

REQUEST FOR PROPOSAL #24RFP020
INFORMATION FOR RESPONDENTS
AND SPECIFICATIONS FOR
CONTRACTED STAFFING SERVICES
CITY OF ST. LOUIS WATER DIVISION OF THE
DEPARTMENT OF PUBLIC UTILITIES

RFP Opening Date: 07/25/2024 at 10:00 a.m. central.

RFP Closing Date: 08/19/2024 at 3:00 p.m. central.

Any questions about this RFP must be submitted in writing and should be sent to Pamela Kuehling at pkuehling@stlwater.com. Questions should be received by August 5, 2024, at 4:45p.m. central. Questions and answers will be posted on the City webpage <https://www.stlouis-mo.gov/government/procurement/> to ensure transparency in the process. No written or verbal contact is allowed between any other potential respondents, or with any personnel of the City of St. Louis.

All RFP packages should be emailed to Pamela Kuehling at rfp@stlwater.com or received by the Director of Public Utilities Curt Skouby at 1640 S. Kingshighway, St. Louis, MO 63110 no later than 3:00 p.m. central time on the above closing date. Responses must be clearly labeled as “**Responses for Contracted Staffing Services 24RFP020**”. Late or incomplete responses will not be accepted for any reason.

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Summary of Dates Pertaining to this RFP:

RFP Opening:	July 25, 2024
Question Deadline:	August 5, 2024
Question Response Deadline:	August 9, 2024
RFP Closure:	August 19, 2024

**INFORMATION FOR PROPOSALS FOR
CONTRACTED STAFFING SERVICES CONTRACT
CITY OF ST. LOUIS WATER DIVISION OF THE DEPARTMENT OF PUBLIC
UTILITIES**

I. SOLICITATION:

The City of St. Louis ("City") Water Division of the Department of Public Utilities invites Proposals from qualified respondents to provide professional Contracted Staffing services. Following the Information for Proposals section are the Proposal Documents and additional forms and attachments all respondents are required to complete and submit as a part of their proposal.

The City's objective in this Solicitation is to secure a contracted services service contractor who will provide first class, high quality, responsive, cost-effective service, and is also responsive to the City's goals for minority and women owned business enterprise participation.

The work contemplated is professional in nature. It is related to the provision of public works and public works improvements. It is understood that the respondent acting as an individual, partnership, corporation, or other legal entity is of professional status and licensed to perform in the United States of America, the State of Missouri, and the City of St. Louis for all applicable professional discipline(s) requiring licensing and will be governed by professional ethics in its relationship with the City. It is also understood that all reports, information, or data prepared or assembled by the respondent under a contract awarded pursuant to this RFP may be subject to transparency or applicable sunshine laws. The respondent may be asked to verify financial solvency and ability to competently perform for each of its members if a joint venture, its employees, or agents of any tier.

It is the policy of the City of St. Louis to provide disadvantaged, minority, and women owned businesses the maximum opportunity to participate in contracting opportunities. To that end and any contract based on this RFP will comply with Ordinance 70767 regarding Minority and Women-Owned Business participation on City Contracts.

This solicitation is not to be construed or interpreted as a contract or a commitment of any kind by the City; nor does it commit the City to pay for any costs incurred by a respondent in the submission of a proposal, evaluating the possibility of submitting a proposal, or for any cost incurred prior to the City's issuance and full execution of a formal written Contract to the successful respondent.

ONLY ONE VENDOR WILL BE CHOSEN FOR ANY CONTRACT BASED ON THIS RFP. THE SELCTED VENDOR MUST BE ABLE TO COMPLETE ALL FUNCTIONS IN THE SCOPE OF WORK FOR ALL POSITIONS.

II. DEFINITIONS:

The following words and phrases shall have the following meanings when used throughout this solicitation:

- A. "City" means the Water Division of the Department of Public Utilities of the City of St. Louis, a municipal corporation of the State of Missouri.
- B. "City Representative" means the Director of Public Utilities of the City of St. Louis or their authorized or designated representative.
- C. "Contractor" means the successful respondent selected in accordance with this solicitation. Successful Respondent and Contractor are interchangeable in the Information for Respondents herein, the General Specifications, the Proposal Documents, and in the subsequent service contract.
- D. "Holiday" means New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, and all other days designed at holidays by the Mayor of the City of St. Louis.
- E. "Scheduled Service" means the City Representative has notified the Contractor to perform services fifteen (15) working days prior to commencement of work by Contractor.
- F. "Unscheduled Service" means the City Representative has not notified the Contractor to perform services fifteen (15) working days prior to commencement of work by Contractor.

III. SCOPE OF WORK:

The primary objective of this Request for Proposal (RFP) is to enter into a multi-year Agreement with one (1) qualified vendor to provide professional staffing services for the City of St. Louis Water Division operations. The City does not wish to use multiple vendors for any potential contract created as a result of this RFP.

The Contractor must have demonstrated experience and proven capabilities in staffing for these types of positions, and preferably should have been in business for at least 5 years. The City would expect a dedicated Account Manager and a single point of contact at the Contractor. The City of St. Louis Water Division would also like the flexibility to define and request additional skill categories if necessary.

Locations included in this contract are:

Administration Office – 1640 South Kingshighway, St. Louis, MO 63110

Hours 8:00 – 5:00 M-F

Chain of Rocks Water Treatment Plant – 10450 Riverview Drive, St. Louis, MO 63137

Hours 24/7/365

Howard Bend – 700 Waterworks Dr., St. Louis, MO 63017
Hours 24/7/365

Distribution – 4600 McRee Avenue, St. Louis, MO 63110
Office Hours 7:30 – 4:00 M-F, Operations 24/7/365

Hours of operation may change during the contract time period, and coverage needs will be discussed between the City of St. Louis Water Division and the successful respondent. No overtime requirements or opportunities are expected to exist but could be discussed with the contractor and the specific staffer if desired/needed. In the unlikely event that overtime is ever worked at the request of the City (not the employee), contract staffers will receive, and the City will pay a mutually agreed upon rate. Movement between locations may be requested infrequently.

There is no guarantee of how many positions will be open at any given time during the contract period.

Contract technicians will be expected to be on time and in appropriate attire at the start of their shifts. If safety gear or personal protective equipment are required as part of the duties, the Water Division covers \$50 towards safety shoes for new employees/contracted staff, and \$100 for employees with over one year of service. For eye safety, the Water Division provides safety clips for your glasses or goggles. Contract personnel will follow the same clock in/clock out and lunch hour rules as their civil service counterparts. They will also receive the same paid 15-minute breaks twice daily as their civil service counterparts. The City will not pay for any vacation or holiday or sick/medical time off since that is presumably included in the Vendor's markup.

Contracted staffers will be required to follow all safety rules, emergency procedures, and other policies of the City including appropriate smoking areas, professional and ethical behavior, and sexual or workplace harassment guidelines. Any violation of the above will be cause for immediate dismissal and replacement

Provisions for increases: The contract will assume a cost-of-living adjustment (COLA) annually for the term of this contract based upon a mutually agreed upon independent index.

The work of the contractor shall include but not be limited to:

- Sourcing employees who meet the requirements of the City's job descriptions
- Creating lists of potential candidates to present to the hiring manager for review
- Providing sufficient resume or application data to help the Water Division determine which candidates to interview and select
- Background checks of potential candidates as required
- Drug Testing of potential candidates as required
- Physical medical examinations as required

Steps for the Sourcing Process:

- The City of St. Louis Water Division will notify the vendor in writing of the quantity and type of positions needed at a given time.

- The City will provide a Manager/Supervisor for a joint interview within 5 workdays of receipt of written notification by the Vendor in which a candidate application is submitted to schedule an interview.
 - Interviews are to be conducted on City of St. Louis Water Division premises at the location selected by the interviewing manager.
 - A contract Vendor's representative empowered to make an offer of employment contingent upon successful pre-employment checks (via Google Meet or in person) shall participate jointly with the City representative in order to expedite the hiring process and keep recruitment and screening costs to a minimum.
- Qualification by Vendor including conduct of required physical and drug test, criminal background check. All results are to be provided to the hiring Manager/Supervisor in a written, summarized form prior to work for the City and billing commencing.
- Contracted employees may transition from the employ of the Vendor to the employ of the City of St. Louis Water Division without cost or penalty to the staffer or the City of St. Louis after a contracted period of six months from the work start date. Normal civil service procedures would have to be followed.

Performance Review and Dispute Resolution of Unsatisfactory Performance

- Contracted staff performance and conduct shall be observed and evaluated by City of St. Louis Water Division Supervisors/Managers. Any problems noted shall be reported by the City to the employee and the Vendor for corrective action.
- Disruptive contracted staffers (unwilling to listen or be trained, demonstrate repeated substandard performance, unexcused tardiness or absences, unsafe work, or break time practices, etc.) shall be counseled and then if it continues, be summarily barred from servicing this contract. There will be no formal dismissal process, but the staffer will be provided with the opportunity to take corrective action.
- Safety related performance issues, or the commission of an unsafe act which endangers the employee or other civil servants or the public, violent or threatening acts or verbalization, of the commission of a crime or the loss of his/her drivers license may result in immediate barring without any time to allow the staffer to take corrective action.
- All contract staffers must read and adhere to the City's Code of Conduct in full, including the treatment of others and prohibitions against political activity on City premises.

Note – a copy of the City's drug testing policies and procedures is attached at the end of this RFP.

Contract Performance: City of St. Louis Water Division Managers and Vendor representatives shall remain in contact as necessary to discuss performance, but at least via quarterly meetings. Full compliance shall be considered as all positions opened by the City being filled by the Vendor with qualified staffers within no more than thirty (30) calendar days of notification of vacancy.

Supervision: Without the prior written agreement of the Vendor, the City will not entrust the contracted staffer with the care of unattended premises, custody or control of cash, credit cards, valuable or other similar property.

Timecards: Methods of tracking time may vary at each location/department and will be discussed for a mutually agreed-upon procedure between the vendor and the City of St. Louis Water

Division.

Duties of the Vendor:

- The vendor shall pay contract staffers wages as due and withhold from such wages and promptly pay to appropriate governmental agencies all required taxes, social security, FICA and SUTA. Contracted staffers must be in NO LEGAL WAY considered as employees of the City of St. Louis Water Division in terms of benefits or rights.
- The vendor shall provide Workers Compensation insurance for the contracted staffers in accordance with State of Missouri and any Federal laws.
- Vendor must act as an equal opportunity employer and as such agrees to comply with all City, State and Federal laws regarding this issue.

Job Categories include but will not be limited to the following: (more information in Appendix)

- Water Specific Positions such as:
 - Water Maintenance Technician
 - Water Plant Maintenance Mechanic/Lead
 - Water Plant Maintenance Foreman
 - Water Plant Maintenance Manager
 - Water Treatment Plant Operator
 - Utility Locators
 - Water Meter Worker
 - Water Meter Worker Supervisor
 - Process Control Specialists
 - Water Treatment Plant Supervisor
 - Water Maintenance Foreman
 - Water Treatment Plant Supervisor
 - Water Distribution Supervisor
 - Water Distribution Superintendent
 - Water Services Manager
 - Water Distribution Executive
 - Water Production Executive
- General Construction and Labor Positions such as:
 - Heavy Equipment Operators
 - Construction Equipment Operators
 - Construction Equipment Foremen
 - Estimator
- Trades
 - Carpenters/Lead Carpenter
 - Carpenter Foreman
 - Electricians/Lead Electricians
 - Painters/Lead Painter
 - Fleet Maintenance Technicians I, II, III
 - Fleet Maintenance Foreman
 - Machinists

- Machine Shop Foreman
- Telecommunicator
- Customer Service, Technology and Finance
 - Customer Service Representatives
 - Customer Service Supervisor
 - Customer Service Manager
 - Billing Supervisor
 - Clerk/Typist
 - Fiscal Manager
 - Account Clerks
 - Accountants
 - Accounting Manager
 - Accounting Supervisor
 - Accounting Coordinator
 - Contract Compliance Officer
 - Inventory Coordinator
 - Inventory Supervisor
 - Payroll Specialists
 - Payroll Supervisor
 - Executive Secretary
 - GIS Specialist/Graphic Designer
 - GIS Systems Manager
 - CAD Technician
 - Information Systems Support Manager
 - Data Processing Manager
 - Computer Operator
 - Electronic Control Systems Technician
 - Electronic Technician Supervisor
 - Technical Support Specialist I, II, III
 - Systems Development Specialist
 - Programmer/Analysts I, II, III
 - Public Information Officer
 - Mail/Messenger Clerks
- Engineers/Chemists
 - Civil Engineer I, II, III
 - Electrical Engineer
 - Engineering Technicians
 - Stationary Engineer Trainee
 - Stationary Engineer
 - Supervising Stationary Engineer
 - Chemist I, II
 - Chemistry Supervisor
 - Mechanical Engineer
 - Mechanical Engineer Senior

- Water Production Engineer
- Laboratory Technician
- Laboratory Director
- Safety Officer
- Engineering Manager
- Medical Technologist Lead

Please note that NONE of these positions can be “remote work” and all must be performed on site.

The Contractor will be notified of the 11 City Holidays observed by the City of St. Louis, and which ones may be skipped or will have to be worked.

Rates:

- The Contractor shall be paid by the City of St. Louis Water Division for each contracted staffer based upon the qualification level as described in the appendix.
- Payment will be made based on 15-minute increments verified by timecard records for hours worked.
- Rates will be those negotiated by the Vendor and the City of St. Louis Water Division.

IV. RESPONDENT’S QUALIFICATIONS:

- A. The Respondent and any proposed subcontractors must possess a valid City of St. Louis Business License at the time of execution of the contract or a legally valid waiver of license.
- B. The Respondent shall, as a part of the Proposal, submit a minimum of three (3) business references including contact name, telephone number, and address. At least one of these references must be from a customer to whom the respondent has provided substantially the same services at substantially the same level and volume as described in this solicitation.

V. PROPOSAL SUBMISSION REQUIREMENTS:

Fully complete sealed proposals must be submitted on the proposal submission documents supplied as a part of this Solicitation to: City of St. Louis Water Division, ATTN: Curt B. Skouby, Director of Public Utilities, 1640 S. Kingshighway Drive, St. Louis, Missouri 63110, no later than **3:00 p.m. on August 19, 2024**. They may alternatively be emailed to rfp@stlwater.com. The words **“PROPOSAL FOR CONTRACTED STAFFING SERVICE CONTRACT”** must be plainly written across the face of the envelope or in the email subject line. Proposals received after the due date and time, or not delivered to the designated point will not be considered.

The proposal must be properly signed by the respondent's duly authorized representative possessing such authority to submit proposals, tender proposals, make offers, and enter into contracts on behalf of the respondent. Where the respondent is a corporation, the corporate secretary shall duly attest to the respondent's signature and authority. Where the respondent is a partnership, the proposal must be signed by one of the authorized partners or by an attorney-in-fact. If signed by an attorney in fact, a power of attorney must be attached evidencing such authorization.

A. Disqualifications

More than one proposal from a respondent under the same or different name will not be considered. Reasonable grounds for believing that a respondent has an interest in more than one proposal will cause the rejection of all proposals in which the respondent has an interest. One or all proposals will be rejected if there is reason for believing collusion exists among respondents and no participant in such collusion will be considered in future proposals for providing this service. Proposals will not be accepted from any respondent that has failed to perform faithfully any previous contract with the City.

B. Right to Reject Proposals

The City reserves the right to reject any Proposal which, in the City's opinion, the respondent does not have adequate qualifications or financial wherewithal to complete or implement the scope of the contract, any conditioned proposal, any proposal with erasures, alterations, or alternatives, any proposal not accompanied by all the items identified on the Respondent's Checklist, or any proposal submitted without the required proposal information. In addition, any proposal not in compliance with the procedural requirements for submitting a proposal as set forth in this solicitation and the preceding cover letter, shall be rejected. The City reserves the right to reject any or all proposals and to advertise for new proposals. The City, however, reserves the right to waive minor irregularities and formalities. The City also reserves the right to establish a cure period, in the event that all respondents have not submitted the required proposal information for the purpose of obtaining complete proposal submittals.

C. Respondents Responsible for Proposal and Investigations of Conditions

The respondent shall carefully examine the entire contents of this proposal solicitation including any attachments, addenda, and shall judge for itself all circumstances and conditions affecting the Respondent's proposal. The respondent shall further evaluate to Respondent's complete satisfaction as to the conditions and limitations under which the work is to be performed, including, without limitation, (1) location, conditions, layout, and nature of the work sites and surrounding areas, (2) generally prevailing climatic conditions, (3) anticipated labor supply and costs, and (4) availability and cost of materials, tools, and equipment. Respondent hereby warrants, covenants, and agrees that the submission of a proposal shall be construed to mean that the respondent has made all necessary examinations and investigations, and will fulfill and comply with all requirements and

provisions as set forth herein, and as set forth in the subsequent contract to be executed by the successful respondent and the City and is entirely and completely familiar with and understands all such requirements and provisions.

All information or data in this document and any subsequent addenda, while believed to be reliable, are to be used by the respondent at its sole risk, and the City does not accept any responsibility or liability in any fashion for its use in structuring a proposal by any respondent in a response to this proposal package.

D. Questions

Should the respondent find an error, discrepancy in, or omission from the Information for Respondents and/or specifications, or should the respondent be in doubt as to its meaning or intent, the respondent shall notify Pamela Kuehling, Contract Compliance Officer, 1640 S. Kingshighway Drive, St. Louis, Missouri 63110 or PKuehling@stlwater.com in writing at once, and not later than fourteen (14) calendar days prior to the proposal due date herein specified. The City will then distribute written responses as needed by Addenda to all prospective respondents of record. The City is not responsible for oral instruction.

VI. TERM:

The term of any agreement created as a product of this RFP is anticipated to begin on August 15, 2024, and terminate after four years, or as negotiated, unless terminated sooner or extended later as provided in the Contract. Any contract may be extended by mutual consent of the City and selected Contractor for two additional one-year periods. The desire to extend the contract should be submitted to the City Representative in writing 90 days before the ending date of the then active contract.

VII. WORKMANSHIP:

All work shall be performed by skilled personnel and directly supervised by the selected Contractor/Owner. All work performed under any contract created as a product of this RFP shall be in accordance with the best practices of the trade and shall comply with all applicable Federal, State or Local codes. Technicians shall be qualified and appropriately licensed as required in the respective trades.

The selected contractor must warrant that the parts and components used in the work shall be free from defects in workmanship and materials. The City remedy shall be that the selected contractor re-performs defective work at the Contractor's expense.

All materials to be permanently incorporated in the work under any contract created based upon this Request for Proposal shall conform to the specifications and be available in ample quantities; and unless otherwise specified, shall be new and unused when put into the work.

The work shall be executed in the most workmanlike and substantial manner, and everything shall be furnished that is necessary to complete and perfect the aforesaid work, according to the design and intention, whether particularly specified or not which may be inferred from the contract, drawings, and specification.

Trade or manufacturer's names where used in the specifications are for the purposes of fixing the standards of material and workmanship and any article or material approved by the Director of Public Utilities may be used in place of that specifically mentioned but no substitution shall be made unless the material proposed to be used has been submitted to and approved by the Director of Public Utilities.

INSPECTION AND REJECTION

All materials and workmanship would be subject to the inspection and rejection of the Director of Public Utilities, and the entire work done to his satisfaction. The Director of Public Utilities shall have the right to appoint such assistant as he may deem necessary to properly inspect the work to be done and materials to be furnished under any contract created as a result of this Request for Proposals, and to see that same strictly corresponds to the specifications. Any unfaithful or imperfect work or materials that may be discovered before the final payment for the work shall be corrected immediately, on the order of the Director of Public Utilities notwithstanding that it may have been overlooked by the proper inspector. The inspection of the work shall not relieve the contractor of any obligation to perform sound and reliable work as specified.

PERMITS

The selected Contractor must secure all necessary permits and shall pay for all permit costs and inspection fees.

VIII. SERVICE HOURS:

Service hours will be negotiated in any contract as a result of this RFP. No charges shall accrue until such time as the worker(s) arrive at the job site.

IX. INVOICING AND PAYMENT:

Invoices must not contain any terms, provisions, or conditions, which are in addition to or in conflict with any Contract created as a product of this RFP. Further, all purchases and charges pursuant to any Contract created as a product of this RFP are tax exempt. Therefore, no tax is to be passed through or billed to the City or included within fixed lump sum charges in any manner whatsoever. No charges of any kind shall apply other than those specified on attached Pages B-1 through B2. Any invoice not including the correct documentation will be returned for proper submission on the following billing cycle. Costs

not outlined in this proposal response for travel or mileage will not be paid by the City.

Invoices must be documented with the number of hours worked by each contracted staffer via the agreed upon tracking mechanism. Invoices shall be submitted on a weekly basis within 4 weeks of the work being completed.

The City of St. Louis' normal payment terms are net 30 days. Billing by the job or work order is the normal procedure.

All payments under any Contract created as a product of this RFP are subject to the City's Charter, ordinance authority, and fiscal appropriation.

X. PERFORMANCE AND PAYMENT BONDS/M/WBE PARTICIPATION UTILIZATION:

For any and all work project authorizations pursuant to the contract for which bids are herein sought, where the estimated, fixed lump sum, or not to exceed cost is at or above \$50,000.00, the selected Contractor **may** be required to supply a Performance Bond and a Payment Bond each in the amount of the greater of the estimated or not to exceed work project cost. Each such Bond shall be in a form and from a bonding company satisfactory to the City. Both fully executed original bonds must be delivered to and accepted by the City prior to the selected Contractor beginning work on the respective work project. Any sum or sums derived from said Performance and Payment Bonds shall be used for the completion of the work project and the payment of laborers and material suppliers, as the case may be.

XI. PRECAUTIONARY MEASURES:

The selected Contractor shall exercise every precaution to prevent injury to persons or damage to property and avoid inconvenience to employees, customers, and other users of the City streets and facilities.

XII. RULES AND REGULATIONS:

The selected Contractor shall comply with all appropriate federal, state, and local governmental laws and regulations as well as rules and regulations of the City. Contractor shall supply the City Representative with a list of employees assigned to the City facilities to do the work to be performed.

XIII. ACCESS TO FACILITIES:

The City will provide access and the right of ingress and egress to all work areas. The City

reserves the right to revoke access and the right of ingress and egress when such privileges would create a security concern or otherwise interfere with normal daily operations. The selected Contractor agrees to abide by any and all security protocols required by the Water Division.

XIV. PURCHASES EXEMPT FROM SALES TAX:

Purchases of tangible personal property, materials, and equipment rental to be incorporated into or consumed relative to any Contract created as a product of this RFP are not subject to Missouri sales tax and may be made on a sales tax-exempt basis. Said purchases may not be made until a Notice to Proceed is forthcoming from the President or his authorized representative and a Tax-Exempt Certificate has been issued. The City will not be liable for any taxes collected from and/or paid by the selected Contractor or any subcontractor on purchases or rental equipment regardless of whether or not a Tax-Exempt Certificate has been issued to them.

At the time the City issues its Contract, the Director of Public Utilities or his/her authorized representative will furnish the Contractor awarded this Contract an Exemption Certificate authorizing such purchases for the project be on a sales tax-exempt basis. The Contractor shall forward a copy of the Exemption Certificate to all subcontractors. Any Contractor or subcontractor purchasing materials shall present a copy of such Exemption Certificate to all material suppliers as authorization to purchase all tangible personal property and materials to be incorporated into or consumed relative to this Contract only and no other on a sales tax-exempt basis. The purchasing Contractor shall retain all invoices for property purchased under the Exemption Certificate for a period of five years from the completion of the work performed pursuant to the Contract.

The Exemption Certificate will remain in force until the expiration date indicated thereon. No purchasing Contractor or subcontractor shall make any sales tax-exempt purchases for this project after the expiration date or any extension thereof. The Contractor will request in writing to the Director of Public Utilities at least thirty (30) days prior to the expiration date in effect for the Exemption Certificate any extension to the expiration date that may be required to purchase additional materials necessary to complete the work being performed pursuant to the Contract.

Purchases made pursuant to this section shall be in accordance with all applicable laws and regulations including Section 144.062 of the Missouri Revised Statutes.

XV. LICENSE / TAXES:

Approval and execution of all contracts with the City and subsequent payments thereon are conditioned upon all business activities, including general contracting work, being properly licensed by the License Collector of the City, and that the payment of all City Taxes being current with the office of the Collector of Revenue of the City. Respondents may contact the following individuals to pre-verify that the foregoing are indeed current:

--License Collector: Ms. Mavis T. Thompson, Esq., Room 104, City Hall, (314) 622-4528
--Collector of Revenue: Mr. Gregory F.X. Daly, Room 410, City Hall, (314) 622-3283

Respondents are responsible for providing proof of proper licensure.

**CITY OF ST. LOUIS WATER DIVISION OF THE DEPARTMENT OF PUBLIC
UTILITIES**

GENERAL SPECIFICATIONS

CONTRACTED STAFFING SERVICES

I. PROTECTION OF PUBLIC:

The Contractor shall, in furnishing services as specified, exercise every precaution to prevent injuries to persons or damage to property and avoid inconvenience to the employees, customers, and all users of public roadways and facilities.

II. INSURANCE & INDEMNIFICATION

The successful respondent will be required to execute a contract within thirty (30) calendar days of notice of an award. If this is not possible, the award will pass to another vendor.

A. INSURANCE

The selected contractor shall procure and maintain during the life of this contract, Workmen's Compensation Insurance in the amount as required by the Statutes of the State of Missouri, Commercial General Liability Insurance, and Automobile Liability Insurance the limits of which shall not be less than the following:

1. Commercial General Liability:

Each occurrence	\$1,000,000.00
General Aggregate	\$2,000,000.00

2. Automobile Liability:

Combined Single Limit (each accident)	\$1,000,000.00
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The minimum limits as set forth above shall not be construed to limit the liability of the contractor. Certificates attesting to the coverage as called for in this contract, and **naming the City of St. Louis as additional insured**, shall be filed with the Office of the Director of Public Utilities, Water Division, 1640 S. Kingshighway, St. Louis, Missouri 63110, prior to the commencement of work. The insurance afforded by the selected Contractor shall be primary insurance and non-contributory. Upon request, the Contractor shall promptly furnish the City with a complete copy of these policies.

In the event of cancellation or coverage reduction of any policy required by this contract by Insurance Company, said Insurance Company shall inform the Director of Public Utilities by written notification of said cancellation or alteration in coverage before

cancellation or alteration becomes effective. Notice shall be delivered to the Owner at the Office of the Director of Public Utilities at the aforementioned address.

In the event of cancellation or coverage reduction of any policy required by this contract by the Contractor, said Contractor shall notify the Director in writing such that said written notification is received by the Office of the Director of public Utilities not less than thirty (30) days before said cancellation is effective. Insurance Company shall inform the Director by written notification of said cancellation or alteration in coverage before cancellation or alteration becomes effective. Notice shall be delivered to the Owner at the Office of the Director of Public Utilities at the aforementioned address.

If any policy is cancelled before the contract work is complete or the contract expires whichever is later, Contractor shall ensure that a satisfactory replacement policy be in force, with notice and evidence of insurance submitted to the Owner at the Office of the Director of Public Utilities, at the aforementioned address, prior to the effective date of the cancellation of the former policy. There shall be no lapse of coverage at any time during the contract term (or completion of work whichever is later.)

Any insurance provider issuing said certificate of insurance must be authorized to transact business in the State of Missouri.

B. INDEMNIFICATION

The selected Contractor shall defend, indemnify, and hold harmless the City, its officials, and employees from any and all loss, damages, costs, expenses, claims and causes of action (collectively, "Loss") which may be imposed upon or asserted against City, its officials, or employees where such Loss is caused or incurred, or alleged to be caused or incurred, in whole or in part as a result of the negligence or other actionable fault of Contractor, its employees, subcontractors or affiliates. This indemnity shall apply notwithstanding the joint, concurrent, contributory, or comparative fault or negligence of the City or any third party. Nothing in this section shall be deemed to impose liability on Contractor to indemnify City when the City's negligence or other actionable fault is the sole cause of Loss.

The selected Contractor further agrees to defend, indemnify, and hold harmless the City, its officials, agents and employees against all claims, liens, demands or suits which may be asserted by any subcontractor, supplier, agent, or employee of Contractor relating to the Project.

III. CANCELLATION:

The City retains the right to cancel any contract upon thirty (30) days written notice to the selected Contractor, if the Contractor should fail to properly keep any term, covenant, or condition of the contract; or, if the quality of service should fall below the specified standards; or, if the Contractor should willfully fail to render the amount of service

required. The City may also cancel the contract without cause at its discretion.

The selected Contractor shall have the right to cancel the contract upon sixty (60) days written notice to the City, without penalty, if the City should fail to keep any of the provisions of the contract.

Notwithstanding anything to the contrary herein, it is expressly understood by the parties hereto that the contract shall terminate upon the failure of budgetary appropriations with no resulting liability to the City.

IV. ASSIGNMENT OR TRANSFER:

Performance of these services or any part thereof cannot be subcontracted, assigned, or transferred by the selected Contractor without written prior consent of the Director of Public Utilities, and any failure to so comply shall be deemed cause for termination of any contract created as a product of this RFP.

Where applicable, selected Contractor shall be issued one (1) complete set of drawings (partial sets for smaller contracts) and their division or sections of the specifications. Additional drawings or specifications may be obtained at the Contractor's expense.

All covenants and agreements contained in any contract created based upon this Request for Proposal shall be extended to a binding upon the successors and assigns of the contractor, but the selected contractor shall not assign this contract or any payment becoming due thereunder without the written consent of the Director of Public Utilities. The original copy of such assignment shall be filed with the Comptroller of the City of St. Louis.

V. NON-DISCRIMINATION:

It is considered a prohibited discriminatory employment practice for an employer to fail to hire, to discharge or otherwise discriminate against any individual with respect to compensation or the terms, conditions, or privileges of employment, because of race, color, age, religion, sex, familial status, disability, sexual orientation, gender identity or expression, national origin, or ancestry.

VI. Not applicable for this potential contract

VII. LIVING WAGE REQUIREMENTS:

Contracts for services in excess of \$50,000 over a twelve-month period may be subject to the City's Living Wage Ordinance (Ordinance #65591). The Ordinance requires that,

unless specific exemptions apply, all individuals performing work pursuant to a contract between the City and a contractor must be paid a minimum of the applicable wage rates set for in the Living Wage Bulletin. If rates are adjusted during the term of the contract, then the applicable wage rates must also be adjusted by the contractor. The Living Wage Ordinance can be found at.

VIII. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION TRAINING.

The selected Contractor is responsible for adhering to all applicable Local, State, and Federal regulations.

IX. UNAUTHORIZED ALIEN EMPLOYEES AND ANTI-DISCRIMINATION AGAINST ISRAEL ACT

The selected Contractor, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by **sworn affidavit and provision of documentation**, affirm its enrollment and participation in E-Verify, a federal work authorization program with respect to the employees working pursuant to this Contract. Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien pursuant to this Contract and the aforementioned Statutes. In addition to the affidavit, the Contractor shall provide a copy of the front page and signature page of their Memorandum of Understanding with Homeland Security for E-Verify.

As a condition of this Agreement, Contractor, shall, pursuant to the provisions of 34.600 of the Revised Statutes of Missouri, by sworn affidavit affirm that it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

Both Affidavits are attached hereto.

X. LITIGATION AND VENUE:

The City reserves the right, at its sole discretion, to disqualify or refuse to accept any proposal or proposal from any potential contractor or subcontractor that is a party to litigation against the City or was adverse to the City in past litigation.

Any contract created as a product of this RFP shall be governed by and construed in accordance with the Laws of the State of Missouri, excluding its conflicts of law principles. It is further agreed that any action at law, suit in equity or other judicial proceeding to enforce or construe this contract or regarding its alleged breach, shall be instituted in the

Circuit Court of St. Louis City, Missouri (22nd Circuit).

XI. MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE MBE/WBE) PARTICIPATION:

Note that per Ordinance 70767 pertaining to the City of St. Louis Minority and Women Owned Business Enterprise Program, Section 3(g) states that M/WBE incentive credits shall be applied to the evaluation of professional service prime contracts but may not include state or federally funded projects which have requirements that preempt the local M/WBE Program. A fifteen percent (15%) incentive credit as part of the total points evaluated on professional services prime contracts shall be applied to minority and women-owned business enterprises. The incentive credit shall be applied during the evaluation process.

In order to qualify for the incentive credit, the M/WBE prime contractor must include a copy of the current M/WBE certification approval letter issued by the City of St. Louis M/WBE Program.

XII. AWARD/PROPOSAL EVALUATION:

The evaluation of proposals will be performed by a Selection Committee composed of representatives of the Mayor's Office, Comptroller's Office, the Aldermanic President's Office, and the Water Department, in accordance with the guidelines established by Ordinance No. 64102 and the Regulations established by the Board of Public Service.

The Selection Committee will consider, at a minimum, the following, as related to the selection of organizations qualified to perform the services requested above:

- A. Specialized experience, qualifications and technical competence of the organization, its principals, project manager and key staff.
- B. Ability of the organization to provide innovative solutions.
- C. Approach to the project and any unusual problems anticipated.
- D. The capacity and capability of the organization to perform the work within time limitations.
- E. Past record and performance of the organization with respect to schedule compliance, cost control, and quality of work.
- F. Proximity of the organization to the City, or willingness to schedule regular travel.
- G. Fees or fee structure as may be appropriate for the service to be provided.

- H. Availability of financial and operating resources as required to complete the work.
- I. M/WBE and/or DBE participation.
- J. Ability of the organization to meet statutory or ordinance requirements.
- K. Other relevant criteria as may be developed by the Water Division or the Selection Committee with regards to future proposal requirements. One such relevant, though not determinative, consideration will be the organization's commitment to the City of St. Louis.

The Water Division reserves the right to interview, or call for a presentation from, any Respondent submitting a response. The Water Division also reserves the right to discuss the proposals with any or all Respondents. The Water Division may request additional submission of information during the negotiations of the contract.

The selected contractor has time to become compliant with the requirements of the contract. If that process is not complete in that pre-determined time, then the next Vendor will be selected for the award. That process will repeat until a compliant winner is selected.

XIII. RIGHT TO AUDIT:

The selected Contractor's "records" shall be open to inspection and subject to audit and/or reproduction during normal business working hours. A City representative may perform such audits or an outside representative engaged by the City. The City or its designee may conduct such audits or inspections throughout the term of this Contract and for a period of three (3) years after final payment or longer, if required by law.

The Contractor's "records" as referred to in this Contract shall include any and all information, material, and data of every kind and character including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, packing and delivery slips, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers, and memoranda, and any and all other agreements, sources of information and matters that may in the City's judgment have any bearing on or pertain to any matters, rights, duties, or obligations under or covered by the Contract. Such records subject to audit shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) and employee demographics as they may apply to costs associated with this Contract. Such records shall include (hard copy as well as computer readable data if it can be made available), written policies and procedures; time sheets; payroll registers; employee identification and job applications; cancelled checks; original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); back-charge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other contractor records which may have a bearing on matters of interest to the

City in connection with the Contractor's work for the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation and verification of:

- a. Contractor's Compliance with Contract Requirements
- b. Compliance with provisions for Pricing Change orders, invoices, or claims submitted
- c. Contractor's Compliance with MWDBE Program Guidelines

The Contractor shall require all payees (examples of payees include subcontractors, insurance agents, material suppliers, etc.) to comply with the provisions of this article by insertion of the requirements hereof in any contract between Contractor and payee. Such requirements to include flow-down right of audit provisions in contracts with payees will also apply to Subcontractors and Subcontractors' material suppliers. Contractor will cooperate fully and will cause all Related Parties and all of Contractor's subcontractors (including those entering into lump sum subcontracts) to cooperate fully in furnishing or in making available to City from time to time whenever requesting in an expeditious manner any and all such information, material, and data.

The City's authorized representative or designee shall have reasonable access to the Contractor's facilities, project work site, warehouse, and worksite storage containers, shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this contract, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with this article.

If an audit inspection or examination in accordance with this article discloses overpricing or overcharges (of any nature) by the Contractor of the City in excess of one-half of one percent (.5%) of the total contract billings, the reasonable actual cost of the City's audit shall be reimbursed to the City by the Contractor. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the Contractor's invoices and/or records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the City's findings to the Contractor.

If an audit inspection or examination in accordance with this article discloses noncompliance with the Mayor's Executive Order 28 (as amended), 13 CFR Part 121 Subpart A, 49 CFR Parts 23 and 26, appropriate remedies will apply in keeping with these rules.

**CITY OF ST. LOUIS WATER DIVISION OF THE BOARD OF PUBLIC UTILITIES
PROPOSAL FOR
CONTRACTED STAFFING SERVICE CONTRACT**

Name of Responding Firm: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email Address: _____

Number of Years Firm in Business: _____

Licensed to do business in STL and MO _____

Are you Current on your City Taxes: _____

Name of Dedicated Account Manager _____
Number of Years with your firm?

How Did You Hear about this RFP opportunity? _____

Are you a certified W/M/DBE Business? _____
If so, please send documentation.

**How Many Contracted Staffers are on
Your payroll as of today?** _____

**How Frequently do you pay your
Contracted Staffers?** _____

What Markup Percentage will you Charge? _____

Please list any other potential costs: _____

Note the rate of pay for each contracted staffer will be negotiated between the Vendor and the City of St. Louis Water Division. The markup percentage reflects the profit and coverage of expenses for the Vendor.

Signatures on next page

Proposer's Signature & Title

Date

Printed Name of Authorized Official

Federal I.D. #

Company Name, Complete Address

RESPONDENT'S CHECKLIST

1. _____ **Signed Original Proposal Form/Pricing Sheet (from supplied Proposal Documents)**
2. _____ **List of references**
3. _____ **Unauthorized Alien Employees Affidavit**
4. _____ **Affidavit of Compliance With Anti-Discrimination Against Israel Act**
5. _____ **Living Wage Ordinance Documentation**
6. _____ **Copy of W-9 form**
7. _____ **Certificate of Insurance naming the City of St. Louis Water Division as co-insured**

References: (these are service references, not credit references)

- 1) Name of Company:
 Name of Contact Person:
 Phone Number:
 Email Address:
 Number of Years you Serviced their Company:

- 2) Name of Company:
 Name of Contact Person:
 Phone Number:
 Email Address:
 Number of Years you Serviced their Company:

- 3) Name of Company:
 Name of Contact Person:
 Phone Number:
 Email Address:
 Number of Years you Serviced their Company:

STATE OF _____)
)SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared
_____ (**Person Name**) who, by me being duly sworn, deposed as follows:

My name is _____ (**Name**), I am of sound mind, capable of making
this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (**Position/Title**) of _____. (**Contractor Name**)

I have the legal authority to make the following assertions

:

1. _____ (**Contractor Name**) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, _____ (**Contractor Name**) does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

Affiant (Person Name)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this ____ day of _____, 20__.

Notary Public

My Commission Expires:

STATE OF _____) SS.

COUNTY OF _____)

AFFIDAVIT OF COMPLIANCE WITH ANTI-DISCRIMINATION
AGAINST ISRAEL ACT

(Effective 8-28-2020) (Contracts in excess of \$100,000.00/Companies with 10 employees or more)

Before me, the undersigned Notary Public, personally appeared _____

(Person Name) who, by me being duly sworn, deposed as follows:

My name is _____ (Name), I am of sound mind, capable of making this

Affidavit, and personally acquainted with the facts herein stated: I am the

_____ (Position/Title) of _____ (Company Name) of

_____ (City & State).

I have the legal authority to make the following assertion:

Pursuant to RSMo. § 34.600, _____ (Company)

of _____ (City & State) is not currently engaged in

and shall not, for the duration of the contract, engage in a boycott of goods or services from the

State of Israel; companies doing business in or with Israel or authorized by, licensed by, or

organized under the laws of the State of Israel; or persons or entities doing business in the State

of Israel.

_____ Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this

_____ day of _____, 20_____.

_____ Notary Public

My Commission Expires:

ST. LOUIS LIVING WAGE ORDINANCE
LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES
EFFECTIVE APRIL 1, 2024

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is \$16.14 per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are not provided to the employee, the living wage rate is \$21.12 per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) The prevailing fringe benefits rate, as required under the Ordinance and defined by section 6.20.010 of the Revised Code of the City of St. Louis, is \$4.98 per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of APRIL 1, 2024. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at [Ordinance 65597 | City of St. Louis Ordinances \(stlouis-mo.gov\)](#) or obtained from:

City Compliance Official
c/o St. Louis Airport Authority
St. Louis, Missouri
(314) 426-8111

**ST. LOUIS LIVING WAGE ORDINANCE
LIVING WAGE ACKNOWLEDGEMENT & ACCEPTANCE DECLARATION**

Contracting Agency: Water Division of the Department of Public Utilities

Agency Contract No.: NA

Respondent Company Name: _____

Date Prepared: _____

Prepared By: _____

Preparer's Phone No.: _____

Preparer's Address and Zip Code: _____

As the authorized representative of the above-referenced Respondent or Proponent, I hereby acknowledge that the Respondent/Proponent understands that the contract or agreement that will be executed with a successful Respondent/ Proponent pursuant to this solicitation is subject to the St. Louis Living Wage Ordinance and the Regulations associated therewith. The Respondent/Proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the Respondent or Proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

Signature

Representative Name (Printed): _____

Title: _____

Date: _____