



REQUEST FOR PROPOSAL

2022 Youth Sports Officiating Services

SUBMITTAL DEADLINE

3:00pm on November 11, 2021

Any questions regarding this submission of the Request for Proposal shall be submitted to the City Clerk, Janelle Neece by e-mail at cityclerk@cityofrichmondmo.org or by phone at (816) 776-5304.

Any questions regarding the information in the Request for Proposal shall be submitted to the Recreation Director, Haley Williams, by e-mail at hwilliams@cityofrichmondmo.org or by phone at (816) 776-5304.



NOTICE TO BIDDERS
2022 Youth Sports Officiating Services

City of Richmond, Missouri

Sealed proposals will be received by the Parks and Recreation Department at the Richmond City Hall, 205 Summit Street, Richmond, Missouri, until 3:00 p.m. on November 11, 2021. In accordance with the Missouri Sunshine Law, RSMo 610.021, the proposals for the above project will be opened on said date and time and only the bidder name will be read aloud along with required documents checked for responsiveness.

The work under this contract consists of the following:

- Officiating services for the City's youth recreational basketball league (2nd grade-7th grade), soccer league (4th - 8th grade), and baseball/softball league (4 years-18 years of age).
- Field Supervisor service for the City's youth recreational soccer league (4th grade-8th grade), and baseball/softball league (4 years-18 years of age).

The specific locations and details of the work to be done shall be contained in Bid Form D and Appendix A.

Pursuant to 610.021 RSMo, all documents within a request for proposal will become open record to the public upon a negotiated contract being executed. All documents within a request for bid become open record as soon as the bid is opened. Bidders and proposers should be aware that all documents within a submittal will become open records.

Documents not obtained directly from the City of Richmond are for review purposes only. Actual bidding documents must be obtained from the City of Richmond contact as stated above.

The City reserves the right to reject any or all proposals and to waive informalities or deficiencies therein. To negotiate with any or all bidders or others for more favorable terms or prices, and to award a contract to other than the bidder submitting the lowest cost bid proposal, with or without negotiation and to determine which is the lowest, best, and most responsive, to accept, at its option, any alternates and to approve the bond.

CONTRACT FOR SERVICES
2022 Youth Sports Officiating Services

AGREEMENT FOR PROVISION OF THE FOLLOWING SERVICES

Agreement made this ____ day of _____, 2021, between _____, an entity organized and existing under the laws of the State of _____, with its principal office located at _____, hereafter referred to as the **Contractor**, and the City of Richmond, Missouri, with its office located at 205 Summit Street, Richmond, Missouri, hereafter referred to as the **City**.

This contract and applicable attachments represent the entire understanding and agreement between the parties and no oral, implied, alterations or variations to the contract will be binding on the parties, except to the extent that they are in writing and signed by the parties hereto. This contract shall be binding upon the heirs, successors, administrators, executors and assigns of the parties hereto. In the event there are any inconsistencies in the provisions of this contract and those contained in the proposal they will be resolved in accordance with the terms of this contract.

This contract is effective as of _____ and coincidental with the Mayor's signature and attestation by the City Clerk and shall remain in effect as described within the attachments.

ARTICLE I
THE WORK

Contractor agrees to perform all work and provide all materials as specified in Request for Proposal and the General Terms and Conditions in Appendix B, commonly referred to as Contract Terms and Conditions and according to Contract Agreement set forth here. Contractor agrees to provide all labor, materials, tools, permits, and/or professional services and perform the contracted work in accordance with all specifications, terms and conditions as set forth within the proposal documents, including bonding, insurance, prevailing wage requirements, and termination clauses as needed or required. The work as specified in Appendix A may commence upon the signing of this contract and scheduling and approval of the City.

ARTICLE II
CONTRACT TERM

The initial term of this contract shall be January 1, 2022 to December 31, 2022. If both parties mutually consent to continue the agreement, it may be extended for two additional one-year terms under the same terms and conditions.

ARTICLE III
CONTRACT SUM AND PAYMENT

The Contractor agrees to perform all work described in Appendix A and bid form D and to enter in to a guaranteed pricing contract with the City in an amount not to exceed \$_____ and in accordance with the service rates proposed with the Contractor's bid submission.

The City agrees to pay the Contractor as outlined in the Contract Documents and subject to deductions provided for in Articles IV and VI.

ARTICLE IV
CONTRACT PAYMENT

The City agrees to pay the Contractor for the completed work as follows: the Contractor will invoice the City on the 1st and the 15th of each month for the work completed. The invoice that is developed on the 1st of the month will be for all the work completed between the 15th of the month and the end of the month. The invoice that is developed on the 15th of each month will be for all the work completed between the 1st of the month and the 14th of the month. Any undisputed monies not paid to the Contractor when due will bear interest at the rate of one and one-half percent (1 -1/2 %) per month, from the date such payment is due. However, if any portion of the work remains to be completed or corrected at the time payment is due, the City may retain sufficient funds to cover the value of the work not completed.

A penalty of \$25.00 per individual, per assignment will be submitted to the Contractor if the assigned duties are not covered adequately (i.e., if assigned official is greater than ten minutes late for assigned duty or does not attend at all). This penalty will be deducted off the subsequent invoice submitted by the Contractor to the City. Proper documentation by the City must be adhered to, to invoke the penalty to occur.

The City will be the sole judge as to the sufficiency of the work performed.

The Contractor agrees that the City may withhold any and all payment for damage or destruction, blatant or otherwise, incurred to the City's property caused by poor performance or defective equipment or materials or personnel employed or utilized by the Contractor. Additionally, it is agreed the Contractor shall also be liable to the City for replacement of materials or services occasioned by such breach.

Payment shall be made upon receipt of invoices presented in duplicate as outlined in Appendix B.

Third party payment agreements will not be accepted by the City

ARTICLE V INSURANCE REQUIREMENTS

Insurance shall be provided as outlined in the General Terms and Conditions Appendix B to the Contract.

ARTICLE VI DAMAGES/DELAYS/DEFECTS

The City will not sustain monetary damage if the whole or any part of this contract is delayed through the failure of the Contractor and/or their sureties to perform any part or the whole of this contract. Thus, if at any time the Contractor refuses or neglects to supply sufficiently skilled workmen or proper materials, or fails in any respect to execute the contract, including extras, with the utmost diligence, the City may take steps deemed advisable to promptly secure the necessary labor, tools, materials, equipment, services, etc., by contract or otherwise, to complete whatever portion of the contracted work which is causing delay or is not being performed in a workmanlike manner.

Contractor and/or their sureties will be liable to the City for any cost for labor, tool, materials, equipment, services, delays, or claims incurred by the City to finish the work.

Contractor shall immediately report, to the City, or a duly authorized representative, any accident whatsoever arising out of the performance of this agreement, especially those resulting in death, serious injury or property damage. Contractor must provide full details and statements from any witnesses.

ARTICLE VII RESPONSIBILITIES

The City shall provide all information or services under their control with reasonable promptness and shall designate a representative to render decisions on behalf of the City and on whose actions and approvals the Contractor may rely.

The Contractor's responsibilities and obligations under this agreement are accepted subject to strikes, outside labor troubles (including strikes or labor troubles affecting vendors or suppliers of Contractor), accidents, transportation delays, floods, fires, or other acts of God, and any other causes of like or different character beyond the control of Contractor. Impossibility of performance by reason of any legislative, executive, or judicial act of any governmental authority shall excuse performance of or delay in performance of this agreement. The City and the Contractor shall agree upon such delay or cancellation of performance and execute this agreement in writing.

Contractor agrees to provide all materials, labor, tools, and equipment necessary to perform and complete the contract as specified.

Contractor will supervise and direct the work performed, and shall be responsible for their employees. Contractor will also supervise and direct the work performed by sub-contractors and their employees and be responsible for the work performed by sub-contractors hired by the contractor.

Contractor agrees to obtain and maintain during the term of this contract the necessary licenses and permits required by federal, state, county and municipal governments to perform the services as required by this contract. Contractor shall bear the cost of any permits which he is obligated to secure. Contractor will also ensure any sub-contractors hired will obtain the necessary licenses and permits as required.

Contractor agrees to comply with all applicable federal, state, county and municipal laws and regulations, including, but not limited to, affirmative action, equal employment, fair labor standards and all applicable provisions of the Occupational Safety and Health Act of 1970, as amended. Contractor agrees to ensure sub-contractors and their employees comply with all applicable laws and regulations aforementioned.

Contractor also agrees to be, at all times, in full compliance with any and all applicable federal, state and local laws and regulations as they may change from time to time.

ARTICLE VIII TERMINATION OF AGREEMENT

With Cause – If Contractor fails to perform their duties as specified in this contract, the City through its appointed representative, shall notify the Contractor to correct any default under the terms of this contract. Such notification may be made by telephone or in writing. If the Contractor fails to correct any default after notification of such default, the City shall have the right to immediately terminate this agreement by giving the Contractor ten (10) days written notice.

Without Cause – The City may terminate this agreement at any time by providing sixty (60) days written notice, by certified mail, to the Contractor at the address listed below.

In the event this agreement is terminated, the City may hold as retainer the amount needed to complete the work in accordance with bid specifications.

ARTICLE IX AFFIDAVIT of WORK AUTHORIZATION

Pursuant to 285.530 RSMo, the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

- * submitting the attached AFFIDAVIT OF WORK AUTHORIZATION and
- * providing documentation affirming the bidder's enrollment and participation in a

federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

ARTICLE X ENTIRE AGREEMENT

The parties agree that this constitutes the entire agreement and there are no further items or provisions, either oral or otherwise. City agrees that it has not relied upon any representations of Bidder as to prospective performance of the goods, but has relied upon its own inspection and investigation of the subject matter.

The parties have executed this agreement at The City of Richmond the day and year first above written.

IN WITNESS WHEREOF, the parties hereunto have executed two (2) counterparts of this agreement the day and year first written above.

(SEAL)

THE CITY OF RICHMOND, MISSOURI

By: _____
Mike Wright, Mayor

Attest: _____
Janelle Neece, City Clerk

(SEAL)

Company Name

By: _____

Title: _____

Attest: _____

APPENDIX A
Scope of Work and Special Provisions
2022 Youth Sports Officiating Services

- The City of Richmond is soliciting proposals to provide officiating services for our youth recreational basketball league (2nd grade-7th grade), soccer league (4th grade -8th grade), and baseball/softball league (4 years of age- 18 years of age) for the City of Richmond Parks and Recreation Department.

- General provisions include the following:
 - Officials and supervisor must be trained in the specific rules of each program and division assigned prior to the commencement of the program.
 - Officials must be on-site 10 minutes prior to the beginning of their first scheduled game.
 - Supervisor must be on-site 15-30 minutes prior to the beginning of their first scheduled game.
 - Officials and supervisor must be in proper uniform.
 - Officials must know their field assignment prior to arrival and maintain on that field through the duration of their shift, unless supervisor deems changes are necessary.
 - Umpire or Supervisor must put the pitching machine away after final game.
 - Umpire must retrieve baseball/softballs from storage before the first game and put balls back after the last game.
 - Umpire or supervisor must retrieve helmets out of storage before coach pitch games and put helmets away after coach pitch games.
 - Official or supervisor must put soccer flags away after soccer games.
 - Official must retrieve soccer balls from soccer shed before games and put balls back after the last game.
 - Supervisor must manage conflicts during the game pertaining to coaches, participants, and spectators.
 - Supervisor must manage weather related issues during games.
 - Supervisor must communicate with Recreation Director regarding delayed/canceled, once games have started.
 - Officials and supervisor must legibly complete all appropriate documentation as it relates to that specific program and return it to the appropriate on-site destination before the conclusion of their scheduled shift:
 - Score sheet – Only applicable for selected divisions
 - Incident reports (which would include injuries, disputes, disciplinary action, etc.)
 - Officials and supervisor must comply with all league policies and procedures set forth by the City of Richmond. This includes, but is not limited to:
 - League Rules

- Supervisor or Contractor must directly communicate with Recreation Director (immediately) if a serious incident happens during games.
- Supervisor must turn ball field lights on at appropriate times during baseball/softball season. City of Richmond employee will shut lights off after games.
- Youth Recreation Basketball (2nd & 3rd grade divisions, 4th & 5th grade divisions, 6th & 7th grade divisions):
 - Winter sport : approximately 70 games
- Youth Recreational Soccer (5th & 6th grade division and 7th, 8th, 9th grade division)
 - Spring sport: approximately 26 games
- Youth Recreational Baseball/Softball (coach pitch division, machine pitch divisions, kid pitch divisions)
 - Spring/Summer sport: approximately 220 games

Contractor will be paid for actual number of games completed and as documented on invoices submitted to the City per the provisions of Article IV. Unit pricing in Bid Form D.

CITY OF RICHMOND, MISSOURI

Appendix B

Standard Terms and Conditions

All bid/quote/RFQ respondents are expected to comply with City of Richmond Standard Contract Terms and Conditions. Submission of a response to this proposal constitutes acceptance of these standard terms and conditions.

A. *Procedures*

The extent and character of the services to be performed by the Contractor shall be subject to the general control and approval of the City Administrator or his authorized representative (s). The Contractor shall not comply with requests and/or orders issued by any other person. The City Administrator will designate his authorized representatives in writing. Both the City of Richmond and the Contractor must approve any changes to the contract in writing.

B. *Contract Award*

Award of this contract is anticipated no later than 60 days after bid deadline.

C. *Insurance*

The Contractor shall procure, maintain, and provide proof of, insurance coverages for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the City of Richmond by the Contractor, its agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted prior to the commencement of work and such coverage shall be maintained by the Contractor for the duration of the contract period. Claims made on policies must be enforce or that coverage purchased for three (3) years after contract completion date.

1. Comprehensive General Liability:

- Minimum Limits - \$2,000,000 per occurrence and \$2,000,000 aggregate

2. Comprehensive Automobile Liability:

- Minimum \$2,000,000 combine single limit for bodily injury and property damage per occurrence

3. Workers' Compensation:

- Missouri Statutory Requirement. Must show proof of workers' compensation coverage for any person performing work for the City.

4. Employers' Liability:

- \$1,000,000 each employee, \$1,000,000 each accident and \$1,000,000 policy limit

D. Hold Harmless Clause

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the City of Richmond, its officials, employees, agents, residents and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property as a consequence of any neglect in safeguarding contract work or on account of any act or omission by the Contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

E. Exemption from Taxes

The City of Richmond is exempt from state sales tax and federal excise tax. Tax exemption certificates indicating this tax-exempt status will be furnished on request, and therefore the City shall not be charged taxes for materials or labor.

F. Employment Discrimination by Contractors Prohibited/Wages/ Information

During the performance of a contract, the Contractor shall agree that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor; that it will post in conspicuous places, available to employees and applicants for employment, notices setting forth nondiscrimination practices, and that it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that it is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to meet this requirement.

The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order so that the provisions will be binding upon each subcontractor or vendor used by the Contractor.

G. Invoicing and Payment

The Contractor shall submit invoices, in duplicate, for services outlined above in the scope of services and according to the schedule agreed upon during final negotiations, with proper attachments documenting work performed, fees applied, etc.

H. Cancellation

The City of Richmond reserves the right to cancel and terminate this contract in part or in whole without penalty upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

I. Contractual Disputes

The Contractor shall give written notice to the City of Richmond of its intent to file a claim for money or other relief at the time of the occurrence or the beginning of the work upon which the claim is to be based.

The written claim shall be submitted to the City no later than sixty (60) days after final payment. If the claim is not disposed of by agreement, the City of Richmond shall reduce their decision to writing and mail or otherwise forward a copy thereof to the Contractor within thirty (30) days of receipt of the claim.

City decision shall be final unless the Contractor appeals within thirty (30) days by submitting a written letter of appeal to the City Administrator, or his designee. The City Administrator shall render a decision within sixty (60) days of receipt of the appeal.

J. Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

K. Applicable Laws

This contract shall be governed in all respects by federal and state laws. All work performed shall be in compliance with all applicable City of Richmond codes.

L. Drug/Crime Free Work Place

The Respondent acknowledges and certifies that it understands that the following acts by the contractor, its employees, and/or agents performing services on City of Richmond property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes)
3. Any crimes committed while on City property.

The Respondent further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the City of Richmond in addition to any criminal penalties that may result from such conduct.

M. No Escalation of Fees

The pricing of services contained in the contract for the selected Contractor shall remain in effect for the duration of the contract. No escalation of fees will be allowed.

N. Permits

The successful Contractor shall be responsible for obtaining all permits, and for incurring all expenses associated with those permits, prior to proceeding with the scope of work and services described in this solicitation. Included in these permits will be the “Occupation License” required of all contractors doing business within the City limits of Richmond. This permit can be obtained from the office of the City Collector, 205 Richmond, Missouri, 64085.

O. Compliance with Missouri Law Regarding the Employment of Illegal Aliens

The successful Contractor shall be responsible for understanding and complying with all Missouri laws pertaining to the employment of illegal aliens. This will include certification to the City of such

PLEASE NOTE: The following affidavit needs to be completed and returned with RFP.

AFFIDAVIT

(as required by Section 285.530, Revised Statutes of Missouri)

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE: Any person performing work or service of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM: Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY: A person acts knowingly or with knowledge,
(a) with respect to the person’s conduct or to attendant circumstances when the person is aware of the nature of the person’s conduct or that those circumstances exist; or
(b) with respect to a result of the person’s conduct when the person is aware that the person’s conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN: An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority, personally appeared _____, who, being duly sworn, states on his oath or affirmation as follows:

Name/Contractor: _____

Company: _____

Address: _____

- 1 I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.
- 2 Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Richmond.
- 3 Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.
- 4 Attached hereto is documentation affirming Contractor’s enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Company Name

Signature

Name: _____

Title: _____

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 2022.

Notary Public: _____

My Commission Expires: _____

PLEASE NOTE: Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding:

- 1 A valid, completed copy of the first page identifying the Contractor; and
- 2 A valid copy of the signature page completed and signed by the Contractor, the Social Security Administration, and the Department of Homeland Security -Verification Division.

2022 Youth Sports Officiating Services

Instructions to Bidders

(2) SIGNED PROPOSALS

Plus one (1) unbound copy for a total of three (3) copies

MUST BE RECEIVED BY:

3:00pm on November 11, 2022

**PLEASE MARK YOUR SUBMITTAL "SEALED PROPOSAL – OFFICIATING SERVICES"
AND SEND IT TO:**

**Janelle
City Clerk
City of Richmond
205 Summit Street
Richmond, Missouri 64085**

Bid packet must include Proposal forms A – D attached with this RFP.

Attach the E-Verify documents to unbound copy.

Any questions regarding this Request for Proposal shall be submitted to Janelle Neece by e-mail at cityclerkh@cityofrichmondmo.org or by phone at (816) 776-5304.

PROPOSAL FORM A

PROPOSAL VALIDITY AND COMMITMENT TO SIGN AGREEMENTS

I (authorized agent) _____ having authority to act on behalf of
(Company name) _____ do hereby
acknowledge that (Company name) _____ will be bound by all
terms, costs, and conditions of this proposal for a period 90 days from the date of submission; and
commit to sign the Agreements.

FIRM NAME: _____

ADDRESS: _____
Street

ADDRESS: _____
City State Zip

PHONE: _____

DATE: _____
(Month-Day-Year) Signature of Officer/Title

DATE: _____
(Month-Day-Year) Signature of Officer/Title

Indicate Minority Ownership Status of Bidder (for statistical purposes only):
Check One:

- _____ MBE (Minority Owned Enterprise)
- _____ WBE (Women Owned Enterprise)
- _____ Small Business

PROPOSAL FORM B

CONTRACTOR DISCLOSURES

The Contractor submitting this RFP shall answer the following questions with regard to the past five (5) years. If any question is answered in the affirmative, the Firm shall submit an attachment, providing details concerning the matter in question, including applicable dates, locations, names of projects/project owners and circumstances.

- 1. Has the Firm been debarred, suspended or otherwise prohibited from doing business with any federal, state or local government agency, or private enterprise?
Yes ___ No ___

- 2. Has the Firm been denied prequalification, declared non-responsible, or otherwise declared ineligible to submit bids or proposals for work by any federal, state or local government agency, or private enterprise?
Yes ___ No ___

- 3. Has the Firm defaulted, been terminated for cause, or otherwise failed to complete any project that it was awarded?
Yes ___ No ___

- 4. Has the Firm been assessed or required to pay liquidated damages in connection with work performed on any project?
Yes ___
No ___

- 5. Has the Firm had any business or professional license, registration, certificate or certification suspended or revoked?
Yes ___ No ___

- 6. Have any liens been filed against the Firm as a result of its failure to pay subcontractors, suppliers, or workers?
Yes ___ No ___

- 7. Has the Firm been denied bonding or insurance coverage, or been discontinued by a surety or insurance company?
Yes ___ No ___

- 8. Has the Firm been found in violation of any laws, including but not limited to contracting or antitrust laws, tax or licensing laws, labor or employment laws, environmental, health or safety laws?
Yes ___ No ___

- *With respect to workplace safety laws, this statement is limited to willful federal or state safety law violations.*

- 9. Has the Firm or its owners, officers, directors or managers been the subject of any criminal indictment or criminal investigation concerning any aspect of the Firm’s business?
Yes ___
No ___

- 10. Has the Firm been the subject to any bankruptcy proceeding?
Yes ___ No ___

Legal Matters

1. Claims, Judgments, Lawsuits: Are there or have there been any claims, judgments, lawsuits or alternative dispute proceedings involving the Firm that involve potential damages of \$10,000 or more in the past 48 months?

___ *Yes* ___ *No* *If yes, provide details in an attachment.*

2. Complaints, Charges, Investigations: Is the Firm currently or has the firm been the subject of any complaint, investigation or other legal action for alleged violations of law pending before any court or governmental agency within the past 48 months ?

___ *Yes* ___ *No* *If yes, provide details in an attachment.*

Required Representations

In submitting this RFP, the Firm makes the following representations, which it understands are required as a condition of performing the Contract Work and receiving payment for same.

1. The Firm will possess all applicable professional and business licenses required for performing work in Richmond, Missouri.
2. The Firm satisfies all bonding and insurance requirements as stipulated in the solicitation for this project.
3. The Firm and all subcontractors that are employed or that may be employed in execution of the Contract Work shall be in full compliance with the City of Richmond's requirements for Workers' Compensation Insurance.
4. If awarded the Contract Work, the Firm represents that it will not exceed its current bonding limitations when the Contract Work is combined with the total aggregate amount of all unfinished work for which the Contractor is responsible.
5. The Firm represents that it has no conflicts of interests with the City of Richmond if awarded the Contract Work, and that any potential conflicts of interest that may arise in the future will be disclosed immediately to the City.
6. The Firm represents the prices offered and other information submitted in connection with its proposal for the Contract Work was arrived at independently without consultation, communication, or agreement with any other offeror or competitor.
7. The Firm will ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

PROPOSAL FORM C

Proposal of _____, organized and existing
(Company Name)

under the law of the State of _____, doing business as

(*) _____.

To the City of Richmond, Missouri: In compliance with your Request for Proposal, Bidder hereby proposed and agrees to furnish all labor, tools, materials and supplies to successfully complete all requirements defined in this project – 2018 Youth Sports Officiating Services.

This work is to be performed in strict accordance with the Plans and Specifications, including addendum number(s) _____, issued thereto, receipt of which is hereby acknowledged for the following unit prices.

By submission of this Bid, each Bidder certifies, and in the case of a joint bid, each party thereto certifies as to his own organization, that this Bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this Bid with any other Bidder or with any competitor.

The Bidder hereby agrees to commence work under this contract on or before the date specified in the *Notice to Proceed* and to fully complete the project in accordance with the completion dates specified in the Special Provisions.

Bidder further acknowledges that bidder is the official holder of the “Standard Contract Documents and Technical Specifications & Design Criteria for Utility and Street Construction, City of Richmond, Missouri.”

(*) Insert “a corporation, a partnership, or an individual” as applicable.

BID FORM D

Guaranteed Pricing Contract Bid: 2022 Youth Sports Officiating Services

League	Division And Number of Officials Needed Per Game	Ages	Anticipated Time Duration Per Game	Unit Price Per Game Per Official	Other Information
Recreation Basketball Officials (individual fee)	2/3 rd Grade (Girls)-2 refs	7-9	(4) 8 min quarters		
	2/3 rd Grade (Boys)-2 refs	7-9	(4) 8 min quarters		
	4th/5th Grade (Girls)-2 refs	9-11	(4) 10 min quarters		
	4th/5th Grade (Boys)-2 refs	9-11	(4) 10 min quarters		
	6th/7th Grade (Girls)-2 refs	11-13	(4) 10 min quarters		
	6th/7th Grade (Boys)-2 refs	11-13	(4) 10 min quarters		
Recreational Baseball/ Softball Umpires (individual fee)	Coach Pitch (Co-ed)-1Ump	6-7	60 mins.		
	Machine Pitch (Girls)-1Ump	8-10	75 mins.		
	Machine Pitch (Boys)-1Ump	8-10	75 mins		
	13U Kid Pitch (Girls)- 2Umps	11-13	90 mins		
	13U Kid Pitch (Boys)- 2Umps	11-13	90 mins		
	18U Kid Pitch (Girls)- 2Umps	14-18	90 mins		
	18U Kid Pitch (Boys)- 2Umps	14-18	90 mins		
Recreational Soccer Officials (individual fee)	5 th grade-6 th grade(co-ed)	8-9	(2) 25 min halves		
	7 th , 8 th , 9 th grade (co-ed)	10-14	(2) 30 min halves		
Official Assigner Fee (per official assigned)					
Supervisor Assigner Fee (per official assigned)					

League	Number of supervisors needed per work day and number of locations/parks to supervise per work day	Estimated hours a supervisor may work per day	Unit Price per hour	Other Information
Soccer Supervisor-1	1 supervisor to supervise 1-2 games at one location.	1.50 hours-5.5 hours		
Baseball Softball Supervisor	1 supervisor to supervise 1-4 games at 3 different locations. Furthest Park from the other is about 1.7 miles away.	1.5 hours-5.5 hours		

Please list any other fees that may be charged to the city of Richmond for this service

I understand that, once awarded, the contract will be paid out for final quantities of games officiated and assigned and in accordance with the guaranteed pricing established by this proposal.

Company Name