

REQUEST FOR BIDS

RFB NO: 23-992100

DATE ISSUED: June 14, 2023

SEND BIDS TO:

Assistant Business Manager, Rita Kirkland
Board of Directors of the City of St.
Louis Municipal Library District DBA
St. Louis Public Library
1415 Olive Street
St. Louis, MO 63103
(314) 539-0313
OR: bids@slpl.org

BID DUE DATE: June 30, 2023 by 2:00 p.m.

ASSISTANT BUSINESS MANAGER: Rita Kirkland

EMAIL ADDRESS: rkirkland@slpl.org

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 23-992000 UPHOLSTERY REPAIR SERVICES

This Bid is subject to all the terms and conditions of this Request for Bids and any Bidder representations, as well as accompanying specifications. The signature of the Bidder indicates that Bidder understands these documents and will comply with them.

Name, Address, and Contact Information of Authorized Representative of Bidder

Print Name: _____

Print Title: _____

Print Company
Name: _____

Print Address,
City, State, Zip: _____

Print Telephone: _____

Print Email: _____

Bidder Signature: _____

Bidder (Check One): ☐ **Individual** ☐ **Corporation** ☐ **Partnership** ☐ **LLC**

☐ **Other** (Describe) _____

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 23-992000 UPHOLSTERY REPAIR SERVICES

REQUEST FOR BIDS (S) SCHEDULE

RFB Issued	June 14, 2023
Public Notification of RFB	June 14, 2023
Questions from Bidders due to St. Louis Public Library	June 21, 2023 @ 2:00 p.m.
RFB Due Date	June 30, 2023 @ 2:00 p.m.

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 23-992000 UPHOLSTERY REPAIR SERVICES

INSTRUCTIONS TO BIDDERS

The St. Louis Public Library, a municipal library district, is a political subdivision of the State of Missouri, and a body corporate with all the powers and rights of like or similar corporations.

In accordance with the St. Louis Public Library's procurement policy, Bids will be handled so as not to permit disclosure of the identity of any Bidder or the contents of any Bid to competing Bidders during the process of negotiation. A register of Bids shall be prepared containing the name of each Bidder, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Bids shall be open for public inspection only after a final contract is executed.

Whenever a material, article, or piece of equipment is identified by reference to manufacturer's or vendor's names, trade names, catalog numbers, etc., it is intended merely to establish a standard, and, any material, article, or equipment of other manufacturers and vendors that will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment Bid(s) are, in the opinion of the St. Louis Public Library, of equal substance and function. Substitute items may be rejected at the discretion of the St. Louis Public Library.

The right is reserved by the St. Louis Public Library to cancel the RFB or to reject in whole or in part when it is for good cause and in the best interest of the St. Louis Public Library and to waive any irregularity or informality with respect to any Bid. The St. Louis Public Library reserves the right to split awards, make multiple awards and to reject all Bids.

Bidder's are expected to examine specifications, schedules, drawings, and all instructions. Failure to do so will be at Bidder's risk.

Questions about the RFB should be made in writing and directed to Rita Kirkland, Assistant Business Manager, at rkirkland@slpl.org or at the address provided below. Responses, when provided, will be included in a written amendment. To preserve the integrity of the selection process, questions regarding this RFB should only be directed in writing to Ms. Kirkland, rkirkland@slpl.org. **Bid inquiries must be submitted in writing for the St. Louis Public Library review no later than 2:00 pm on June 21, 2023** to allow for the St. Louis Public Library's reply prior to Bid submissions.

Bids must be in ink or typewritten and must be manually signed by a company official. All Bid document pages should be initiated and dated by the company submitting the Bid. It is the responsibility of the Bidder to deliver the Bid and/or RFB modification on or before the hour and date specified for the receipt of Bids.

Bids received late will be rejected.

Bids and modifications should be submitted in sealed envelopes addressed to the attention of the **Assistant Business Manager, St. Louis Public Library, 1415 Olive St., St. Louis, MO 63103** for a 2:00 p.m. bid opening at that location on June 30, 2023. **IN ADDITION, THE ST. LOUIS PUBLIC LIBRARY ACCEPTS EMAIL BIDS. PLEASE SEND YOUR EMAIL BID RESPONSE TO: bids@slpl.org. The Bid RFB number shall show in the subject line of the email.**

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 23-992000 UPHOLSTERY REPAIR SERVICES

REQUEST FOR BID

June 14, 2023

1. INTRODUCTION

The St. Louis Public Library requests Bids from qualified Bidders for UPHOLSTERY SERVICES.

Bids must be received no later than 2:00 p.m., June 30, 2023 by:

Rita Kirkland, Assistant Business Manager
Board of Directors of the City of St Louis
Municipal Library District DBA St. Louis Public Library
1415 Olive Street
St. Louis, MO 63103-2389

Electronic submissions will be accepted. The email address is: bids@slpl.org.

The RFB number must be the subject in the subject line.

Questions and clarification inquiries about this RFB must be received prior to 2:00 p.m. June 21, 2023. To preserve the integrity of the selection process, questions regarding this RFB should only be directed in writing to Rita. Kirkland: rkirkland@slpl.org.

The St. Louis Public Library wishes to engage a Bidder to provide the services in accordance with and in the furtherance of the St. Louis Public Library's purpose and mission. This RFB seeks Bids from qualified vendors for the goods and products described in this RFB.

The selected Bidder shall enter into a vendor agreement with the St. Louis Public Library for the services consistent with the terms of this RFB, and with the general provisions contained in this RFB.

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 23-992000 UPHOLSTERY REPAIR SERVICES

TERMS AND CONDITIONS

In addition to the RFB requirements elsewhere in this RFB, any Bidder that may be selected to perform the services described in the RFB and to enter into a Vendor Agreement with the Library must agree to a number of general terms and conditions. If a Bidder cannot agree to any of the stated general conditions, its Bid must clearly state the reason for any such non-compliance.

- A. **Labor and Materials.** The Bidder shall provide all labor, materials and supplies for the services to be performed under this RFB.
- B. **Form of Agreement.** The submission of a Bid constitutes the agreement of any submitting Bidder that any contract to be drawn as a result of an award to the Bidder will be prepared by counsel for the St. Louis Public Library and will be the controlling agreement. The Bidders are requested, however, to submit copies of their applicable standard contract or engagement forms for information purposes.
- C. **Compliance with Laws.** In performing under a Vendor Agreement, the selected Bidder shall comply with all applicable laws, ordinances, rules, regulations, or standards of federal, state and local governments having authority or jurisdiction over the Services or performance of the Services, or any lawful orders pertaining in any way to the Services to be provided by the St. Louis Public Library.
- D. **Out of State Bidder.** It shall be a condition to a Vendor Agreement that any out-of-state Bidder that may be selected to provide the Services shall be duly registered and qualified to do business within the State of Missouri.
- E. **Prime Contractor Responsibility.** Planned use of subcontractors in connection with a Vendor Agreement should be clearly explained and described in the Bid. The use of any subcontractor in connection with the Services shall be subject to the approval of the St. Louis Public Library, and any approved subcontractor shall agree to be bound by and subject to all terms and conditions of a Vendor Agreement between the St. Louis Public Library and the selected Bidder. The Bidder as prime contractor will be responsible and must take responsibility for the performance of all Services under a Vendor Agreement whether or not subcontractors are used.
- F. **Independent Contractor.** It is expressly understood and agreed that the selected Bidder shall be an independent contractor and not an employee of the St. Louis Public Library. A Vendor Agreement will not constitute, create, give rise to, or otherwise recognize joint venture, partnership, or formal business organization of any kind between the parties and the rights and obligations of the parties shall be only those expressly stated in a Vendor Agreement. The Bidder represents and warrants that no persons supplied by it in the performance of a Vendor Agreement are employees of the St. Louis Public Library and further agrees that no rights of the St. Louis Public Library's retirement or personnel rules accrue to such persons. The Bidder shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation and insurance, unemployment compensation, other benefits and taxes and premiums, appurtenant thereto concerning all employees and personnel provided by Bidder in the performance of the Services under a Vendor Agreement and shall indemnify and hold the St. Louis Public Library harmless with respect thereto.
- G. **Indemnification.** Bidder shall defend, indemnify and hold harmless the St. Louis Public Library and its directors, officers, employees, representatives, agents contractors, subcontractors, licensees and successors and assigns from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, error, omissions conduct, or operations of Bidder, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged

to have been caused, in whole or in part, by any negligent act, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts of any of them may be liable; or (b) any breach of any of the representations, warranties, covenants, obligations, or duties contained in a Vendor Agreement; or (c) any violation of any applicable federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under a Vendor Agreement.

- H. Required Insurance Coverage. Bidder shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of a Vendor Agreement, which policies shall protect against any loss or claim arising from or relating to a Vendor Agreement, the Services and activities, or presence at the St. Louis Public Library facilities, and any act or omission of Bidder or its employees and/or agents or subcontractors in connection with the Services provided under a Vendor Agreement, and shall cover the contractual indemnification liability assumed by the Bidder or pursuant to a Vendor Agreement.
1. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, special form property damage, fire legal liability, contractual liability, independent contractors, errors and omissions, and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Bidder's activities at Central Library. Any deductible shall be at Bidder's expense.
 2. Business, automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00).
 3. Worker's Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Bidder's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit.
 4. Blanket employee dishonesty coverage with One Hundred Thousand Dollars (\$100,000) limit, with coverage extending to funds and/or property held by Bidder on behalf of St. Louis Public Library.
 5. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Bidder shall be Bidder's responsibility. The St. Louis Public Library shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Bidder.
 6. Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages prescribed above in Subsections I. (1), (2), (3), and (4) above, which such policy shall be written on an occurrence basis.

All insurance policies addressed in Subsections I. (1), (2), (4), and (6) above shall be endorsed to name the following as additional insured's:

City of St. Louis Municipal Library District and its directors, officers, employees, representatives, agents, contractors, licenses, and successors.

All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to the St. Louis Public Library; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Missouri and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to the St. Louis Public Library prior to cancellation, non-renewal or material modification.

All insurance policies of or on behalf of the St. Louis Public Library required in a Vendor Agreement shall contain the following language: “This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever.

Bidder shall deliver to the St. Louis Public Library, prior to commencement of Services under a Vendor Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder (“Certificates of Insurance”). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to St. Louis Public Library by the aforementioned time, or if any such policies are canceled, the St. Louis Public Library shall have the right to terminate a Vendor Agreement immediately and/or deny Bidder access to St. Louis Public Library facilities. These insurance provisions are minimum requirements and shall not relieve Bidder of its indemnity, defense and hold harmless obligations.

- I. **E-Verify.** The Bidder must agree to enroll in and participate in the E-Verify Program as required by Section 285.530 of the Missouri Revised Statutes, as amended, during the hiring process for all employees hired after the date of a Vendor Agreement. The Bidder must agree to require its subcontractors who may perform work under a Vendor Agreement to certify to Bidder that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Verify program. The Bidder must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. The St. Louis Public Library may terminate a resulting Vendor Agreement for default if the Bidder fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by the St. Louis Public Library of such breach. As a condition to entering into a Vendor Agreement, the Bidder must execute the E-Verify Affidavit, which shall be an exhibit to a Vendor Agreement. Such affidavit shall be in the form attached to this RFB as **Attachment D**.
- J. **Performance Uninterrupted.** Bidder shall perform the Services without interruption except as provided herein. The decision whether to postpone or excuse the performance of the Bidder shall be in sole discretion of the St. Louis Public Library.
- K. **Communications.** The Bidder shall communicate regularly or on an agreed upon schedule with the designated St. Louis Public Library management to provide updates regarding the Services performed. The Bidder shall correct all deficiencies within forty-eight (48) hours after being notified by designated St. Louis Public Library management.
- L. Bidder shall provide competent, capable, trained, experienced, and suitably qualified personnel to fulfill its obligations and provide the Services in a public St. Louis Public Library environment under a Vendor Agreement. Bidder shall supervise and coordinate the work of its employees and approved subcontractors, if any, and shall be responsible for and liable to St. Louis Public Library for the work of its employees and approved subcontractors. Any employee, representative, or approved subcontractor of Bidder who, in the opinion of the St. Louis Public Library, is unqualified, or unsuitable to perform the required services or who does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the request of the St. Louis Public Library in its sole discretion, be reassigned or removed from performing any further duties related to the Services to be provided under a Vendor Agreement. In the performance of the Services under a Vendor Agreement, Bidder and its staff shall comply with the St. Louis Public Library’s Policy for Appropriate Use of the Library, as may be amended from time to time.
- M. **Laws & Ordinances.** Bidder shall comply with and observe all applicable federal, state and local laws, ordinances and regulations relating to its operation and Services under a Vendor Agreement at Central Library.
- N. **Timing.** The successful Bidder must be ready to begin services no later than thirty (30) days after date of contract execution.

- O. Compliance with Laws.** The selected Bidder shall operate in compliance with all applicable local, state and federal laws, regulations and ordinances and in accordance with the Library's Policies and Procedures as may be amended from time to time. It is the Bidder's sole responsibility to obtain and maintain all appropriate licenses and permits for its operation in the performance of the Services.

P. AWARD

In accordance with the St. Louis Public Library Procurement Policy:

1. The right is reserved by the Library to cancel the RFB or to reject in whole or in part when it is for good cause and in the best interests of the Library any and all Bids and to waive any irregularity or informality with respect to any Bid. The Library reserves the right to split awards, make multiple awards and to reject all Bids.
2. Discussions may be conducted with responsible Bidders who submit Bids determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the RFB requirements. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Bids and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing Bidders or of any information derived from Bids submitted by competing Bidders.
3. Subject to the terms of this RFB, an award will be made by the Library to the responsible Bidder whose Bid is determined in writing to be the most advantageous to the Library, taking into consideration price and the evaluation factors set forth in the RFB. No other factors or criteria shall be used in the evaluation.
4. The selected Bidder shall enter into a Vendor Agreement consistent with this RFB.

SCOPE OF WORK

Upholstery Repair Services

Before submitting a response to this RFB, read the **ENTIRE** solicitation including all exhibits, attachments, forms, etc. Failure to read any part of this Solicitation will not relieve the Bidder from any submission requirements or a Contractor of its contractual obligations.

The upholstery materials expected to be repaired include but are not limited to:

- ****Heavy-duty upholstery fabrics such as vinyl, leather, faux leather, olefin and polypropylene. (See attached samples.)**

The Contractor shall have an operational repair facility regularly engaged in the business of providing furniture upholstery and repair services that has adequate space and is equipped with supplies and equipment necessary to satisfy the requirements of the contract.

The Contractor shall provide a single point of contact responsible for picking-up furniture from the library branches.

The Contractor shall transport all furniture to and from the Contractor's place of business where the upholstery services will be completed. Pickup and delivery shall be made during regular business hours.

The Contractor shall perform all upholstery services on the Contractor's premises.

The Contractor shall maintain a storage area that is secure from vandalism or theft.

After requested services are completed, the Contractor shall deliver the item clean, free of damages, free of any foreign odor (such as cigarette smoke), and ready to be reinstalled at the facility.

The Contractor shall complete the upholstery within the timeframe indicated in the approved estimate. If more time is required to complete the necessary repairs, the Contractor shall request an extension that includes the reason for the extension and the date repairs will be completed. The Contractor shall submit a new cost estimate if the cost of the necessary repairs increases from the original cost estimate due to incompatible upholstery fabric requested or hidden damage. The new cost estimate must be submitted to the library or designee in advance for approval to proceed with repair. Upon receipt of the repaired furniture item, the library designee will inspect the repairs to ensure repairs were completed in a satisfactory manner. If, upon inspection, deficiencies are detected, the repairs shall be rejected and the Contractor shall be required to make the necessary adjustments or correct the repairs at its own expense. If corrective work is required, the Contractor will arrange for pickup of the furniture item within two (2) business days of notification. Contractor shall complete the corrective work within two (2) business days unless additional time is approved by the library.

****We need fabric that is a minimum of 500,000 double rubs and should be bleach cleanable.**

1
Charlotte
FABRICS

FABRIC | VINYL | LEATHER

Teen
Lounge

V687 Admiral

Sample Book: Defender

Suitable For: Home, Contract, Outdoors, Marine & Healthcare

Width: 54 Inches

Features: Liquid, Fade, Mildew, Bacteria & Stain Resistant, Bleach Cleanable

Eco-Friendly: Free of FR Additives & Phthalates

Contents: Face: 100% PVC, Back: Polyester knit backing, 28oz

Durability: Exceeds 2,000,000 Wyzenbeek Double Rubs (Heavy Duty)

Cleaning: Mild Soap & Water

Flammability: CA 117-E, UFAC Class I, NFPA 260, BIFMA Class A, IMO PT 8

Direction: Shown Not Railroaded (Up the Roll)

Origin: Thailand



Selvedge
Not Railroaded



Lifetime
Warranty



2 Million+
Double Rubs



Outdoor /
Indoor



Stain
Resistant

Scan for additional
product info & images



Request # 2756265

CHARLOTTEFABRICS.COM | 800-328-5224 | hello@charlottefabrics.com
3101 Louisiana Ave N, Minneapolis, MN 55427

PATTERN CAPITAL

COLOR AMBER 804

WIDTH 55

REPEAT

CONTENT 100 POLY VINYL CHL

ORIDE

PASSES 1,500,000 WYZENBEEK

UFAC 1

CAL BUL 117

NFPA 260

ENDURAPEL FINISH

Center
for the
Reader

PATTERN CAPITAL

COLOR SLATE 97

WIDTH 55

REPEAT

CONTENT 100 POLY VINYL CHL

ORIDE

PASSES 1,500,000 WYZENBEEK

UFAC 1

CAL BUL 117

NFPA 260

ENDURAPEL FINISH

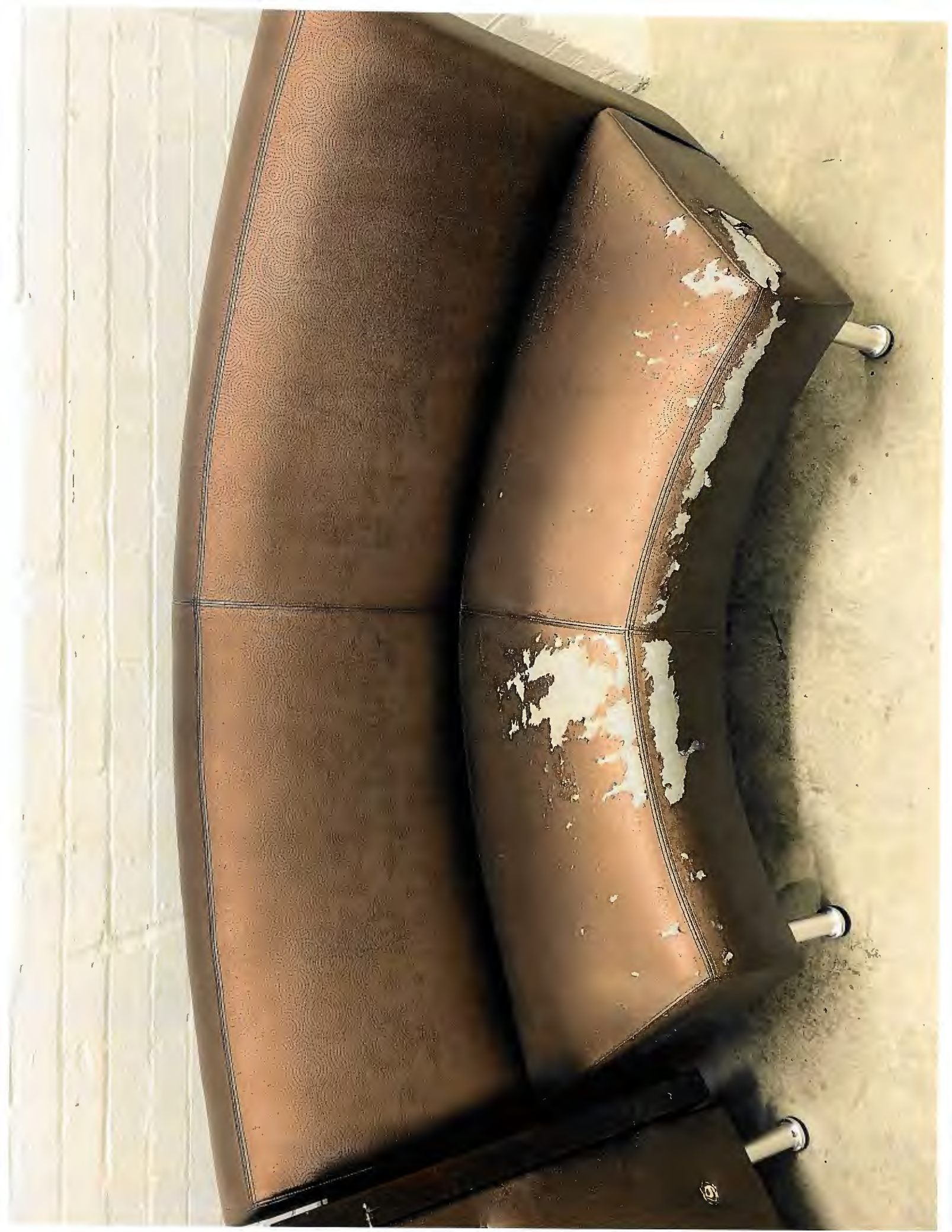
Carpenter
Chairs







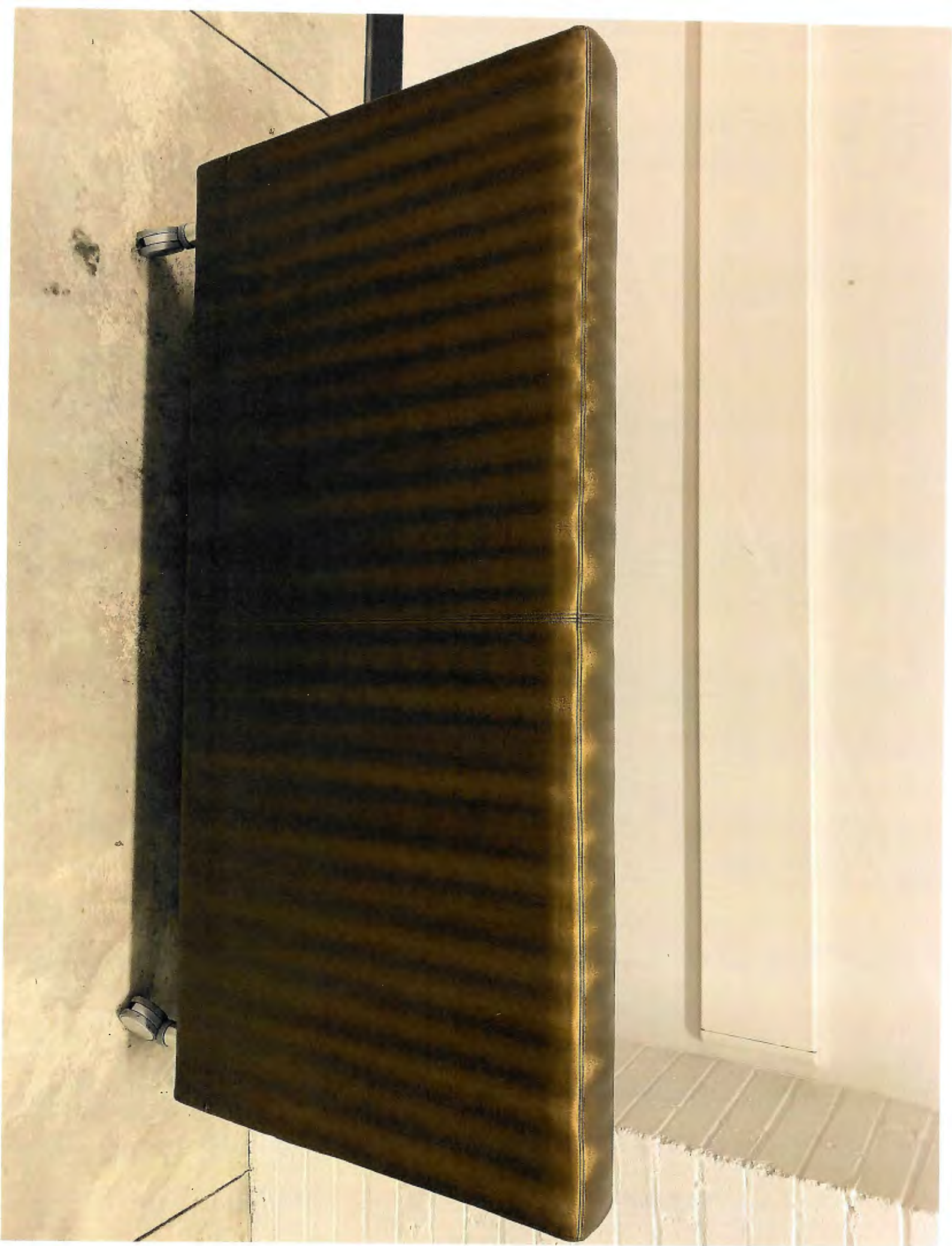
















PRICING PAGE**Upholstery Repair Services****Central Library (1301 Olive St., 63103)****1. 8 Sofas/Couches Upholstery (Pictures attached):**

- Brown vinyl fabric for **Half-Moon Couches** (4 ea.) 18"D x 28" H x 46" W (Re-upholstery Only)
- Navy Blue fabric for **Couches** (4 ea.) 18" D x 28" H x 60" W (Re-upholstery Only)
- For couches, we need vinyl material (See samples attached).

The written cost estimate shall include the following:

- The materials and repair needed: _____
- Estimated labor hours and cost: _____ (# of hours) and \$ _____ (Cost)
- Confirmation of upholstery fabric selection: _____
- Cost of Fabric: _____
- Total cost to complete repair services _____
- Total amount of time needed to complete repairs: _____
- Furniture identification information _____
- Furniture pickup and return cost: _____

TOTAL FOR ALL SERVICES: _____

Carpenter Regional Library (3309 S. Grand Blvd., 63118)

- Chairs Backs (5) 5-1/2" D x 19" H x 24" W (Reupholster)
- Chair Seats (5) 5-1/2" D x 24" H x 24" W (Reupholster)
- For the chairs, we need fabric that is a minimum of 500,000 double rubs and should be bleach cleanable.

2. 8 Chairs Upholstery (Pictures attached):

- The materials and repair needed: _____
- Estimated labor hours and cost: _____ (# of hours) and \$ _____ (Cost)
- Confirmation of upholstery fabric selection: _____
- Cost of Fabric: _____
- Total cost to complete repair services _____
- Total amount of time needed to complete repairs: _____
- Furniture identification information _____
- Furniture pickup and return cost: _____

TOTAL DOLLAR AMOUNT FOR ALL SERVICES: _____

ATTACHMENT C

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 23-991700 MICROFILM SCANNERS

NON-COLLUSION AFFIDAVIT

The undersigned being duly sworn on oath, says that the undersigned has not, nor has any other person, member, representative, or agent of the firm, company or corporation or partnership represented by the undersigned, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this Bid is made without reference to any other Bid and without any agreement, understanding or combination with any other person in reference to such Bid.

Further, the undersigned says that no person or persons, firm, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Bid.

Bidder: _____

By (Written Signature): _____

Printed Name: _____

Title: _____

ATTACHMENT D

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 23-991700 MICROFILM SCANNERS

E-VERIFY AFFIDAVIT

Pursuant to Section 285.530 of the Missouri Revised Statutes, as amended, the Bidder entering into a contract with the St. Louis Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Bidder is not required to verify the work eligibility status of all its newly hired employees through the E-verify program if E-verify no longer exists.

The undersigned, on behalf of the Bidder, being first duly sworn, deposes and states that the Bidder does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the St. Louis Public Library, the undersigned Bidder will enroll in and agree to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Bidder: _____

By (Written Signature): _____

Printed Name: _____

Title: _____

ATTACHMENT E

BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY
RFB 23-991700 MICROFILM SCANNERS

**DIVERSITY STATEMENT OF
THE BOARD OF DIRECTORS OF
THE ST. LOUIS PUBLIC LIBRARY**

WHEREAS, the St. Louis Public Library (the "Library") is a municipal library district authorized pursuant to Chapter 182 of the Missouri Revised Statutes to, among other things, purchase, hold or lease grounds, and to occupy, lease or erect appropriate buildings for the use of the Library, and to exercise all powers and rights of political subdivisions or similar corporations; and

WHEREAS, the Board of Directors (the "Board") of the Library is vested with the power to make and adopt bylaws, rules and regulations for its own guidance and for the governance of the Library as may be expedient and not inconsistent with State law, and

WHEREAS, the Library provides free public library services for the City of St. Louis (the "City"), an urban area with vast ethnic, religious, socioeconomic and cultural backgrounds; and

WHEREAS, efforts to encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; to educate through seminars and workshops persons from diverse backgrounds the opportunity to contract with or become employees of the Library; to assist persons from diverse backgrounds to contract with or become employees of the Library; to adjust or modify, when appropriate, financing, bonding, or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; and to encourage partnering by persons from diverse backgrounds to contract with the Library will serve to further the governmental and public interest of the Library by providing outreach to the residents of the City; and

WHEREAS, a practice of the Library of contracting with and employing persons reflecting the ethnic, religious, socioeconomic and cultural backgrounds of the citizens of the City will serve to further the governmental interest of the Library; and

WHEREAS, a practice of the Library of contracting with and employing persons of varied ethnic religious, socioeconomic and cultural backgrounds will also further the governmental purposes of the Library by serving as a model to other public and private entities, by building the public trust, by creating role models, and by facilitating the interaction of persons of different backgrounds; and

WHEREAS, the Board of Directors of the St. Louis Public Library (the "Board") determined that it is feasible, necessary and in the public interest for the Board to adopt a diversity statement to provide guidance to the Library and adopted this Diversity Statement on March 31, 1997; and

WHEREAS, the Board wishes to amend this Diversity Statement to provide for annual review.

NOW THEREFORE, the Board of Directors of the St. Louis Public Library; does hereby resolve, determine and order as follows:

Section 1. Findings. The Board of Directors of the St. Louis Public Library hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Diversity Statement. The Board of Directors of the Library hereby directs the officers and agents of the Library for the authorized Library purposes set forth in the preambles hereof

and subject to the conditions hereinafter provided to develop and implement policies which encourage persons with diverse ethnic, religious, socioeconomic and cultural backgrounds in the City to contract with or become employed by the Library.

Section 3. Administration. The officers and agents of the Library are authorized and directed to (i) encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; (ii) educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; (iii) assist persons from diverse backgrounds to contract with or become employees of the Library; (iv) adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; (v) encourage partnering by persons from diverse backgrounds to contract with the Library; (vi) utilize alternative programs to facilitate participation; (vii) provide flexible provisions to account for special circumstances; (viii) maximize opportunities for persons to demonstrate any social, socioeconomic or other factors that would promote the Library's best interests; and (ix) adopt measures to minimize the impact of this policy on the rights of third parties.

Section 4. Actions of Officers Authorized. The officers of the Board, including the President, Vice President and Secretary of the Board and the Executive Director shall be, and they hereby are, authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and to make ministerial alterations, changes or additions in any agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 5. Annual Review. The officers of the Board are authorized and directed to report upon the administration of the Diversity Statement at the Board's regular meeting in September of each year.

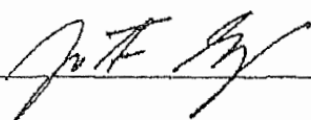
Section 6. Severability. If any section or other part of this Resolution whether large or small, shall for any reasons be held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Resolution.

Section 7. Governing Law. This Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 8. Effective Date. This Resolution shall become effective immediately upon its passage.

ADOPTED by the Board of Directors of the St. Louis Public Library this 5th day of April, 2004.

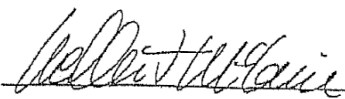
BOARD OF DIRECTORS OF THE
ST. LOUIS PUBLIC LIBRARY



Its President

[SEAL]

ATTEST:



Its Secretary

SAMPLE CONTRACT

This agreement made this 24th day of January 2023, between the **Board of Directors of the City of St Louis Municipal Library District**, DBA St. Louis Public Library, hereinafter called the "Library", and **XXXXXXXXXXXX, Inc.**, hereinafter called the "Contractor".

The Project: XXXXXXXX XXX XXXX Services.

General Description of Work: The Contractor shall provide labor, materials and equipment to repair XXX XXXXXXX XXXXs.

Library and Contractor agree as follows:

1. Contract Documents

1.1 The contract documents for this contract consist of this Agreement, Exhibit A, "Scope of Work & Pricing Page", and any other exhibits attached hereto, Instructions to Bidders for Bids Project **23-005053**, all drawings, specifications and addenda issued by the Library prior to the execution of this contract, the project schedule as may be amended from time to time, and any subsequent modifications or revisions to any of the above documents.

1.2 All of the above contract documents form this contract are fully incorporated herein.

2. Scope of Work

2.1 The Library employs the Contractor, as an independent Contractor, to perform the work on the project as set forth in Exhibit A, "Scope of Work & Pricing Page".

2.2 The Contract Work Includes:

(a) That shown on any of the Contract Documents.

(b) All things reasonably implied or customarily provided in the Contractor's line of work (including any necessary permits) to complete such work for inspection and approval under the Contract Documents.

(c) Contractor shall execute all work in the best and most workmanlike manner by qualified, careful, and efficient workers who shall be satisfactory to the Library.

3. Changes

Contractor agrees that the Library may add to or deduct from the amount of work covered by this agreement, and any other changes made in the amount of work involved, or any other parts of this agreement, shall be by written amendment hereto setting forth in detail the changes involved and a mutually agreed upon price adjustment.

4. Termination for Cause

If the Contractor shall fail, or refuse for any cause, to complete the work to be done under this agreement, or any portion thereof, within a period of time deemed reasonable by the Library, or should the Contractor violate any of the conditions of this contract, the Library shall have the right to annul or cancel the agreement. Notice of such cancellation and the date thereof shall be given in writing to the Contractor and the agreement shall be terminated at such date. The Library shall make reasonable allowances for expenses incurred and services performed by the Contractor prior to the termination date.

5. Termination for Convenience

The performance of work under this contract may be terminated in whole or in part at any time, with thirty (30) days' written notice, by the Library. Any such termination shall be executed by a written notice in advance of the termination date, specifying the extent of work under the contract to be terminated and the effective date of the termination. Contractor will be paid for all labor and material provided as of termination date. No consideration will be given for anticipated loss of revenue on the cancelled portion of the contract.

6. Contract Sum and Payment

In consideration of the complete and timely performance of all contract work, the Library shall pay to the Contractor, as designated in Exhibit B. Payments will be made when services are completed, subject to additions deductions and conditions stated herein. The Library's payment terms are net thirty days.

7. Invoicing

Itemized invoices detailing services performed, location with "total billing price" listed, must be submitted via USPS first class mail to the Department of Finance – Accounts Payable, 1415 Olive St., St. Louis, MO 63103 or email to slplbusinessoffice@slpl.org.

8. Bond

If requested by the Library, the Contractor shall furnish the Library, in a form satisfactory to the Library, a full and duly executed performance bond, underwritten by a surety or sureties satisfactory to the Library, in the full amount of this contract. The Contractor's failure to deliver a satisfactory performance bond within ten (10) calendar days after demand may be deemed a material breach of this contract.

9. Insurance

9.1 Prior to starting the contract work, Contractor shall procure and maintain in force, worker's compensation insurance, employer's liability insurance in full compliance with the laws of the State of Missouri, comprehensive general liability Insurance with contractual coverage and automobile liability insurance, including owned, non-owned and hired automobile coverage and such other insurance, to the extent required by the Contract Documents for Contractor's work. Contractor shall name the Library as an additional insured on the Comprehensive General Liability Insurance and Automobile Liability Insurance required under this Agreement. Contractor shall name the Library as an additional insured on the Comprehensive General Liability Insurance and Automobile Liability Insurance required under this Agreement.

9.2 Contractor's comprehensive general and automobile liability insurance shall be written for not less than limits of liability as described in the Request for Bids.

9.3 The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to the Library. Before commencing the work, Contractor shall furnish the Library with certificates of insurance showing the dates of the policies, the limits of liability thereunder, and contain a provision that the said insurance will not be cancelled except upon thirty (30) days' notice in writing to the Library. Contractor shall not cancel any policies of insurance required hereunder prior to completion of the work without written consent of the Library.

9.4 Contractor may use a combination of general liability insurance and excess liability insurance provided the sum of these insurances at least equals the amounts listed for the general liability insurance. If excess liability insurance is used, "Umbrella Form" must be furnished.

9.5 The Library and Contractor waive all rights against each other, separate contractors, and all other subcontractors, for damages caused by fire or other perils to the extent reimbursed by Builder's Risk or any other property insurance, except as such rights as they may have to the proceeds of such insurance.

10. Indemnity

To the fullest extent permitted by law, Contractor agrees to indemnify and hold the Library harmless, and all of their agents, officers and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance, or failure in the performance of Contractor's work and obligations as provided in the Contract Documents, including any extra work, and from any claim, loss or expense which (1) is attributable to bodily injury, sickness, disease, death, injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and is caused in whole or in part by any negligent act or omission of Contractor or anyone for whose acts it may be liable regardless of whether it is caused in part by a party indemnified hereunder.

11. COVID-19

Both parties acknowledge the ongoing global COVID 19 crisis and accept their obligation to comply with any official guidance. The parties agree to communicate without delay any issues in performing their obligations under this contract.

12. Other Provisions

The benefits and obligations hereunder shall inure to and be binding upon the parties hereto and neither the contract nor the obligations or work to be performed thereunder shall not be subcontracted or assigned, in whole or in part, except with the prior written consent of the Library.

13. Exhibits

The following exhibits are attached hereto and made a part hereof:

Exhibit A	-	Scope of Work
Exhibit B	-	Pricing Page
Exhibit C	-	Certificate of Insurance

In witness whereof, the parties hereto have executed this agreement as of the day and year first written above.

ATTEST:**ST. LOUIS PUBLIC LIBRARY**

By: _____

By: _____

Title: _____

Title: Chief Financial Officer

Date: _____

Date: _____

ATTEST:**CONTRACTOR**

By: _____

By: _____

Title: _____

Date: _____

Date: _____