### INVITATION TO BID BID #2025-02

The Scott County Commission is requesting proposals for general lawn service at some of the buildings maintained by the Scott County Commission. For specifications and questions contact Allen Seabaugh, County Clerk at <a href="mailto:scottcoderk@scottcomo.com">scottcoderk@scottcomo.com</a> or 573-545-3549 x4. Sealed bids will be received until 9:00 a.m. on March 20, 2025 at which time the bids will be opened and publicly read at the County Commission's regular meeting. The Scott County Commission reserves the right to reject any or all bids as deemed in the best interest of the County.

Bids are being requested for lawn services for the 2025 calendar year.

### LAWN CARE SPECIFICATIONS & REQUIREMENTS

Property to be mowed consists of the Courthouse square, jail, and empty lot south of the jail.

- Mow and trim at least once per week or as needed weather permitting
- Blow debris off sidewalks
- Pick up trash and sticks
  - Large limbs and trees will be removed by County
- Trim shrubs in front of Courthouse two (2) times per year and dispose of trimmings
- Place mulch in front of Courthouse around shrubs
- Vendor will provide all equipment and supplies
- Work must be completed after 5:00 p.m. or on the weekend
- Bids must be submitted by price per each individual activity as listed on the Bid Return Sheet
- Certificate of Insurance is required and must be submitted with the bid
- Work Authorization Certification and E-Verify Memorandum of Understanding -or- Certification of Individual Bidder is required and must be submitted with bid
- Affidavit of Compliance with OSHA Training Requirements is required and must be submitted with the bid
- Complete the enclosed Bid Return Sheet

#### **BID SUMBISSION, DEADLINE & QUESTIONS**

For bid questions or to review the property, contact Allen Seabaugh, Scott County Clerk. Bids must be received by 9:00 a.m. on March 20, 2025.

Sealed bids must be submitted in-person or by mail. Envelopes should contain the company/individual bidder name and Bid #2025-02 Lawn Services.

In Person: By Mail:

Allen Seabaugh, Scott County Clerk Allen Seabaugh, Scott County Clerk

Scott County Courthouse PO Box 188

131 S. Winchester, Suite 105 Benton, MO 63736

Benton, MO 63736

Email: scottcoclerk@scottcomo.com Phone: (573) 545-3549 x 4

### INVITATION TO BID BID #2025-02

### **BID RETURN SHEET**

Vendor:					
(initial)					
I understand and will comply with the requirements set forth in the bid pack	•	ications, and			
I have enclosed a Certificate of Insura	ınce				
	I have enclosed the Work Authorization Certification and E-Verify Memorandum Understanding -or- Certification of Individual Bidder				
I have enclosed the Affidavit of Comp	liance with OSHA	Training Requirements			
I have completed, signed, and enclos	ed this Bid Returr	n Sheet			
Price Per Mowing:					
Price Per Mulching:					
Price for Shrub Trimming:					
List any and all exceptions to the specific	ations provided	herein:			
Bidder/Company Signature and Information	on				
Bidder's Signature	Title	Date			
Company Name, Address, Phone Number					

#### NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS

Regarding Sections 285.525 through 285.550 RSMo.

Effective January 1, 2009 and pursuant to the State of Missouri's RSMo 285.530 (1): No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Scott County, MO) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMo 285.530 (2)]

RSMo 285.530 pertains to all solicitations for services over \$5,000. RSMo 285.530 does not apply to solicitations for commodities only. If a solicitation is for services and commodities, RSMo 285.530 applies if the services portion of the solicitation is over \$5,000.

Please complete and return form *Work Authorization Certification* pursuant to 285.530 RSMo if your contract amount is in excess of \$5,000.

Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.

If you are an **Individual/Proprietorship**, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

# WORK AUTHORIZATION CERTIFICATION AFFIDAVIT OF COMPLIANCE PURSUANT TO 285.530 RSMo (FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

State of	<u>:</u>	
County of	)ss. )	
My name is		I am
an authorized agent of		(Bidder) and my
title is	·	This business is enrolled and
participates in a federal work	authorization program for all	employees working in connection
with services provided to the	County. This business does	not knowingly employ any person
that is an unauthorized alien i	n connection with the service	es being provided. <b>Documentation</b>
of participation in a federa	I work authorization progr	am is attached to this affidavit.
Furthermore, all subcontracto	ors working on this contract s	hall affirmatively state in writing in
their contracts that they are	not in violation of Section 28	35.530.1, shall not thereafter be in
violation and submit a sworn	affidavit under penalty of per	jury that all employees are lawfully
present in the United States.		
	Affiant	Date
	Printed Name	
Subscribed and sworn to befo	ore me this day of	, 20
	Notary Public	
	My Commission Expires	

### **CERTIFICATION OF INDIVIDUAL BIDDER**

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post-secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need notcomply.

1.	presence in the Undriver's license, U. documents). Note: I	py of documents showing citizenship or lawful ited States. (Such proof may be a Missouri S. passport, birth certificate, or immigration of the applicant is an alien, verification of lawful r prior to receiving a public benefit.
2.		above documents but provide an ned) which may allow for temporary
3.	pending in the State terminate upon rec	completed application for a birth certificate e of Qualification shall eipt of the birth certificate or determination te does not exist because I am not a United
oplicant	 Date	Printed Name

### **AFFIDAVIT**

### (Only Required for Individual Bidder Certification Option #2)

State of	) )ss.
County of	)
	least eighteen years of age, swear upon my oath that I izen or am classified by the United States government as ermanent residence.
Date	Signature
Social Security Number or Other Federal I.D. Number	Printed Name
On the date above written	facts contained in the foregoing affidavit are true
	Notary Public
	My Commission Expires

# AFFIDAVIT OF COMPLIANCE WITH OSHA TRAINING REQUIREMENTS PURSUANT TO §292.675 RSMo (FOR ALL PUBLIC WORKS PROJECTS AFTER 8/28/2009)

State of	)			
County of	)ss )			
My name is		I am an aut	horized agent of	
		(Company).	I am aware of the	<b>;</b>
requirements for OSHA training	set out in	§292.675 Revised Stat	utes of Missouri fo	r those
working on public works. All red	quirements	of said statute have be	en fully satisfied an	d there
has been no exception to the ful	l and compl	ete compliance with sai	d provisions relating	g to the
required OSHA training for all th	ose who pe	erformed services on thi	s public works conf	tract for
Scott County, Missouri.				
NAME OF PROJECT:				
	Affiant	D	ate	
	Printed Na	ame		
Subscribed and sworn to before	me this	day of	, 20	_•
	Notary Pu	blic		
	My Comm	nission Expires		