including but not limited to New Student Orientations, Summer Orientations, Triton Overnight Experience, Triton Take-Off Weekend, UMSL Day, Homecoming, Campus Safewalk, Graduation Weekends, Board of Curators’ meetings. The University will require sufficient vehicles with variable shuttle sizes to meet those needs, to be quoted at an hourly add-on rate per service.

3. The Summer sessions will require buses to maintain a 20-minute headway from 7:30 am until 3:30 pm and a 30-minute headway from 3:30 pm until 10:30 pm. Throughout the course of all other service days, a 15-20 minute headway is required.

F. University Responsibilities:
1. Work closely with vendor to handle and react to customer service issues. UMSL will retain the right to request the vendor to reassign personnel.
2. Market and promote ridership for the program.
3. Make available parking space for the bus on the campus.
4. Provide parking for vendor employees at the same cost as University employees.
5. Remit prompt payment of invoices.
6. Provide short campus orientation to all drivers before drivers are permitted to transport students and others on campus.

**EMERGENCY TRANSPORTATION**

A. In the event the University is struck by a natural disaster or a man-made incident the University may be required to evacuate students, faculty, and staff. The University would need additional buses to relocate large groups of people to a designated site that would be determined by University authorities.

1. The shuttle route would be cancelled. Would the vendor allow the Transportation Supervisor or the UMSL Police department to redirect the driver and utilize the shuttle bus for evacuation transportation? ________________
2. If yes, state the hourly rate. ________________
3. State the overtime rate. ________________

B. Can the vendor provide up to 5 buses that could seat at least 50 adults and be able to respond within 1 hour? ________________

1. If yes state the hourly charge for each bus up to five buses and the minimum rate.

2. The vendor would have to provide names of company personnel and telephone numbers who could be reached anytime during a 24-hour period for this type of support. Please list the name or names with telephone numbers.
BID FORM

A. Annual fee for the operation of the following ADA compliant buses starting January 1, 2019, through December 30, 2019:
   - Hours of operation on Mondays through Thursdays, 7:30 am to 3:30 pm—three busses; 3:30 pm to 5 pm—2 busses; 5 pm to 11 pm—1 bus
   - Hours of operation on Fridays, 7:30 am to 3:30 pm, two busses and a Shopping Shuttle
   - No service on specified University holidays
   - Reduced service during academic breaks
   - Hours of operation during summer classes: Mondays through Fridays, 7:30 am to 3:30 pm—two busses; 3:30 pm to 10:30 pm—1 bus

   $_____________________________

B. Fees for add-on services:
   - Saturday Grocery Shuttle 10am-4pm:__________________________________
   - Welcome Center Shuttle 9am-3pm Mon-Fri:___________________________
   - Field trips and other off-campus event transportation:
     ________________________________
   - St. Louis Outlet Mall, formerly St. Louis Mills, Shuttle service, potentially operating 7 days a week, four round-trips a day, priced by each trip or by the hour:__________________________________

(Please provide a detailed breakdown of what constitutes the quoted price.)

C. Please indicate years in business in relevant field:___________________________

D. Please attach three reference letters from current or former customers.

Preparation of bid responses: All responses must be submitted, in one original and one copy on a jump drive.
SUPPLIER DIVERSITY PARTICIPATION FORM

The contractor/supplier must indicate below the percentage of diverse supplier participation committed to in relation to the total dollar value of the contract. Please provide this information whether the contractor/supplier is awarded one, some, or all of the categories being proposed. Overall the diverse supplier participation must not be contingent upon award of a specific category. The contractor/supplier, if awarded a contract, must be able to achieve the stated participation for the resulting contract regardless of the categories awarded or not awarded. The contractor/supplier must be able to achieve participation stated below for the total value of the awarded contract(s). If the contractor/supplier is a certified diverse supplier, the contractor/supplier may indicate 100% participation below. We also ask that a diverse supplier we contract with directly provide us with any supplier diversity participation your firm does that helps to fulfill the contract. Listed below are definitions of direct versus indirect 2nd Tier spending:

- **Direct 2nd Tier spending**: This is diverse supplier spending by a first tier supplier of goods and/or services that directly fulfills a UM contract. The principle to follow— if the diverse supplier spending by the first tier supplier can be traced and tracked specifically to the contract, this is direct 2nd tier spending.
  a. Example: Company A is a prime supplier that sells UM Health System medical supplies. Masks that are supplied to fulfill the contract come from a woman-owned business. This would be called direct 2nd tier as the purchase is directly fulfilling the contractual obligation.
  b. Example: Company B is a prime supplier of office products to UM. Ink pens that are supplied are provided by a minority-owned business. This would also be direct 2nd Tier. Dollars can be tracked and traced to fulfilling the contract.

- **Indirect 2nd Tier spending**: Calculates the 2nd Tier spending by prorating the prime supplier’s company-wide diverse supplier spending with the percentage of its total business represented by the customer company’s business.
  a. Example: Company A spends $100,000 with a Veteran-owned landscaping company. UM comprises 20% of that company’s/subsidiary’s business revenue. Company A can report $20,000 of the amount spent for landscaping as part of its reporting to UM.
  b. Example: Company B spends $150 million dollars in diverse supplier spending for its enterprise. UM comprises 1% of Company B’s overall revenue. Company B can report 1% ($1.5 million) as supplier diversity spending to UM.
The contractor/supplier is committing to the following diverse supplier participation on this proposal:

Complete the following table indicating the suppliers that will be used as direct subcontractors to meet the participation levels indicated. If you are committing to indirect 2nd tier spending, please list as “indirect” under supplier name and indicate what percentage you will target. If your company will not have a supplier diversity component, please indicate that below as well.

<table>
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<th>Supplier Name</th>
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---------THIS FORM MUST BE SUBMITTED WITH THE RESPONSE---------
Supplier Diversity Certifying Agencies

The list below provides a list of agencies that do certification for MBE, WBE, DBE, Veteran and Veteran Service Disabled businesses. Bidders are responsible for obtaining information regarding the certification status of a firm for the prospective sub-contractor being used. A list of certified firms may also be obtained from many of the agencies listed below, including the State of Missouri’s websites for M/WBE’s and Service-Disabled Veterans.

State of Missouri Office of Equal Opportunity
P.O. Box 809, Harry S. Truman office Building
Room 630, 301 W. High Street
Jefferson City, MO. 65102
573-751-8130
www.oeo.mo.gov

Missouri M/WBE Certification and database
State of Missouri Office of Administration
Division of Purchasing & Materials Management
P.O. Box 809
Jefferson City, MO 65102
573-751-3273
www.oa.mo.gov/purchasing-materials-management
Missouri Service Disabled Veterans Website

State of Kansas Department of Commerce
M/WBE and DBE Department
1000 S.W. Jackson St. Suite 100
Topeka, KS. 60612
785-296-3425
www.kansascommerce.com
Kansas M/WBE and DBE database and certification

Missouri Department of Transportation
External Civil Rights
1017 Missouri Blvd
Jefferson City, MO. 65102
573-526-2978
www.modot.org/ecr
Missouri DBE database and certification

Lambert St. Louis International Airport
4610 N. Lindbergh, Suite 240
Bridgeton, MO 63044
314-551-5000
www.mwdb.org
St. Louis M/WBE and DBE database and certification

City of Kansas City Missouri
MBE/WBE Division
414 E. 12th St
Kansas City, MO. 64106
816-513-1313
Kansas City M/W/DBE database and certification
www.kcmo.gov/humanrelations/resources

St. Louis Development Corporation
1520 Market St. Suite 2000
St. Louis, MO. 63103
314-657-3700
www.stlouis-mo.gov/sldc
Certification help for M/WBE suppliers in St. Louis area.

Mid-States Minority Supplier Development Council
317 N. 11th St. Suite 502
St. Louis, MO. 63101
314-436-8877
www.midstatesmsdc.org
MBE certification for St. Louis based corporations/database available for a fee

Mountain Plains Minority Supplier Council
777 Admiral Blvd.
Kansas City, MO. 64106
816-221-4200
www.mpmsdc.org
MBE certification for Kansas City based corporations/database available for a fee

U.S. Small Business Administration-Kansas City
1000 Walnut Suite 500
Kansas City, MO. 66106
816-426-4900
http://www.sba.gov/about-offices-content/2/3123
Kansas City SBA Office. Info for Federal Gov. Certification

U.S. Small Business Administration-St. Louis
1222 Spruce St. Suite 10.103
St. Louis, MO. 63103
314-539-6600
http://www.sba.gov/about-offices-content/2/3124
U.S. Veterans Business Administration
Veteran and Service Disabled Veteran Database and verification
www.vetbiz.gov
U.S. database of Veteran and Service Disabled Veteran Businesses

St. Louis Minority Business Council
308 N. 21st St, 7th floor
St. Louis, MO. 63101
314-241-1143
www.slmbs.org
St. Louis MBE certifying agency/database access for a fee

Women’s Business Development Center (WBENC)-Chicago
8 S. Michigan Ave  Suite 400
Chicago, Illinois 60603
312-853-3477
www.wbdc.org
Certification for WBE’s in the Missouri area
SUPPLIER REGISTRATION INFORMATION

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: _____Yes _____No

The term “small business concern” shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a “small business concern”.

WOMAN OWNED BUSINESS (WBE): _____Yes _____No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): _____Yes _____No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.
1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh
   ______ (A)

2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.
   ______ (P)

   ______ (B)

4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only.
   ______ (H)

5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.
   ______ (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE   _____Yes   _____No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE   _____Yes   _____No
Please include what organization your firm has secured certification from with a certification number and date it expires.

MISSOURI FIRM: _____Yes _____No

A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

BUSINESS TYPE:

Manufacturer ______ (M)
Distributor/Wholesaler ______ (D)
Manufacturer’s Representative ______ (F)
Service ______ (S)
Retail ______ (R)
Contractor ______ (C)
Other ______ (O)

SOLE PROPRIETORSHIP: _____Yes _____No

SUPPLIER’S CERTIFICATION:

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes. The supplier also acknowledges that repeated failure to respond to Invitation to Bids may result in removal from the bid lists.
Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: _________________________________

Date: ________________________________
RED LINE – FALL 2018
8:30am-5pm

Stops:
1. Main Circle
2. Fine Arts
3. Mansion Hill
4. Mark Twain
5. AAB
6. RWC

*Stops indicated by Red Dots

*Route Highlighted in Gold
GOLD LINE - FALL 2018
7:30am-9am

Stops:
1. Mansion Hill
2. RCW
   : Main Circle (#7)
3. Provincial House
4. Marillac
5. University Meadows
6. Music
7. Main Circle

*Stops are indicated by Gold Dots
*Route is Highlighted in Red
EXPRESS LINE (7:30am-3:30pm)
GOLD LINE/SOUTH (9:00am-5:00pm)

Stops:
1. Provincial House
2. University Meadows
3. Main Circle
4. (Same as 1&2)

*Stops indicated by Green Dots
* Route Highlighted in Gold