FRANKLIN COUNTY

PURCHASING DEPARTMENT

REQUEST FOR PROPOSAL (RFP) COVER PAGE

RFP NO: 2018-03

TITLE: Inmate Transport Services

RFP Schedule & Deadlines:

January 31, 2018	Bid Release Date
January 31, February 7, 14, 2018	Advertising Period
February 16, 2018, 2:00 PM	Deadline for Submitting Questions
February 20, 2018, 4:30 PM	Deadline to post Addendum
February 27, 2018 at 9:00 AM	Deadline to Submit RFP
February 27, 2018 at 10:00 AM	Opening Date I Time

RFP responses must be received no later than "Deadline to Submit RFP"

February 27, 2018 at 9 am

Kathy Hardeman, Purchasing Agent

Ann Struttmann, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

RFP SUBMISSION CHECKLIST

_____ I have reviewed the schedule and deadlines, located on the RFP cover page

_____ I have read ALL Terms and Conditions and documents closely

(Located at www.franklinmo.org/current)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RFP

USE THESE FORMS ONLY

_____RFP Cover page

_____Signed Proposal adhering to Scope of Service outline, beginning on page 3

_____Contractual Terms and Conditions Acknowledgement (page 16)

_____Affidavit for Work Authorization is completed and Notarized (page 17&18)

_____Current, signed W-9 is included in packet (page 19)

_____Completed Affidavit of Paid Property Taxes and Notarized (page 20)

_____Completed Vendor Information Request (page 21)

_____Three references included

_____Proof of Insurance

_____I have one original and two copies that are labeled accordingly

_____ Envelope is sealed and label attached (page 22)

Scope of Services

Project Description:

Franklin County proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a contract for the furnishing of Extradition Services, including interstate and intrastate transportation, and security and control of prisoners as needed for the Franklin County Sheriff's Department as specified in the following requirements. Subcontracting of any services as specified herein shall not be acceptable. Any contractor responding with a proposal to utilize a subcontractor will not be considered.

The current Contractor is providing extradition service both within and between States on a case by case basis. Some persons being transferred have special needs. Examples of persons with special needs include juveniles, women, medicated persons, and persons with mental health issues. Professionalism, effectiveness, and a highly trained staff are all qualities that the County looks for in its contractors.

The County will expect the Contractor to perform the services noted below. Please respond to this listing in your proposal.

I. General Requirements

A. The Contractor agrees to perform the services specified herein in accordance with generally accepted standards applicable thereto and shall comply with all applicable state, federal, and local laws, ordinances, rules and regulations relating to the services performed hereunder.

B. The Contractor must meet the standards of and comply with all provisions of The Interstate Transportation of Dangerous Criminals Act of 2000. Public Law 106-560, 114 Stat. 5784 (42 U.S.C. 13726b) enacted December 21, 2000.

C. At the request of the County, the Contractor shall assume custody of prisoners committed to the custody of the County and provide interstate and/or intrastate transportation of said prisoners to and from locations designated by the County.

D. In assuming custody of prisoners, the Contractor shall assume the sole responsibility for security and control of prisoners in a professional manner and in accordance with the County's written policies and procedures. Such policies, procedures, and directives may be promulgated in the future regarding the use of force and the security and control of prisoners. In the event there are no written policies or procedures, the Contractor shall follow reasonable and customary operating procedures.

E. The Contractor agrees to travel the safest and most efficient route when transporting prisoners for the County.

F. The Contractor shall immediately report unusual incidents, emergencies, and/or controversial situations that arise in the performance of their services to the County in accordance with the County's directives. For the purpose of definition, "unusual incident, emergency, or controversial situations" includes but is not necessarily limited to the following: any act of violence by a prisoner or other passengers; any escape or attempted escape of a prisoner, or any other breach of security; any excessive delay in the transportation of a prisoner; any medical condition of a prisoner or other passenger requiring emergency medical treatment; any mechanical failure that would normally require formal reports to the cognizant regulatory agency; and any refusal of law enforcement agencies to release a prisoner to the Contractor as authorized or directed by the County.

G. The Contractor shall assume custody of prisoners for authorized agents of the County, at the location of incarceration determined by the parties to be suitable for such purpose, to transport such prisoners to their destination or other specified location. Upon arrival, the Contractor shall surrender custody of such prisoners to the County or to the law enforcement agency as designated by the County. The County shall have the right to cancel its pick-up order within twenty-four (24) hours after placing the order. Any other cancellation may be made only with the consent of the Contractor.

H. In the event of delays in delivering prisoners to the specified destination, whether or not beyond the Contractor's control, including inclement weather or mechanical malfunctions, the contractor shall provide for all prisoner costs, except medical, related to such delays, including but not limited to food and lodging.

I. The County shall provide the Contractor with a pickup deadline for all prisoners. The Contractor shall be fully responsible for insuring that all prisoners are picked up before the designated pickup deadline. In the event a prisoner is unavailable for pickup due to the Contractor's failure to meet the pickup deadline, the County shall be relieved of any and all costs associated with such pickup.

J. If the Contractor is unable to meet a pickup deadline, the County reserves the right to use an alternative Contractor.

II. Refusal and/or Inability to Transport – The Contractor shall have the right to refuse to transport any individual whose condition or behavior, in the opinion of the driver, would be detrimental or dangerous to the safety of the vehicle or its passengers. In the event the driver

refuses to transport any such individual, the County shall be notified immediately, prior to leaving the pick-up location, and there shall be no charge to the County.

A. If, upon arrival at the holding agency, the Contractor learns that the prisoner has a contagious disease that was unknown to the Contractor and the County, the Contractor shall immediately contact the County for further instructions. If the prisoner is transported, transport shall be made in such a manner as to ensure the wellbeing of all other occupants. If the prisoner cannot be transported, the County shall not be subject to a penalty charge. The Contractor agrees not to place hold on the County's prisoners held in other jurisdictions. Should the Contractor or its agents place a hold on a prisoner, in violation of this provision, the Contractor agrees to reimburse the County for the full cost of transport in each such occurrence.

B. In the event the prisoner is unavailable, due to the fault of the County, the County shall be responsible for the costs incurred which are directly attributed to the trip to the facility, but no more than 50% of the original trip cost. In the event the Contractor fails to contact the holding facility twelve (12) hours prior, the County shall be relieved of any and all costs associated with such pickup if upon arrival the prisoner is unavailable. In any case, the County shall not be subject to a penalty charge.

C. The Contractor shall deliver prisoners held in another jurisdiction to the County's facilities within fifteen (15) calendar days from the date of pickup unless the county designates a shorter period of time, delays outside of human control not withstanding

III. Special Needs/ Service Requirements

A. On a case by case basis, the County reserves the right to use an alternative Contractor if the primary Contractor is unable to meet a necessary pick up deadline.

B. In the case of special needs transportation, Contractor's qualifications and equipment will be evaluated on a case by case basis. The County reserves the right to use the Contractor deemed most appropriate by the County.

C. Contractor will ensure that female staff will be utilized any time female inmates are in Contractor's custody except for short periods necessary for female staff to join the transportation staff team while in route.

IV. Contractor Qualifications - The Contractor must meet the following minimum requirements:

A. The Contractor shall have been in the business of transporting interstate and/or intrastate prisoners for a minimum of three (3) years.

B. The Contractor shall have in place and operational a ground transportation system that operates seven (7) days per week, three hundred sixty-five (365) days per year, twenty-four (24) hours per day.

C. The Contractor shall provide five (5) references where they have provided similar services as specified herein, within the last twelve (12) months.

D. The Contractor shall provide a copy of the certificate issued by the Interstate Commerce Commission, which gives the Contractor authority to operate as a common carrier.

E. The Contractor shall provide documentation to show that each transportation agent has received complete training in all phases of prisoner transport, and is properly licensed in accordance with all State and Federal requirements for handling prisoners.

F. The Contractor shall provide a twenty-four (24) hour, seven (7) days per week, communication system for access of agency decision makers.

V. Training

A. All employees of the Contractor involved in the pickup and transportation of prisoners shall have a police and/or corrections background, or have successfully completed a training program which focused on the proper use of restraining devices, self-defense, etc., necessary to perform the duties specified herein. A copy of the training materials (courses) must be submitted with the bid.

VI. Identification

A. All employees of the Contractor involved in the pickup and transport of prisoners shall be required to dress in a professional manner. The employees shall be required to wear a uniform bearing the company logo. Street/casual clothes (i.e. jeans, t-shirts with popular printed material, sandals, 'flip-flops', etc.) shall not be acceptable. If the Contractor's employees do not wear proper attire, the holding authority may not release the prisoner(s), and the Contractor shall not be compensated for the trip.

B. All employees of the Contractor involved in the pickup and transportation of prisoners shall carry an ID that indicates information including, but not limited to, the company name, employee name, photo, etc. This ID must be presented and/or displayed properly when requested by the holding agency prior to the release of any prisoner.

VII. Planning - The Contractor agrees to meet the following requirements in the area of planning:

A. The Contractor shall provide twenty-four (24) hour coverage to help facilitate the planning and operations of our service to law enforcement agencies. The Contractor's staff shall be available by telephone twenty-four (24) hours a day, 365 days a year. All prisoner transportation shall be pre-planned in order to achieve the highest levels of efficiency, professionalism, and safety. Some of the important issues involved in the planning process shall include prisoner pickup and delivery deadlines, prisoner classification, travel routes, appropriate check points, medication needs, feeding, rest stops, and housing requirements. Contractor shall have written contingency plans in place in the event of a medical problem, accident, or prisoner escape.

B. Transporting agents shall know the prisoners they are transporting including but not limited to, the prisoner's custody level, propensity for violence, physical or mental handicap (if any), advanced age, language barrier, or if considered a special or high notoriety case.

C. Pickup and delivery of prisoners shall be done in a timely manner.

D. Transporting agents shall carry fingerprints and a photo of each prisoner being transported.

E. The Contractor shall establish check points or call-in times. Transport agents shall use a secure phone line for reporting and receiving orders.

F. Prisoners shall be given an eight (8) hour rest period within any twenty-four (24) hour period. In transit time shall not exceed sixteen (16) hours per day on average. No prisoner shall travel more than 24 hours without receiving housing. Housing shall be provided to the prisoner, with the opportunity to receive proper rest, shower, and meet other hygienic needs.

G. Blankets should be carried and provided to the prisoner upon request, if route and conditions warrant.

H. Prisoners traveling interstate shall travel a minimum of 250 straight-line miles each day from point of departure to point of destination.

I. Releasing agency shall be given one (1) working day notice prior to the Contractor taking custody of a prisoner unless a lesser time frame may be mutually agreed upon. The Contractor will determine if a status change of the prisoner has occurred. In the event a status change has occurred, thereby causing the transport to be cancelled, the contractor will contact the County immediately and there will be no change to the County.

J. Appropriate documentation including written authority to transport prisoner shall be in the possession of the transporting agents in order to support transport of prisoner as well as in-route housing.

K. Meal stops shall be selected at random to avoid the possibility of a pre-planned escape attempt or rescue. Prisoners shall be fed three (3) meals within a twenty-four (24) hour period.

L. Each vehicle shall carry a copy of a formal confidential contingency plan covering medical problems, escapes, accidents, or other incidents.

M. The Contractor shall immediately notify the designated County contact person if medical problems, escape, accident or other incidents as outlined in the contingency plan. If immediate notification is not possible, the information shall be provided at the earliest possible time.

N. For prisoners traveling interstate, the County shall be notified the day transporting agents take custody of a prisoner and the County shall be notified when the prisoner arrives at the destination. The County shall also be notified of any delays.

O. Appropriate documentation including written authority to transport prisoner (i.e. Prisoner Receipt, Property Receipt, Prisoner Medial/Medication Information, Prisoner Activities (meals, rest stops, stretch breaks, and rest overnight-RON)) shall be delivered with the prisoner.

P. The Contractor shall arrange for a twenty-four (24) hour, seven (7) days per week communications system for access of agency decision-makers.

Q. The Contractor shall have staff available during normal business hours.

VIII. Personnel

A. The Contractor shall complete an evaluation of potential employees targeting desirable qualified candidates with unquestionable backgrounds. It shall include, but not be limited to, a driving history, criminal history investigation, and drug testing.

B. The Contractor agrees to adopt employment criteria that current employees will be terminated and new personnel will not be hired, if a criminal record is located for the following offenses:

1. All felony offenses unless pardoned of the offense, if the pardon is expressly granted for subsequent proof of innocence.
2. Misdemeanor offenses that fall into the following categories:
   a) *Convicted of driving while intoxicated, either alcohol or drugs, within the past two (2) years.*
   b) *Thefts or crimes against persons that resulted in jail time or probated jail time within the past two (2) years.*
3. Drug Offenses:
   a) *Manufacture or sale of any illegal drug or controlled substance.*
   b) *Drug use: marijuana-no usage within the past (2) years, felony drug- no usage.*
4. Felony or misdemeanor convictions for the following offenses:
   a) *Public lewdness*
   b) *Indecent exposure*
   c) *Perjury*
   d) *Tampering with a governmental record*
   e) *Impersonating a public servant*
   f) *Permitting or facilitating an escape*
   g) *Violations of the rights of a prisoner*

C. Transporting agents shall receive complete training in all phases of short and long-distance prisoner transport, applicable laws, prisoner care, custody and control, self-defense, CPR, first aid, cross-gender supervision, and weapons training.

D. The Contractor shall require 100 hours of classroom instruction to insure the above requirements are met.

E. Transporting agents shall be paid wages not less than that required by any applicable State and Federal requirements.

F. Transporting agents shall be properly licensed in accordance with all applicable State and Federal requirements.

G. Transporting agents shall have appropriate identification with descriptive information and picture thereon which clearly identifies him/her as transporting agents for a specific transportation agency.

H. A minimum of two transporting agents shall be used when transporting prisoners by ground.

I. A minimum of one transporting agent shall be used when transporting by air unless otherwise stipulated by the airline or the County. Transportation agent shall be of the same gender as the prisoner.

J. Prisoners shall be transported safely and humanely.

K. The Contractor shall provide a list of names, ID card numbers, and signatures of transporting agents authorized to receive custody of prisoners on the County's behalf. The Contractor shall be responsible for providing updates to the County. The Contractor shall

furnish any and all documentation regarding the certification or registration of its transport agents to the County upon request.

IX. Vehicles

A. Vehicles shall conform to all appropriate regulations and shall be services regularly and maintained in optimum operating condition.

B. Vehicles shall be properly licensed in accordance with all applicable State and Federal regulations.

C. Vehicles shall be configured to separate transporting agents and prisoners and to separate male prisoners from female prisoners.

D. Prisoners shall not be able to open doors and windows (from inside prisoner compartment).

E. Transporting vehicles shall be equipped with a cellular telephone capable of operation anywhere the Contractor operates.

F. Vehicle separations systems shall have two (2) separate compartments.

G. Vehicles shall have an operating air-conditioner and heater for the entire vehicle.

H. Vehicles shall be services on a prescribed schedule according to requirements of the transportation department.

I. Vehicles shall carry safety equipment such as first aid kits, fire extinguisher, safety triangles, etc.

J. Vehicles shall be equipped with spare tires, jacks, and lug wrench.

K. Vehicles shall be equipped with sufficient storage to secure personal property of prisoners being transported.

L. Vehicles shall be equipped with sufficient storage to secure personal property of prisoners being transported.

M. Vehicles shall be clean inside and out at all times.

N. A vehicle shall not be in operation if it has sustained body damage that would impair the safe operation of the vehicle.

X. Restraint Equipment

A. Handcuffs and leg irons shall be manufactured to meet full compliance with N.IJ. Standards dealing with marking, workmanship, mechanical strength, and tamper resistance.

B. Appropriate restraint equipment shall be available so prisoners are restrained during transport; i.e. handcuffs, Martin chairs, and leg irons, at a minimum, for each prisoner on board. Additionally, two (2) handcuff covers (black boxes) and one (1) hinged cuff shall be available.

C. Prisoners shall not be secured to any part of the transporting vehicle.

D. Transportation agents shall be trained in the use and prohibited uses, of restraining devices. The practice of hogtying (the restraint of the ankles and wrists while being tied together behind the back) shall be strictly prohibited at all times.

XI. Operations

A. A full body strip search shall be conducted when taking initial custody and all personal items shall be removed from the prisoner. While being transported, prisoners shall remain under observation at all times. It is advantageous to keep prisoners who are being transported separated from all other prisoners when being housed overnight. Efforts shall be made to prevent the use of phone or any communication with anyone outside the place of temporary custody. Whenever possible, prisoners shall be allowed to bathe if temporarily housed due to the length of the trip.

B. Prisoners shall be positively physically identified prior to transportation agents assuming custody and removing them from the holding agency.

C. A strip search of prisoners shall be completed prior to being transported. A pat search is appropriate at any time. A transporting agent of the same gender as the prisoner shall conduct searches.

D. Vehicles shall be thoroughly searched prior to placing prisoners therein. If at any time the vehicle is out of sight of the transporting agents, the vehicle shall be searched prior to resuming the trip.

E. Prisoners shall be properly placed and segregated within the transporting vehicle.

F. Records shall be maintained noting pick up date/time and location, delivery date/time and location along with transporting agents' signatures of extradition oath for each prisoner transported.

G. Property transported shall be inventoried and signed for by both the prisoner and the transporting agent.

H. Personal property shall be securely stored and inaccessible to prisoners.

I. Prisoners shall not be permitted to communicate with persons other than transporting agents. Prisoners in route are prohibited from using phones at in route housing locations.

J. Transporting agents shall keep an activity log that is updated continually throughout the trip by current entries.

K. Food shall be brought to the transportation vehicle when stopping for meals.

L. Special requests by prisoners are not to be honored unless related to prisoner's health or safety. In responding to a health and safety request, transporting agents shall use the utmost caution to maintain and protect the confidentiality of their response plan.

M. When in route housing is required, prisoners shall be lodged in secure and adequate jail facilities and local staff advised of escape potential, security threat such as gang affiliation, disruptive group member, or high-profile offender. Whenever possible, prisoners in route shall be separated from the facilities general population.

N. Transporting agents are legally responsible for prisoners under their care and control.

O. Prisoners shall be allowed to bathe at in route housing locations.

P. The Contractor shall verify the identity of the person(s) to whom custody is transferred.

XII. Safety

A. All vehicle accidents shall be reported to the Contractor's office. All vehicle accidents shall also be reported to the County designated representative. The Contractor agrees to

furnish the County with a copy of any official accident investigation reports generated by the local police agency and a copy of any internal investigation reports related to the accident.

B. Vehicle repairs in transit shall be completed before the trip continues.

C. Prisoner injuries shall be reported to the Contractor's office, who shall report the injury(s) to the County representative.

D. Trip audits shall be completed on transporting agents' activity logs to assure compliance with operating standards.

E. Rates of speed above posted limits are not permitted. All traffic laws must be adhered to. All traffic citations shall be reported to the Contractor's office.

F. All escapes shall be reported at one to local law enforcement at the scene, and to the Contractor's office.

G. All escapes shall be immediately reported to the County.

Insurance Requirements

The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A. M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- **Compensation Insurance:** The Contractor shall take out and maintain during the life of the contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be $500,000.00 each employee, $500,000.00 each accident, and $500,000.00 policy limit. In case any class of employees engaged in hazardous work under the Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- **Comprehensive General Liability Insurance:** The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than $2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the contract involves any underground/digging

operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

- The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance –** The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County named as insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the contract. The minimum amounts of such insurance will be $3,000.000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverage's. Should any work be subcontracted, these limits will also apply.
- **Commercial Automobile Liability –** The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than $3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- **Proof of Carriage of Insurance –** The Contractor shall furnish the County with Certificates(s) of Insurance which name the County as additional insured in an amount as required in the contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation, mom-renewal or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.
- **Indemnity Agreement:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontract for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts the Contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however,

require Contractor to indemnify, hold harmless, or defend the County of Franklin from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

- **Contract Terms and Conditions:**

  The successful Offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

  Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

REQUEST FOR PROPOSAL

20178-03 Inmate Transport Services

REQUIRED PRICING

- Franklin County requests a proposal that adheres to the outline provided in the Scope of Service, beginning on page 3 of the packet.

- Please include in your proposal three references.

- Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the Vendor Information Packet on the Franklin County Official Website located at:

http://www.franklinmo.org/current

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

_____

Vendor/Contractor Signature Date

_____

Vendor/Contractor Name and Title

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now_____(Name of Business Entity Authorized Representative)
as_____(Position/Title)

first being duly sworn on my oath, affirm_____(Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____(Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____
(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

_____

Authorized Representative's Signature Printed Name

_____

Title Date

Subscribed and sworn to before me this of _____. I am

Day Month, Year

_____

commissioned as a notary public within the County of _____, State of
_____ and my commission expires on Date

_____

Signature of Notary Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
Business Entity Name	Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: http://www.dhs.gov/e-verify; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

  AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's. or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

AFFIDAVIT OF PAID PROPERTY TAXES

I certify that_____ (Business name) does not owe any unpaid personal or real estate taxes to Franklin County for either the current tax year or prior years.

_____

Authorized Representative's Signature Printed Name

_____

Title Date

Subscribed and sworn to before me this of _____. I am

Day Month, Year

_____

commissioned as a notary public within the County of _____, State of _____ and my commission expires on Date

_____

Signature of Notary Date

VENDOR REQUEST FOR INFORMATION

Company Name_____

Mailing Address_____

_____

Phone number_____

Contact Name_____

Contact Name Title_____

Email Address_____

May we send Bid Packet and Bid Information via email? _____

ATTACHMENT 1

SEALED LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:
Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

BID # 2018-03 DATE: 02/27/2018

DESCRIPTION: Inmate Transport Services

Vendor Name:_____

Vendor Address:_____