



**REQUEST FOR PROPOSAL NUMBER B0002969**

**Purchasing Department  
300 South Broadway  
St. Louis, MO 63102**

**SPECIFICATIONS**

**FOR**

**SUPPLEMENTAL ARMED SECURITY SERVICES**

FOR ADDITIONAL INFORMATION, CONTACT:  
Cindy Green, Assistant Controller  
Phone: 314 539-5227 or email: [cgreen2@stlcc.edu](mailto:cgreen2@stlcc.edu)

RFP CLOSING DATE: Friday, February 24, 2012  
RFP CLOSING TIME: 2:00 p.m., local time

Date Issued: January 24, 2012

## INSTRUCTIONS TO ALL BIDDERS

St. Louis Community College (“College”) welcomes all interested parties to participate in its competitive bid process. Bidders will be expected to submit bids that are in compliance with the terms and conditions as outlined below:

1. All awards are subject to final approval by St. Louis Community College’s Board of Trustees, or their designated representative(s).
2. **Bids must be sealed and delivered** to the Cynthia Green/Purchasing, 300 S. Broadway, St. Louis, MO 63102 on or before the time and date stipulated in the Invitation for Bid document. **All late bids will be rejected.**
3. The successful bidder(s) must comply with the State of Missouri’s Revised Statute RSMO 285.530 which states: 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. **The affidavit included in Attachment A must be completed and notarized to meet this provision. (This may be submitted after the notice of award is given.)**
4. **All bids must be signed by a duly authorized representative of the person, partnership or corporation offering the bid.** Failure to sign the College Invitation for Bid document will result in automatic disqualification of that bid. The College reserves the right to request written confirmation of persons authorized to sign all bids on behalf of a company.
5. Vendors may submit more than one bid proposal. No penalty or credit will be given for submitting multiple proposals.
6. Bidders are responsible for reviewing their proposals prior to submission to be certain they can honor all prices, terms and conditions offered in bid. Bidders may submit written amendments or withdraw their bid proposals up until the date and time of the scheduled bid opening. Once bids have been opened, all bidders will be expected to honor all prices and terms offered in total. Unit price will prevail in cases of extension errors. Bid defaults will result in either temporary or permanent removal from the College’s list of vendors in good standing.
7. If this bid is accepted by the College, in whole or in part, it becomes a binding contract for the item(s) or section(s) designated when signed by an authorized representative of the College and returned to the Bidder. By signing and submitting this bid, you are offering to sell the goods and/or services to the College on the terms and conditions contained in this Invitation for Bid. All purchases are subject to the terms and conditions contained in and attached to this Invitation for Bid. By submitting a bid, bidder agrees to these terms and conditions. Any additional or different terms proposed by bidder are hereby objected to. The College may issue one or more “Purchase Orders” in connection with the contract formed by acceptance of this bid. Any such Purchase Order shall be governed by this contract and shall not be deemed a proposal for change or amendment, unless specifically so designated by the College.
8. Requests for clarification on bid specifications should be addressed to the buyer identified in the bid document. Any changes in specifications will be sent to all bidders in the form of a written addendum. All addenda become a part of the Invitation for Bid. Bidders are to sign and include all addendums with each bid being submitted.
9. Bidders are to check the College’s website at [www.stlcc.edu/purchasing](http://www.stlcc.edu/purchasing) to ensure all addendums are included with submission of bid responses.
10. Bidders may obtain Invitation for Bid results by either attending the bid opening or by appointment with the assigned buyer.

### DELIVERY AND INVOICING INFORMATION

1. Invoices must be submitted in duplicate to:  
Office of the Chancellor  
St. Louis Community College  
300 S. Broadway  
St. Louis, MO 63102

Invoices must reference the purchase order number, show unit and extended price on each item and list the “ship to” address.

2. The College renders payment only after delivery of services.
3. St. Louis Community College is a tax exempt public institution. The College’s tax exempt Missouri I.D. is **11166584**.

REQUEST FOR PROPOSAL NUMBER B0002967

BUYER: Cynthia Green (314) 539-5227

DATE ISSUED: January 24, 2012

ITEMS/SERVICE REQUESTED: Supplemental Armed Security Services

Sealed proposals will be received at the Department of Purchasing, St. Louis Community College, Administrative Center, 300 S. Broadway, St. Louis, MO 63102 until the time and date given herein and then publicly opened for reading and evaluation: Please note that the College retains the right to make an award on an item by item or all or nothing basis.

DATE & TIME BID WILL BE OPENED AND READ: Friday, February 24, 2012 at 2:00 p.m. (CST local time)

If this bid is accepted by St. Louis Community College ("College"), in whole or in part, it becomes a binding contract for the services offered in the proposal when signed by an authorized representative of the College and returned to the Bidder. By signing and submitting this bid, you are offering to sell the goods and/or services to the College on the terms and conditions contained in this Invitation for Bid. All purchases are subject to the terms and conditions contained in and attached to this Invitation for Bid. By submitting a bid, bidder agrees to these terms and conditions. Any additional or different terms proposed by bidder are hereby objected to. The College may issue one or more "Purchase Orders" in connection with the contract formed by acceptance of this bid. Any such Purchase Order shall be governed by this contract and shall not be deemed a proposal for change or amendment, unless specifically so designated by the College.

Requested Delivery: As needed

Delivery Offered: \_\_\_\_\_

Payment Terms: \_\_\_\_\_  
(unless otherwise stated, terms will be Net 30)

Est. Freight Charge: N/A

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Prices quoted are guaranteed for \_\_\_\_\_ calendar days from the date of the bid opening under the terms and conditions offered in bid herein. (120 days unless otherwise specified)

In compliance with the above, the undersigned offers and agrees, if this bid be accepted, to furnish any and all of the goods and/or services at the price quoted, delivered to the designated point(s) within the time specified in this Invitation for Bid document. **IF NOT SIGNED BELOW, PROPOSAL WILL BE DISQUALIFIED.**

\_\_\_\_\_  
(SELLER – Company Name)  
\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name and Title)  
\_\_\_\_\_  
(Company Address)  
\_\_\_\_\_  
(City/State/Zip Code)

**Bid is accepted for the College by:**  
\_\_\_\_\_  
(Signature) Cynthia Green, Assistant Controller  
**Items/Sections Accepted:**

## CONTRACT OR BLANKET ORDER AGREEMENTS

The purpose of this Invitation for Bid is to solicit quotations from qualified vendors to establish a contract or blanket order for the routine purchase of goods and/or services on an “as or when needed” basis.

The quantity and dollar estimates provided represent the purchasing history of the College and/or a reasonable estimate of future activity in the area specified. While the College strives to make these estimates as realistic as possible, they do not constitute a guarantee of volume.

The College reserves the right to inspect the bidder’s facility prior to award to assure that they meet the requirements and can provide the necessary support for the contract goods and services specified.

The College may cancel a contract at any time by giving the seller thirty (30) days written notice of failure to comply in part or total with the prices, terms and conditions offered in bid.

The College retains the right to take extensions to the contract agreement of up to twelve (12) months, provided said extension is mutually agreeable to both the seller and the College.

**Contract Period:** One (1) full year, with an option to renew for four (4) additional one (1) year periods

**Requested Contract Start Date:** TBD

**Estimate of Contract Quantity or Dollar Expenditure:** Not to Exceed \$20,000 (annually)

**Contract Liaison Person (to be completed by bidder):**

\_\_\_\_\_  
(Name/Title)

**Tel No.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

## **PURPOSE**

The intent and purpose of this Invitation for Bid is to establish a contract to provide quality **Supplemental Armed Security Guard** services for St. Louis Community College, hereinafter referred to as the College, (a subdivision of the State of Missouri) on an as needed basis. The contract may be awarded to multiple vendors.

## **SCOPE OF SERVICE**

Under this agreement, the Contractor shall provide **ARMED SECURITY GUARD** service in conformance with the description of tasks as set forth in the following sections. Should any difficulty arise during the performance of the work, the Contractor shall promptly report it to the College.

### **1. PHILOSOPHY**

We stress that the intention of this specification and the College's interest is in obtaining **SUPERIOR QUALITY SECURITY PERSONNEL**, and **PREMIUM SERVICE**.

The College is **NOT** interested in marginal security. St. Louis Community College maintains first-class facilities and expects the facilities to be secured accordingly, and as provided in these specifications.

### **2. GENERAL REQUIREMENTS**

- A.** Armed Guard hours of service are between 7:00AM and 11:30PM as needed. Starting and ending hours may be subject to change.
- B.** The price submitted with the contractor's bid is to include: **QUALITY SECURITY**, which shall be bid on a cost-per-day basis.
- C.** The term of this agreement is one year with the option to renew for four (4) one year periods.
- D.** The College will make every effort to give at least three (3) days prior notice of additional security needs; however due to unforeseen issues personnel may be requested with only 24 hours notice or less.
- E.** The College reserves the right to accept or reject any proposal without explanation.
- F.** All employees of the security contractor are to be attired in appropriate uniform at all times, while performing service. The uniforms shall be provided by the security contractor at the security contractor's sole cost and expense.

*The Employees Will Be Attired with a Photo ID Identifying the Employee and the Security Contractor's Company*

- G.** All work performed by the contractor and its personnel will, at all times, be subject to review and acceptance by the College. The College reserves the right to modify these specifications at any time during the time of this agreement and to negotiate changes in cost, up or down, if any.
- H.** The contractor shall comply with all applicable laws, regulations, and ordinances in conducting its business at the College's building.
- I.** No work called for in this agreement is to be subcontracted to another company, contractor, nor individual without written authorization of the College.
- J.** The contractor will conduct a thorough background check, which shall include police checks from the state of Missouri and the state of employee residence if different, it is suggested that a pre-employment drug screen be conducted.

- K. Contractor will be familiar with all severe weather and emergency procedures. Contractor will meet with College to discuss at a later scheduled date.
- L. Smoking is not permitted on any of the College's premises.

### **3. STAFFING:**

#### **A. Security Guard Position:**

Primary duties include, but are not limited to, granting access to site/building, serving as an information/referral source, acknowledging shipped items, patrolling building and outside perimeter, escorting visitors in site/building when necessary, securing and re-securing doors or perimeter fencing as needed and coordination with College on any risk or potential risk.

- B. The contractor shall consider as **HIGH PRIORITY the IMAGE** of the employees assigned to the College's building, we insist on cleanliness (personal hygiene and wardrobe) and well-groomed hair, in addition, we stress sensitivity to the general appearance of the worker in regard to the College's employees or contractors when encountering them during their normal shifts.

### **4. GENERAL SECURITY:**

- A. Takes charge of post, secures property and protects personnel until properly relieved.
- B. Calls-in/out alarm and notifies the proper authorities in case of fire, disorder or any emergency.
- C. Carries communication equipment at all times.
- D. Stays alert for any safety/security hazards and building maintenance problems.
- E. Familiarizes themselves with the various locations on the site or in the building.
- F. May act as liaison with the St Louis Community College Campus Police.
- G. Ensures the site/building is cleared and locked up at closing time, if necessary.
- H. Shall be familiar with the locations of alarm panels and fire extinguishers and their operation procedures.
- I. Security guards are not to accept any items from the building's tenants.
- J. It is not permissible to remove any items from the site/building. This includes food, discarded items, etc.
- K. For all break times, officers must remain on duty, and at post for meals.
- L. Theft will not be tolerated. Any contractor's security employee caught stealing will be subject to prosecution.
- M. The security contractor's employees shall possess a valid **Metro Security Officers License**.

### **5. SPECIFIC SECURITY DUTIES/PROCEDURES:**

- A. Report for duty on time. Read **Daily Activity Report** from prior day and/or other shift.

\* The security guard will open building, deactivate security alarm and accomplish building check, if available.

\* The security guard will accomplish site/building check just prior to the change of shifts or the arrival of authorized personnel.

- B.** Security contractor employees may arrive for work no earlier than 15 minutes before starting time and must leave immediately at the end of shift unless relief is unavailable, when necessary.
- C.** The contractor's staff shall maintain a **Sign-In Log book** (provided), each security officer shall also maintain a daily activity report (provided), one per shift.
- D.** Report any illegal, suspicious, criminal activity to the college, take appropriate action and complete an incident report(provided).
- E.** **Security Company provided cellular phones/radios** are for security operations use only. No personal phone calls should be made or received with the exception of calls for emergency situations.  
*(Personal calls made otherwise on employee owned phones will be limited to break time only.)*
- F.** Assisting unauthorized access to site/building or propping open exterior doors except for loading/unloading purposes will not be tolerated. Effort must be taken by the security guard to ensure the door is guarded when doors are to be open and secured afterward.
- G.** The Security Guard's first concern should be the patron. Make eye contact, and offer assistance if it is within the scope of this agreement.
- H.** Review security reports from previous shifts and pass-on information which maybe useful to the next shift.
- I.** Maintain a chronological record throughout your shift of all security-related events and information on the **Daily Activity Report**.
- J.** Patrol and check all the building prior to closing or end of shift. Record checks conducted on the **Building Check Log**.
- K.** Notify the contact person listed on the emergency telephone contacts during emergency situation.

## **GENERAL TERMS AND CONDITIONS**

### **1. CONTRACT PERIOD**

The contract shall not bind, nor purport to bind, the College for any contractual commitment in excess of the original contract period, which shall be determined. Service shall commence on the date as shown in the RFP and extend for a period of one year unless otherwise noted in the agreement. College will give as much advance notice as possible to the ending period.

### **2. REVISIONS TO THE SCOPE OF WORK**

In the event the scope of work is revised, additional compensation shall be considered and negotiated at that time. The College may request other professional service not included in the proposal and may negotiate the related fees for such services.

### **3. COORDINATION OF ACTIVITIES**

The contractor shall fully coordinate its activities in the performance of the contract with those of the College. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor throughout the effective period of the contract.

### **4. CONFIDENTIALITY**

Inasmuch as under the contract the contractor may acquire confidential information, the contractor agrees to keep such information confidential. It is further understood and agreed that this obligation to keep such information confidential shall continue at all times beyond the completion of the contracted work.

### **5. REPLACEMENT OF PERSONNEL**

The College reserves the right to have the contractor immediately remove or replace personnel whose performance the College determines to be unsatisfactory. There shall be no charge to the College for the contractor's replacement of such personnel while under contract with the College.

### **6. CLARIFICATION OF CONTRACT**

The College reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Request for Proposal or the contractor's proposal. In all other matters not affected by the written clarification, if any, the Request for Proposal document shall govern.

### **7. FORCE MAJEURE**

Neither party shall be liable for delays, or defaults in the performance of this Contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action, or any other causes of a similar character beyond its control and without its fault or negligence.

### **8. GOVERNING LAW**

This contract shall be construed according to Missouri law, which is interpreted without regard to its conflicts of laws principles.

### **9. BANKRUPTCY OR INSOLVENCY**

In the event of proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Supplier, the College may cancel this Contract or affirm the Contract and hold Supplier responsible in damages.

### **10. INSURANCE/INDEMNIFICATION**

The Contractor shall pay for and maintain, until all work is completed, such insurance as will protect him and the College from claims under Workers' Compensation Acts, Workers' Occupational Disease Acts, and from any other claims for damages to property or for bodily injury, including death, which may arise from operations under this agreement whether such operation be by himself or any subcontractor or anyone directly or indirectly employed by either of them. Such insurance shall cover all contractual obligations, which the Contractor has assumed including the "Hold Harmless Agreement". This provision shall state the Contractor agrees to indemnify and save harmless the College and its agents and employees from and against all claims for injury to person or damage to property

arising from his work or work performed by any of his subcontractors or their employees.

## **11. INSURANCE/CERTIFICATES & LIMITS**

The following insurance shall be taken out and maintained at the Contractor's expense:

- A. Workers' Compensation and Occupational Diseases shall have statutory limits.
- B. Employers' Liability shall be in an amount not less than \$100,000 (Coverage B).
- C. Comprehensive General Liability: Bodily Injury and Property Damage: \$2,000,000 Combined Single Limits (or Bodily Injury and Property Damage \$2,000,000). Contractual Liability coverage including the "Hold Harmless Agreement" must be fully insured under this policy for the liability limits set forth above.  
Contractor's Protective Liability coverage must be included for the liability limits set forth above. The Contractor's Comprehensive General Liability Insurance shall include and provide:
  - 1. Coverage for bodily injury and/or property damage on an "occurrence" basis with an approved definition.
  - 2. A broad form property damage endorsement.
  - 3. Completed operations liability.
  - 4. If applicable to work under this agreement, the Contractor shall provide proper endorsements to cover property damage liability normally excluded under insurance code numbers bearing the symbols "X", and/or "C" and/or "U". St. Louis Community College shall be named as additional insured.
- D. Comprehensive Automobile Liability Insurance: Bodily Injury and Property Damage: \$500,000 combined single limits (or \$250,000/\$500,000 Bodily Injury, \$500,000 Property Damage). This insurance must include non-owned, hired or rented vehicles as well as owned vehicles.

## **12. TAXES**

The Contractor shall take into account that the College, a government subdivision, is exempt from most state and federal taxes. (Tax Exemption No. 11166584)

## **13. PAYMENTS**

Contractor shall submit invoice(s) upon completion of the work each month. The College shall make payment within (30) days of receipt of invoice.

## **14. PAYMENTS WITHHELD**

The College shall have the right to hold or delay payments if the contractor fails to complete work for the month within scheduled time limits and/or the contractor's work is unsatisfactory or incomplete for a particular period.

## **15. CANCELLATION**

Either party may terminate or revise this agreement if agreed to by giving the other party fourteen (14) day's prior written notice.

## **16. CONTRACTOR INSURANCE**

Contractor shall maintain at his expense all insurance required protecting his employees and his operations fully while on the College's property including Workers' Compensation, Employees' Liability, Comprehensive General Liability, and Comprehensive Vehicle Liability Insurance. **Contractor shall provide copies of the Certificate of Insurance to the College naming the College as co-insured after award of agreement.**

**17. COLLEGE LIABILITY**

The College shall not be liable for any injury to any employee of the Contractor while said employee shall be performing work pursuant to the agreement, and the Contractor hereby indemnifies the College and agrees to hold it harmless from any and all claims made by any employee who may be injured on the College's property by any cause to the extent attributable to the Contractor's negligence and from all costs arising from such claim or claims including court costs and reasonable attorney's fees.

**18. SAFETY**

It will be the responsibility of this Contractor to initiate, maintain, and supervise all safety precautions and programs in connection with the work. This includes compliance with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority for safety of persons or property.

**19. COMPLIANCE WITH APPLICABLE LAWS**

The contractor warrants it has complied with all applicable laws, rules and ordinances of the United States, or any state, municipal governmental authority or agency in providing the services covered by this Contract, including, but not limited to, Fair Labor Standards Act of 1938 as amended.

**20. NON-DISCRIMINATION IN EMPLOYMENT**

In connection with the furnishing of supplies or performance of work under this Contract, the Supplier agrees to comply with the Fair Labor Standard Act, Fair Employment Practices Act, Equal Opportunity Employment Act, Americans With Disabilities Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

**21. ASSIGNMENT OF AGREEMENT**

The agreement shall not be assignable by the Contractor in whole or in part without the written consent of the College.

**22. NOTICE AND SERVICE THEREOF**

Any notice to Supplier from the College relative to any part of this Contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified, or regular mail, to the Supplier at his last given address, or delivered in person to Supplier or his authorized representative.

**23. COMPLETE AGREEMENT**

The Contract expresses the complete agreement of the parties. Any changes, additions or modifications hereto must be in writing and signed by the Manager of Purchasing. No other individual is authorized to modify the Contract in any manner.

**St. Louis Community College**

**SECURITY SERVICE AGREEMENT**

This service agreement made this \_\_\_\_\_, By And Between St Louis Community College, 300 S, Broadway, St Louis, Mo 63102, and \_\_\_\_\_

St Louis Community College desires that the security services covered by this service agreement which will begin on or about \_\_\_\_\_.

St. Louis Community College (SLCC) and \_\_\_\_\_ agree to the following provisions:

1. Base bid: Scope of services to be performed at College locations by \_\_\_\_\_ shall be as specified attached hereto, and incorporated herein, in the amount of \$\_\_\_\_\_ per day, based on eight hours a day.
2. Time is of essence during the term of Agreement.
3. Before proceeding with any work, \_\_\_\_\_ shall furnish to SLCC certificates of insurance, indicating St Louis Community College as an additional insured, executed by insurance companies approved by SLCC to evidence coverage by \_\_\_\_\_.
4. This Service Agreement and its attachments incorporated herein contain all the terms between the parties and may be amended only in writing signed by both parties.
5. Additional services, which are not covered by this service agreement, shall be provided only if requested and authorized in writing by SLCC.

This Service Agreement shall be governed by and construed under the laws of the State of Missouri, which shall be the forum for any lawsuits arising from or incident to this agreement.

**IN WITNESS WHEREOF**, the parties hereto have excited this Service Agreement in two (2) Counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

CONTRACTOR

ST. LOUIS COMMUNITY COLLEGE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Name/Title

**NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS  
REGARDING SECTIONS 285.525 THROUGH 285.550 RSMO, EFFECTIVE JANUARY 1, 2009**

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., St. Louis Community College) to a business entity, the business entity 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)]

St. Louis Community College, in order to comply with sections 285.525 through 285.550 RSMO, requires the following bid and contract documents:

**Required Affidavit for Contracts Over \$5,000.00 (US) – Effective 1-1-2009.** Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

1. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services: and
2. that Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

St. Louis Community College encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program and the service is free. Information regarding E-Verify is available at [www.uscis.gov](http://www.uscis.gov) scroll to the bottom of the

page and select the E-verify link  or by calling **888-464-4218**. You may also access the website to begin the registration process at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>.

If you have any questions, please contact St. Louis Community College, Purchasing Department at 314-539-5227.

## AFFIDAVIT

The undersigned, being duly sworn upon oath, deposes and states as follows:

1. I am authorized to execute this affidavit and to enter into contracts on behalf of the following business entity or employer authorized to conduct business in the State of Missouri (hereinafter referred to as "Contractor"): \_\_\_\_\_.
2. I am the \_\_\_\_\_ for Contractor and I have personal knowledge of the facts stated herein.
3. On or about \_\_\_\_\_, Contractor entered into a contract with St. Louis Community College ("Political Subdivision"), for the provision of an Supplemental Security Services, as more fully described in B0002969 (hereinafter referred to as "Contract").
4. Contractor affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the Contract.
5. On or about \_\_\_\_\_, Contractor enrolled and began participating in E-Verify, a federal work authorization program managed by the Department of Homeland Security ("DHS") and the Social Security Administration ("SSA"), as referred to in the Revised Statutes of the State of Missouri, § 285.530.
6. Pursuant to a Memorandum of Understanding between Contractor, DHS, and SSA (hereinafter referred to as the "Memorandum of Understanding"), Contractor is obligated to verify each employee hired after \_\_\_\_\_ (hereinafter referred to as the "Enrollment Date"), and Contractor hereby affirms its compliance with all obligations contained in the Memorandum of Understanding.
7. Contractor affirms that it is now and shall remain registered in E-Verify up to and including the term of the Contract and that, in addition to the Memorandum of Understanding, Contractor has provided Political Subdivision with supporting documentation regarding all employees hired after the Enrollment Date who are working in connection with the Contract.
8. Contractor affirms that if it is determined that an employee is not eligible to work on the contract, Contractor shall immediately remove the employee from the Contract, pending resolution of the matter with the appropriate state and federal authorities.
9. Contractor affirms its understanding of the requirements of the Revised Statutes of the State of Missouri, §§ 285.525 to 285.550, including the right of the State to terminate the contract and permanently suspend or debar Contractor from doing business with the State under certain circumstances.

