



## Quote Request

**DATE:** November 12, 2020

**SERVICE:** Snow Removal Services- North Campus 2020

**DEPARTMENT:** Facilities Management

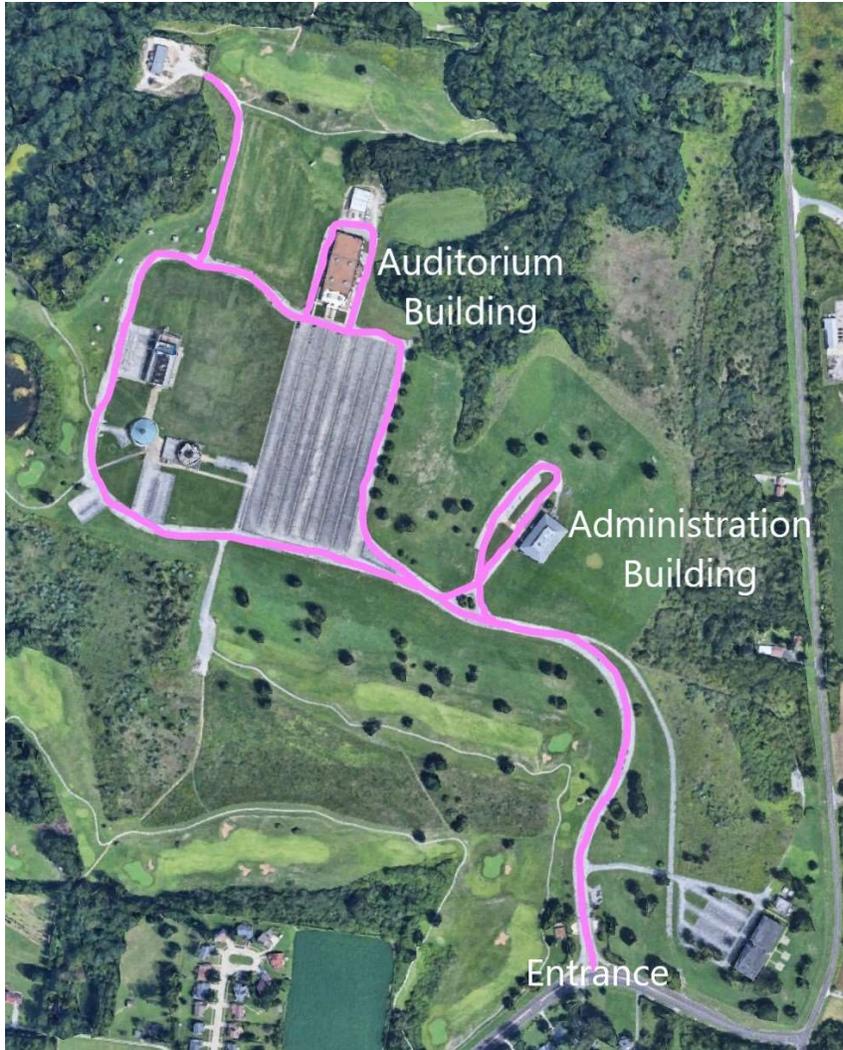
**SPECIFICATIONS:** The Saint Louis Zoo is requesting quotes for snow removal services for its North County Campus located at 12385 Larimore Road, St. Louis, MO 63138.

Contractor shall furnish all labor, equipment and material necessary to complete the maintenance of the areas described in a professional manner. Maintenance shall consist of plowing, snow blowing, ice control and any other procedures consistent with good snow removal practices necessary to ensure safety in the area noted. Area includes the main road that completes a loop through the core of the property, the road around the Administration Building, the parking area/entrance to the Administration Building and the road around the Auditorium Building. Parking lot (large grey square) is excluded. See below map highlighted in pink.

Upon completion of a storm, contractor shall visit the site to determine if areas need to be treated to prevent unsafe conditions. Upon that assessment, the contractor shall contact the Facilities Management contact to confirm direction. If prevention of icy conditions is needed, the contractor shall make a recommendation to the Facilities Management contact with sufficient time to coordinate pre-treatment.

### **SCOPE OF SERVICES (Initial Triggers):**

- **Roadways/Parking Area/Building Entrance** - Dispatch when snowfall is complete and has reached a minimum of 1" in depth. Remove the snow from the noted roadways, Administration Building parking area and building entrance. Ice control application as necessary.



## **COST**

Cost breakdown must be as follows:

- Roadways/Parking Area/Building Entrance snow/ ice removal
  - Cost per clearing plowing at
    - 1"-2" snowfall depth
    - 3"-4" snowfall depth
    - 5"+ snowfall depth
- **Materials**
  - Cost per ton of salt
  - Cost per ton if ice melt, non-sale product
    - Contractor must list chemical breakdown of the product
- **Additional clearing cost (if applicable)**
  - Skid Loaders- cost per hour
  - Front-end Loaders- cost per hour

### **Supplemental Request**

A supplemental service cost is requested seeking a “term” price for the entire 2020-2021 season to include all services listed above with the addition of ALL walkways/streets within the aforementioned. This term price will be an upfront cost paid by the Saint Louis Zoo to the contractor for future services rendered throughout the duration of the snow removal season.

**QUOTE DATE:** Quotes will be accepted on or before end of day on **November 30, 2020**, emailed to [cbingham@stlzoo.org](mailto:cbingham@stlzoo.org).

**QUOTE QUESTIONS:** All questions must be received by **November 23, 2020**.

**BID DOCUMENTS:** Bidder shall execute and include with Bid Proposal the Minority & Woman Owned Participation on Saint Louis Zoo Contract attachment to Bid Form

**Please note: Failure to include a completed MBE/WBE participation form will result in participation recorded as NONRESPONSIVE/ DISQUALIFIED at bid opening.**

**ZOO CONTACTS:** If you have any questions, contact:

**Candace Bingham**  
**Director, Procurement**  
[cbingham@stlzoo.org](mailto:cbingham@stlzoo.org)



**POLICY ON  
MINORITY & WOMAN  
OWNED BUSINESS PARTICIPATION ON  
SAINT LOUIS ZOO  
CONTRACTS**

**POLICY ON  
MINORITY AND WOMAN OWNED BUSINESS  
PARTICIPATION ON  
SAINT LOUIS ZOO CONTRACTS**

**SECTION ONE: DEFINITIONS**

For purposes of this policy, the following terms have the meanings indicated below:

1. Minority Business Enterprise (MBE): a sole proprietorship, partnership or corporation owned, operated and controlled by minority group members who have at least 51% ownership. The minority group member(s) must have day-to-day operational and managerial control and an interest in capital and earnings commensurate with his or her percentage of ownership.
2. Minority Group Member(s): persons legally residing in the United States who are African American, Asian-American, Native-American or Hispanic-American.
3. Women's Business Enterprise (WBE): a sole proprietorship, partnership or corporation owned, operated and controlled by a woman or women who have at least 51% ownership. The woman or women must have day to day operational and managerial control and an interest in capital and earnings commensurate with her or their percentage of ownership.
4. Certification: The process by which the Saint Louis Zoo determines a person, firm or legal entity to be a bona fide MBE or WBE.
5. Contracting Agency: Any Agency or Department making a contract on behalf of the Saint Louis Zoo.

**SECTION TWO: POLICY**

It is the policy of the Saint Louis Zoo, a political subdivision of the State of Missouri, that minority and women-owned businesses, as defined herein, shall have the maximum opportunity to participate in the performance of contracts or sub-contracts of the Zoo. The Zoo shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under all Zoo contracts. The Zoo or its Contracting Agencies shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

The method that the Saint Louis Zoo shall employ to implement this policy is the establishment of a goal of at least 25% Minority Business Enterprise participation and at least 5% Women's Business Enterprise participation in contracts and purchases wherein Zoo funds are expended. This goal shall be pursued by the programs described below.

### **SECTION THREE: PROGRAM ADMINISTRATION**

1. The Chief Financial Officer for the Saint Louis Zoo shall be charged with the overall responsibility for the administration and enforcement of this Zoo Minority and Women Business Enterprise participation policy. The Director of Procurement shall be charged with establishing procedures & implementation for the purpose of monitoring the Zoo's overall performance with respect to Minority and Women's Business Enterprise participation. The duties and responsibilities of the Director of Procurement shall include:
  - Developing and distributing a directory of certified MBE's and WBE's.
  - Reviewing on a regular basis, the progress of the Zoo toward achieving the goals for the utilization of Minority Business Enterprises and Women's Business Enterprises and making an annual report in the first quarter of each year to the Zoo Commission, reporting that progress which has been made, together with recommendations as to such further remedial action that should be taken, if any.
  - Monitoring the Zoo throughout the duration of contracts to ensure that all efforts are made to comply with the requirements of this policy.
  - Certifying whether or not the requirements of this policy have been satisfied before contracts are signed or countersigned.
  - The advertisement for bids, if any, shall appear in the Saint Louis Post Dispatch and the Saint Louis American no later than 21 days before bids are due on specific contracting opportunities, except where the contracts are awarded on an emergency basis.
  - All contract solicitations shall include this MBE/WBE policy and any other materials required.
  
2. It shall be the responsibility of each bidder and proposer to adhere to procedures and provisions set forth in this policy:
  - Each bidder and proposer **must** complete an MBE and WBE Utilization Form and identify therein its commitment, if any, to utilize MBE's and WBE's. **Any failure to complete and sign the MBE and WBE Utilization Form may result in the bid or proposal being declared nonresponsive.** In the response to an invitation to bid or request for proposal, the bidder or proposer shall include the names of Minority Business Enterprises and Women's Business Enterprises to whom it intends to award subcontracts, if any, the dollar value of the subcontracts and the scope of work to be performed.
  - It is the bidder's or proposer's responsibilities to ensure all MBEs/WBEs projected for use have been certified by Saint Louis Airport Authority or the National Minority Supplier Development Council (NMSDC) prior to bid opening.
  - Whenever additional contract supplements, extra work orders or change orders are made that individually, or in aggregate, increase the total dollar value of the original contract, the contractor shall make every effort to maintain the level of MBE and WBE participation as established in the original contracts.

- The awardees of a contract must submit a copy of executed agreements with the MBE's and WBEs being utilized.
- The prime contract bidder should break its subcontracts down into discrete items or packages that at least some of the MBEs/WBEs in the relevant area may find economically feasible to perform.
- The prime contract bidder should not deny a subcontract to an otherwise qualified and competitive MBEs/WBEs solely because the latter cannot perform an entire package of related items, but the bidder may deny a request to repackage the work where doing so would jeopardize scheduling or increase that bidder's cost of performing the original package by more than 5%.
- The Zoo shall use at least part of any pre-bid meeting to encourage prime contractors and MBEs/WBEs to work together, providing an opportunity for all firms to identify themselves and for all MBEs/WBEs to identify the type(s) of work that they perform. The Zoo should also emphasize that it expects all firms to perform a commercially useful function.
- The Zoo shall prepare monthly reports concerning its progress in achieving the goals established in this policy.

### 3. Bonding and Insurance

- The prime contract bidder should be encouraged not to deny a subcontract to an otherwise qualified and competitive, and if necessary, certified MBE/WBE solely because the latter cannot provide a performance or payment bond for the work, unless the bidder's bonding is contingent upon bonding for all subcontractors.

### 4. Written Policy

- Independent and apart from its interest in any one project, the prime contract bidder should have a written policy stating that it affirmatively supports subcontracting to MBEs/WBEs, and that bringing such firms into the mainstream of the construction industry is a priority for that firm. This policy shall be made available to the Zoo upon request.

### 5. Liaison with MBE/WBEs

- Independent and apart from its interest in any one project, the prime contract bidder should assign a senior official the responsibility of serving as a liaison between the firm and the MBEs/WBEs in the relevant area.

### 6. Scope Letter

- At least five business days before the date on which bids are due, the MBEs/WBEs

should also give the prime contract bidder a scope letter that defines the items that the MBE/WBE would like to perform.

#### **SECTION FOUR: ZOO CONTRACTS**

This section shall be applicable to all contracts let for Zoo contracts or improvements.

MBE and WBE participation shall be counted in accordance with the following provisions:

- The Zoo may count MBE or WBE participation only expenditures to MBEs and WBEs that perform commercially useful functions in the execution of a contract. An MBE or WBE is considered to perform a commercially useful function when it is responsible for executing a distinct element of the work and carrying out its responsibilities by actually performing, managing and supervising the work involved. To determine whether a MBE or WBE is performing a commercially useful function, the Zoo will evaluate the amount of work subcontracted, industry practices and other relevant factors.
- The Zoo may count as a MBE or WBE participation the total dollar value of a contract with a MBE or WBE prime contractor less any amount that is subcontracted to non- MBEs/WBEs (including any persons or firms that are identified as MBE and/or WBE but are not so certified by the Saint Louis Airport Authority).
- The total dollar value of a contract with an enterprise owned and controlled by minority women may be counted as either minority or women's business participation, but not both. The Zoo must choose which category of participation to which the dollar value is applied.
- The Zoo may count as MBE or WBE participation a portion of the total dollar value of a contract with a joint venture equal to the percentage of MBE or WBE participation in the joint venture. The joint venture must be certified by the Saint Louis Zoo and the MBE and WBE participation in the joint venture must be responsible for a clearly defined portion of the work to be performed, equal to a share in the ownership, control, management, responsibility, risks and profits of the joint venture.
- The Zoo may count toward a bidder's MBE and WBE goals expenditures for material and supplies obtained from MBE/WBE suppliers and manufacturers, provided that the MBE/WBE assumes the actual and contractual responsibility for the provision of materials and supplies.
  - The Zoo may count a bidder's entire expenditure to a MBE/WBE manufacturer. Manufacturer is defined as an individual or entity that produces goods from raw materials or substantially alters them before resale.
  - The bidder may count 20% of its expenditures to MBE/WBE suppliers that

are not manufactures.

- The Zoo may count as MBE and WBE participation the entire expenditure to an MBE or WBE supplier, when the supplier:
  - Assumes the actual and contractual responsibility for furnishing the supplies and materials; and
  - Is recognized as a distributor by the industry involved in the contracted supplies and materials; and
  - Owns or leases a warehouse, yard, building or whatever other facilities are viewed as customary or necessary by the industry; and
  - Distributes, delivers and services products with their own staff and/or equipment.
- The Zoo may count as MBE and WBE participation only those firms that have been certified as MBE's and WBE's by Saint Louis Airport Authority or the National Minority Supplier Development Council (NMSDC) prior to bid opening. If a firm listed by a bidder in its bid documents has not been so certified as MBE or WBE, the amount of participation it represents will be deducted from the total MBE or WBE participation proposed by the bidder.
- Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
- Representatives of the Zoo or its designee shall make periodic visits to the project site to verify minority and women's business enterprise participation and staffing.

## **SECTION FIVE: SERVICE CONTRACTS**

- It shall be the goal of each Contracting Agency where anticipated service contracts, including professional service contracts, for any year exceed the sum of \$50,000 in the aggregate that 25% of the aggregate value of contracts awarded each fiscal year be let with MBEs and that 5% of the aggregate value of contracts awarded each fiscal year be let with WBEs.
- All requests for services, including professional services, shall require proposers to make every good faith effort to utilize minority business enterprises and women's business enterprises as subcontractors and suppliers whenever possible.
- Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local M/WBE firms are encouraged.
- Participation of MBE/WBE firms located within the Zoo Museum District is preferred (City of St. Louis and St. Louis County, Missouri).

**SECTION SIX: SUPPLY CONTRACTS**

- The goal of the Zoo is that 25% of the value of all contracts let and purchases made by the Zoo shall be let or made with MBE's and that 5% of the value of all contracts let and purchases made by the Zoo shall be made with WBEs.
- All contracts let by the Zoo for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$10,000, shall be subject to this goal.
- Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local M/WBE firms are encouraged.
- Participation of M/WBE firms located within the ZMD Tax District is preferred.

**SECTION SEVEN: QUALIFICATION BASED SELECTION CONTRACTS**

- The submitter is to submit a supplemental form containing actual M/WBE information as project scope is known.
- It is a requirement that the Zoo subsequently consents to such supplemental M/WBE information before moving forward.

**At contract completion, the Zoo shall obtain final documentation of MBE and WBE participation. The Zoo must have complete and acceptable documentation as determined by the Zoo of amounts paid to all project MBE and WBE subcontractors on file before the final payment is made to the prime contractor.**

DATED: \_\_\_\_\_

SAINT LOUIS ZOO: \_\_\_\_\_

TITLE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

COMPANY: \_\_\_\_\_

# SAINT LOUIS ZOO

## MBE/WBE UTILIZATION STATEMENT

**Policy:** It is the policy of the Saint Louis Zoo, that minority and women-owned businesses, as defined in the foregoing document, shall have the maximum opportunity to participate in the performance of contracts or sub-contracts of the Zoo. The Zoo shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under all Zoo contracts. The Zoo shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

**Obligation:** The contractor agrees to ensure that minority and/or women-owned businesses have the maximum opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with Zoo funds. The contractor shall take all necessary and reasonable steps to ensure that said businesses have the maximum opportunity to compete for and perform under this contract. The contractor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts.

### **Project and Bid Identification**

Complete the following information concerning the Project and Bid:

PROJECT NAME: \_\_\_\_\_

TOTAL BID: \_\_\_\_\_

CONTRACT MBE/WBE GOAL: 25% MBE and 5% WBE Participation

DOLLAR AMOUNT OF PROPOSED MBE: \$ \_\_\_\_\_

DOLLAR AMOUNT OF PROPOSED WBE: \$ \_\_\_\_\_

**Assurance**

I, acting in my capacity as an officer of the undersigned bidder or bidders if a joint venture, hereby assure the Saint Louis Zoo that on this project my company will: (check one)

\_\_\_\_\_ Meet or exceed contract award goals and will provide participation as follows:

Minority Business Participation \_\_\_\_\_ Percent

Women-Owned Business Participation \_\_\_\_\_ Percent

\_\_\_\_\_ MBE/ WBE Certification Attached (must attached if contract goal is met)

\_\_\_\_\_ Fail to meet contract award goals but will demonstrate that good faith efforts were made to meet the goals and that my company will provide participation as follows:

Minority Business Participation \_\_\_\_\_ Percent

Women-Owned Business Participation \_\_\_\_\_ Percent

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.