

**BID REQUEST NO.: 19-9007-DH-U STRATEGIC SOURCING SPECIALIST: Darla Higgins TITLE: Adams Conference Center Office Furnishings PHONE NO.: (573) 884-8695**

**ISSUE DATE: July 10, 2018 E-MAIL: higginsdj@umsystem.edu**

**RETURN BID NO LATER THAN: July 18, 2018 AT 12:00 PM**

**MAILING INSTRUCTIONS:** Print or type **Bid Request No.** and **Return Due Date** on the lower left hand corner of the envelope or package. Bids are to be contained in a sealed envelope and delivered to the following address by the return date and time noted above. ***Bids must be submitted in one hard copy and one electronic copy on a thumb drive. Email/Fax response will not be accepted.***

**RETURN BID TO: University of Missouri – System Supply Chain**

 **Attention: Darla Higgins**

 **2910 Lemone Industrial Blvd.**

 **Columbia, MO 65201**

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. Unless otherwise specified herein, 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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| --- | --- | --- |
| **DOING BUSINESS AS (DBA) NAME**      |  | **LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO.**      |
| **MAILING ADDRESS**      | **IRS FORM 1099 MAILING ADDRESS**      |
| **CITY, STATE, ZIP CODE**      | **CITY, STATE, ZIP CODE**      |

|  |  |
| --- | --- |
| **CONTACT PERSON**      | **EMAIL ADDRESS**      |
| **PHONE NUMBER**      | **FAX NUMBER**      |
| **TAXPAYER ID NUMBER (TIN)**      |  **TAXPAYER ID (TIN) TYPE (CHECK ONE)** \_\_\_ FEIN \_\_\_ SSN | **VENDOR NUMBER (IF KNOWN)**      |
| **VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) (NOTE: LLC IS NOT A VALID TAX FILING TYPE.)** \_\_\_ Corporation \_\_\_ Individual \_\_\_ State/Local Government \_\_\_ Partnership \_\_\_ Sole Proprietor \_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **AUTHORIZED SIGNATURE** | **DATE**      |
| **PRINTED NAME**      | **TITLE**      |

**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. Unless otherwise specified herein, 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 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.

University of Missouri

University of Missouri – Columbia

Adams Conference Center Office Furnishings

Request for bid (RFB) #: 19-9007-DH-U

The University of Missouri-Columbia request bids for the Furnishing and Delivery and Installation of Tables and Chairs for Adams Conference Center; as described herein.

**INSTRUCTION TO BIDDERS:**

It will be the potential respondent’s responsibility to print out a copy of the specifications found at the web address below and return them in hard copy form as a sealed bid. It is the respondent’s responsibility to view the University of Missouri System Supply Chain Procurement Website for updated bid related information, addendums, etc… All questions regarding the project should be directed to Darla Higgins, UM System Supply Chain, at higginsdj@umsystem.edu or 573.884.8695.

<http://www.umsystem.edu/ums/departments/fa/management/procurement/bids/listview_Bids.php>

Mailing Instructions:

Bids MUST be submitted in submitted with one-original paper copy and one electronic copy on a flash drive, thumb drive or jump drive. Electronic files must not contain passwords. Fax or email bid responses **will not** be accepted.

Print or type Bid Request No. and Return Due Date on the lower left hand corner of the envelope or package. Bids are to be contained in a sealed envelope and delivered to the following address by the return date and time noted above.

University of Missouri – System Supply Chain

Attention: Darla Higgins

2910 LeMone Industrial Blvd.

Columbia, MO 65201

**AWARD:**

1. The University of Missouri reserves the right to award the bid on a line by line basis or on an all or none basis, whichever is determined to be in the best interest of the University.
2. Bidders must price materials as specified.
3. The University wants to ensure it receives the absolute lowest bid on all actual items/services being purchased. Therefore, effective immediately, without exception all bidders must show the shipping costs (freight) as a separate line item on the bid proposal and invoices. If shipping costs are being included in the product unit cost, deduct the amount added for shipping and break it out as a separate line item. Freight terms to be FOB Destination.

**DELIVERY:**

Delivery shall be coordinated with Collen Lamond at, 573-882-2449. Vendor to specify number of days for delivery after receipt of Purchase Order: Delivery Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTALLATION:**

1. If installation services are available from the bidder, the bidder shall list installation costs as a separate line item on their bid, including all labor and materials necessary to complete the installation.
2. The supplier shall be responsible for any damage to the facility incurred during installation. Building repairs will be done by University personnel and/or University approved personnel. Supplier will be billed on a time and material basis to fix any damage resulting from the installation of the equipment.
3. The University reserves the right to select or not select supplier installation at the time of bid award.

**INSURANCE:**

**Bidders must include certificate of insurance with Bid Response. The Curators of the University of Missouri must be named as the additionally insured, as described below in the required insurance coverage levels.**

If the bidder has provided a bid including installation, and installation is determined to be necessary by the University, the following insurance requirements must be met BEFORE the Contractor will be allowed on University premises to install the equipment.

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

|  |  |
| --- | --- |
| **Coverage** | **Minimum Limits** |
| Workers Compensation | Statutory |
| Employers Liability | $500,000 |
| Auto Liability(To included Owned, Hired, and Non-owned) | $1,000,000 Combined Single Limit, Per Occurrence and $3,000,000 Aggregate |
| Commercial General Liability(Commercial Form MUST include:Premises & Operations, Contractual, and Products/completed Operations Exposure)Occurrence coverage is required. | $1,000,000 Combined Single Limit, Per Occurrence and $3,000,000 Aggregate |

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 10 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 bids 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.

**PREVAILING WAGE:**

Bidders must comply with the State of Missouri and University of Missouri Prevailing Wage Law Rules, complete listing of guidelines, policies and wage rates by counties can be found at the following web sites.

[***https://www.umsystem.edu/ums/fa/facilities/prevailing\_wage\_labor\_compliance***](https://www.umsystem.edu/ums/fa/facilities/prevailing_wage_labor_compliance)

[***https://www.umsystem.edu/ums/fa/facilities/wagerates***](https://www.umsystem.edu/ums/fa/facilities/wagerates)

[***https://www.umsystem.edu/media/fa/management/facilities/Guide-for-Contractors-and-Employees.pdf***](https://www.umsystem.edu/media/fa/management/facilities/Guide-for-Contractors-and-Employees.pdf)

**COST:**

**1. Vendor must list total quantity and size(s) of all materials, including cost for each and extended cost.**

**2. Vendor must list total project cost.**

**University of Missouri**

**College of Veterinary Medicine**

**Detailed Specifications for Tables and Chairs for Adams Conference Center**

The following is a bid package for the purchase, delivery and installation for (70) flipping and nesting tables and (140) stacking chairs. It is the goal of the University to have all furniture installed by August 15, 2018.

The University reserves the right to reject any product or provider for any reason the University deems not fulfilling the requirements. The University also reserves the right to select any part or all parts of a bid.

Bidders must supply a chair, working table and electrical unit at time of bid. The chair, table and unit will be supplied at no cost to the University. Bids without a sample table will be rejected.

**General Description - Tables:** The tables are to be a width of 60 inches, depth of 22 inches and a height of 30 inches. They are to have power that is daisy-chained from table to table. They are to flip and nest for storage. They are to have casters for easy movement.

**Table Tops:** The tops are to be 60” wide x 22” deep x 1.25” thick. They are to be a laminate work surface with a laminate backer sheet with a 3mm PVC edge. The laminate color and edge color are to be selected from the manufacturer’s standard offering. The grommet hole is to be located in the front center of the surface and shall not interfere with the table mechanism or interfere with the ability to flip and/or nest. Table tops shall be numbered underneath and numbers are easily recognizable for table placement in the room

**Table Base:** The base is a 2.50” dia. hollow steel tube frame manufactured with .10” T cold roll powder coated metal. The color is to be selected from the manufacturer’s standard offering. The casters are 3.0” in diameter, double wheeled and have a minimum of two (2) locking casters and designed for carpet. The flip mechanism is steel and has two release paddles. Either paddle will release the table. When the table is down, it is locked until the paddle is activated. When the table is up, it is locked until the paddle is activated. The table top flips up and away from the user. Due to the depth of the surfaces, a modesty panel is not required and tables with modesty panels are not acceptable.

**Table Electrical:** Basis of Design (ECA Villa Power Module) The electrical unit must contain two power outlets and two 21. AMP USB outlets. The USB outlets are for charging small electronics. Unless otherwise stated on the drawing, each table row is to have one infeed that provides power to the entire row. One power infeed must be able to support up to and not more than (6) six tables. The unit is to be mounted in the table grommet. Due to the multi-use nature of the tables, edge clamped units are not acceptable. The unit is to have a flip up door that conceals the power and USB outlets. Due to the multi-purpose use of this table, the flip-up door is to be flush with the table surface and shall only have a open slot to raise the door. Raised edges for lifting the flip-up door is not acceptable. Both the unit and grommet cover are to be securely fastened to the table top. All cords are to be secured to the table and not to be easily accessible to the user. The cords shall be easily accessible by the staff to allow easy connection and disconnection when storing and setting up tables. Cord shall not be seen when the tables are in the down position. The color is to be selected from the manufacturer’s standard offering.

**Warranty:** The table top, base and mechanism shall be warrantied against defects of material and workmanship for a period of no less than 5 years in an educational environment from the date of the University’s purchase. The electrical unit and cabling are warranted for a period of one year from the date of purchase.

**General Description - Chairs:** The chairs are to be stacking, with arms and casters. Chairs but be able to stack a minimum of 3 high without a dolly. Due to storage limitations, nesting chairs are not acceptable. The chairs are the be upholstered in vinyl for easy cleaning, support a minimum of 250 lbs and be ANSI BIFA certified.

**Chair Frame:** The chair frame shall be steel with full welds. The frames shall be designed so as to not allow frames to touch when stacking. The frame shall support a minimum of 250 lbs.

**Chair Back:** The chair back shall be either mesh or upholstered with a plastic outer backing. The colors are to be selected from the manufacturer’s standard offering.

**Chair Seat:** The chair back shall be upholstered. The bottom of the seat shall be covered with no exposed wood. The underside of the seat shall provide protection for the seat below when stacking. The colors are to be selected from the manufacturer’s standard offering.

**Chair Upholstery:** The upholstery shall be a 100% polyethylene and a backing of 70% polyester and 30% cotton. It shall have an antimicrobial finish and an abrasion test of at least 200,000 double rubs. The color is to be selected from the manufacturer’s standard offering.

**Warranty:** The chairs and vinyl shall be warrantied against defects of material and workmanship for a period of no less than 5 years in an educational environment from the date of the University’s purchase.

**Execution:** The winning bidder is responsible for taking measurements of the room, ensuring proper fit of the tables, allowing adequate space for the user and ensure all electrical is installed per the manufacturer’s instructions. The product must be installed during normal business hours. The winning bidder is responsible for proper parking permits from the University. The University is not responsible for any costs due to improper parking.

 **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.
	1. 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.
	2. 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.
	1. 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.
	2. 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 the 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.

|  |  |  |
| --- | --- | --- |
| **Supplier Name** | **% of Contract** | **Specify 1st or 2nd Tier** |
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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.mwdbe.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-0mo.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

St. Louis SBA Office. Info for Federal Gov. Certification.

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.slmbc.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)

3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa. \_\_\_\_\_\_\_ (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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **INSURANCE**

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University’s review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of not less than $1,000,000 Each Occurrence, $3,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest “Each Occurrence” limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the University as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

Note: Anyone who serves alcoholic beverages on a University of Missouri Campus must also provide liquor liability coverage. This should be written on an "occurrence basis" and have limits not less than $1,000,000 each claim or each common cause and at least a $1,000,000 aggregate. The insurance carrier, policy number, effective date and limits should be shown on an insurance certificate provided to the University of Missouri. The Curators of the University of Missouri should be named as an Additional Insured on such policy and a copy of the endorsement should be provided along with the certificate of insurance.

Business Auto Liability Contractor agrees to maintain Business Automobile Liability at a limit not less than $1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers’ Compensation & Employers Liability Contractor agrees to maintain Workers’ Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: $500,000 each accident, disease each employee and disease policy limit.

**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. Contractor/Party is required to maintain coverages as stated and required to notify the University of a Carrier Change or cancellation within 2 business days. The University reserves the right to request a copy of 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.

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.