REQUEST FOR PROPOSAL NUMBER B0003755

Purchasing Department
300 South Broadway
St. Louis, MO 63102

SPECIFICATIONS
FOR
DOMESTIC AND INTERNATIONAL GROUP TRAVEL SERVICES

FOR ADDITIONAL INFORMATION, CONTACT:
Cindy Green, Purchasing Supervisor
Phone: 314 539-5227 or email: cgreen2@stlcc.edu

RFP CLOSING DATE: January 3, 2020
RFP CLOSING TIME: 10:00 a.m., local time

Date Issued: November 25, 2019
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 may be delivered via email** to Cynthia Green/Purchasing at purchasing@stlcc.edu on or before the time and date stipulated in the Request for Proposal 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 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: Accounts Payable
   St. Louis Community College
   3221 McKelvey Road
   Bridgeton, MO 63044

   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 B0003755

BUYER: Cindy Green  (314) 539-5227

DATE ISSUED: November 25, 2019

ITEMS/SERVICE REQUESTED: Domestic and International Travel Services

Electronic proposals will be received at the Department of Purchasing, St. Louis Community College, 3221 Bridgeton, MO 63044 until the time and date given herein and then publicly opened for reading and evaluation (purchasing@stlcc.edu).

DATE & TIME BID WILL BE OPENED AND READ: January 3, 2020 at 10:00 a.m., Local Time

If this request for proposal is accepted by St. Louis Community College (“College”), in whole or in part, it becomes a binding contract for the items or sections designated below when signed by an authorized representative of the College and returned to the Respondent. By signing and submitting this RFP, you are offering to sell the goods and/or services to the College on the terms and conditions contained in this Request for Proposal. All purchases are subject to the terms and conditions contained in and attached to this Request for Proposal. By submitting a response, 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 proposal. 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.

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)

_________________________________________

FEDERAL TAX ID

_________________________________________

(Signature)

_________________________________________

(Printed Name and Title)

_________________________________________

(Company Address)

_________________________________________

(City/State/Zip Code)

Bid is accepted for the College by:

_________________________________________

(Signature) Cynthia Green, Purchasing Supervisor

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: 3 Years

Requested Contract Start Date: February 1, 2020

Estimate of Contract Quantity or Dollar Expenditure: $400,000.00

Contract Liaison Person (to be completed by bidder):

__________________________________  ____________________________________
(Name/Title)  E-mail address

__________________________________
(Telephone)
SPECIFICATIONS AND PRICING

St. Louis Community College is soliciting bids to establish a College-wide contract for both Domestic and International Group Travel Services.

SECTION 1 – GENERAL INFORMATION

The College’s estimated annual expenditures for travel are $400,000.00. This dollar estimate represents the purchasing history of the College and/or a reasonable estimate of future activity. This amount is an estimate only and does not constitute a guarantee of volume. Actual expenditures may vary greatly from this figure. The College reserves the right to award this contract to multiple vendors with no guaranteed amount to any one vendor.

SECTION 2 – DESCRIPTION OF SERVICES NEEDED

Domestic Travel

The typical traveler who will use contract services will include, but are not limited to:

- College employee groups
- Student activity groups
- Intercollegiate Athletics groups

Individual domestic travelers will frequently make their own travel related arrangements using the internet. However, there will be instances when individuals and/or groups will require the assistance of a professional travel agency. This section of the contract will address the needs of those requiring such assistance. Typical services that will be requested are:

- airline reservations
- hotel accommodations
- surface travel arrangements
- vehicle reservation services
- banquet and/or meeting facilities

College administrative procedures prohibit paying any travel expenses for personal travel or for an accompanying spouse, relative or friend.

International Travel

The primary travelers consist of faculty, staff and students enrolled in an educational tour program. Required services are international airfare and/or land packages including but not limited to hotel accommodations, surface travel, sightseeing, guided tours and meals.
International Travel Process

The International Education Department submits to each travel agency a preferred itinerary which includes all details for each study abroad program or international travel group allowing two to three weeks for submission of a price quote. The submitted price quotes are evaluated by the International Office and faculty mentors; then the most suitable and competitive proposal is awarded. The International Office may have follow-up questions or requests in order to offer the best academic experience to our students. The travel agencies are expected to follow the College’s instructions in detail.

Important:

1. The College does not pay non-refundable deposits.
2. The College requires a sufficient grace period (at least one semester) to allow time for recruiting students without the risk of losing deposits.
3. Quotes that do not offer refundable deposit with sufficient deadlines will not be considered.

SECTION 3 – SCOPE OF SERVICES

The agency should be capable of providing full travel agent services to St. Louis Community College, at a minimum, the requested services are listed below:

1. Provide domestic and/or international airline, or railway tickets at the most favorable rate available to meet all arrival and departure times at the locations requested by the College.

2. Arrange hotel accommodations, if requested, taking full advantage of any and all governmental or corporate discount rates available. This would include negotiating preferred rates at recommended hotels when staff, students and faculty travel on international/educational tours.

3. Prepare, arrange and provide all trip itineraries, taking full advantage of any and all governmental, corporate, group and/or seasonal discount rates available.

SECTION 4 – PROPOSAL SUBMISSION REQUIREMENTS

All agencies must include as part of their proposal, the following information:

a) Company’s values, mission and customer service approach and how they relate to your performance
b) Provide your agency’s diversity status (MBE/WBE/DBE)
c) Description of experience providing service for multi-location organizations
d) Three references that can attest to the agencies abilities, quality of work, timeliness, diligence, flexibility and indicate the average annual travel volume (dollars and transactions) of each reference
e) Description of booking process and online booking tool
f) Average length of time travelers and arrangers should expect to wait for a return phone call or email with regard to their travel arrangements

g) Availability of backup agents to meet the needs of travelers during busy times

h) Experience working with multi-location organizations

i) Online and/or in-person training program to ensure easy transition and adoption of your system

j) A brief description of the policy or methods of addressing customer service issues or complaints

k) Description of the agency’s reservation/travel system, backend and automation technology including any tools to automate travel approval, quality control and auto-ticketing

l) Provide the agency’s privacy policy

m) Provide the agency’s data breach response policy

n) Provide evidence of compliance with applicable state, federal and international privacy laws and regulations, including European Union’s General Data Protection Regulation (GDPR).

o) Overview of the types of fares the agency has access to (i.e. nonprofit fares)

p) Describe the agency’s quality check system/expense monitoring system to ensure and/or qualify that the ticket was issued at the lowest logical airfare available and completeness and accuracy of the itinerary. Provide your policy for addressing and/or reimbursing the College for tickets that are not issued at the lowest rate.

q) Describe any special rate agreements with hotels or car rental agencies.

r) Describe the agency’s after-hours and weekend service arrangements

s) Describe the types of management reports available to the College (i.e. travel expenses by department or by individual, airline/hotel/rental car usage, cost savings analysis, average ticket booking, etc.)

t) Describe details required for booking a reservation

u) List any additional services that can be utilized to assist international travelers

v) List of geographical areas with experience in educational tours

w) Describe any additional services, capabilities or uniqueness that differentiates your agency.

x) Provide schedule of fees (see Appendix A: Schedule of Fees)

y) Provide the cancellation deadlines for refundable deposits.

z) Provide any additional fees for set-up and/or implementation.

aa) Provide Workers Compensation Insurance Certificate.
SUBMISSION OF PROPOSAL(S)

Proposals may be submitted by January 3, 2020 at or before 10:00 a.m. via email at purchasing@stlcc.edu; the “Subject” line should state: B0003775 Response. Proposals will also be received at the following location:

Department of Purchasing
St. Louis Community College
3221 McKelvey Road
Bridgeton, MO 63044
Attn: B0003775

All questions regarding this RFP should be submitted in writing by Monday, December 16, 2019 to purchasing@stlcc.edu. The Subject Line should include: B0003775.

Addenda will be issued to answer all questions that are submitted in writing; all addenda will be posted on the College’s website at www.stlcc.edu/purchasing.

Unless otherwise amended, the deadline for submission of proposals is: January 3, 2020 at 10:00 AM CST.

All proposals or unsolicited amendments to proposals arriving after the closing date and time will not be considered.
Administrative Details and Checklist

1. This Request for Proposal does not commit the College to award a contract, to pay any cost incurred in the preparation of a proposal in response to this request, or to procure or contract for services. The College reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the College.

2. The College reserves the right to reject any and all offers, to waive minor irregularities in offers received, and to request additional information from proposers.

3. The College reserves the right to accept other than the lowest fees quoted.

4. The bidder(s) whose proposal represents the best business decision to the College, all factors considered will be recommended for award to the College’s Board of Trustees.

5. The College’s Board of Trustees has the sole authority to award a contract as a result of this Request for Proposal process.

6. All proposals must be signed by a duly authorized representative of the respondent with binding authority. Failure to sign the College Invitation for Bid document will result in automatic disqualification of that proposal.

7. After the bid opening the Proposal becomes the property of the College and is subject to the open records law of the State of Missouri (RSMo 610.021). Statement of confidentiality or proprietary information should not be included in the proposal. All proposals are required to become a matter of public record according to state law.
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 AND/OR SUBSTITUTION 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. The contractor agrees and understands that the College’s agreement to the contract is predicated, in part and among other considerations, on the utilization of the specific individual(s) and/or personnel qualification(s) as identified and/or described in the contractor’s proposal. Therefore, the contractor agrees that no substitution of such specific individuals shall be made without the prior written notification to the College. The contractor further agrees that any substitution made pursuant to this paragraph must be equal to or better than what was originally proposed and that the notification of a substitution shall not be construed as an acceptance by 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.
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:

<table>
<thead>
<tr>
<th><strong>Required Affidavit for Contracts Over $5,000.00 (US)</strong> – Effective 1-1-2009.</th>
<th><strong>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:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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</td>
</tr>
<tr>
<td>2.</td>
<td>that Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.</td>
</tr>
</tbody>
</table>

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 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 Travel Services, as more fully described in B0003755 (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.
AFFIDAVIT

Dated this _____ day of ______________, 2020

_____________________________

STATE OF MISSOURI )
COUNTY OF ___________ ) SS.

On this____ day of ______________ in the year 2020, before me, ___________________________, a Notary Public in and for said State, personally appeared __________________________, known to me to be the person who executed the within Affidavit, and acknowledged to me that _________________ executed the same for the purposes therein stated.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in the County of___________ and State aforesaid, the day and year first above written.

__________________________
Signature of Person Executing Affidavit

__________________________
Notary Public

My Commission Expires: