

INVITATION TO BID
“2020-2022 LIVE FISH”
MATHISON LAKE STOCK



City of Berkeley
8425 Airport Rd
Berkeley Missouri 63134
314-524-3313

Bids shall be submitted in a sealed envelope clearly marked on the outside.

BID # 897 SPECIFICATION FOR LIVE FISH TO STOCK MATHISON LAKE PARK

CLOSING DATE, MONDAY, FEBRUARY 10, 2020
10:00AM

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INVITATION TO BID
BID # 897
“LIVE FISH FOR MATHISON LAKE”

Notice is hereby given that the City of Berkeley, Missouri, will accept sealed bids for a three-year **“2020-2022 LIVE FISH FOR “MATHISON LAKE STOCK”**

According to the specifications and bid package requirements. Copies of the bid forms may be obtained from the Finance Office in the Berkeley City Hall, 8425 Airport Road, Berkeley, Missouri, 63134.

Sealed bids will be received at the City Clerk’s Office in the Berkeley City Hall, 8425 Airport Road, Berkeley, Missouri, 63134 until **10:00 a.m. on Monday, February 10, 2020** at which time the bids will be publicly opened and read aloud. Bids must be in sealed envelopes and clearly marked:

BID # 897
“2020-2022 LIVE FISH FOR MATHISON LAKE STOCK”

The City of Berkeley reserves the right to reject any and all bids, waive informalities in the process and accept the bid deemed to be in the best interest of the City of Berkeley.

Debra M. Irvin, City Manager
Email: irvin@ci.berkeley.mo.us

BID PROCESS SCHEDULE

Dates

1. Deadline for submittal of Bidder's request for clarification, modifications or questions regarding the Bid. Monday, February 13, 2020, 10:00 a.m.

2. Addendums will be posted on the City of Berkeley Website:
<http://www.cityofberkeley.us>

3. Submittal Deadline for Bid:
Monday, February 10, 2020, 10:00 a.m.

4. Bid Opening
Monday, February 10, 2020, 10:00 a.m.

**If a final Addendum is needed it will be posted on the website by
5:00 P. M. on Monday, February 13, 2020, 10:00 a.m.**

**BID FORM
CITY OF BERKELEY, MISSOURI**

Date: _____

City of Berkeley Missouri
Deanna Jones, City Clerk
8425 Airport Road
Berkeley, Missouri 63134

To Whom It May Concern:

1. The undersigned, having familiarized (himself) (themselves) (itself) with the existing conditions of the project affecting the cost of work, and with the Contract documents, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services, including utility and transportation services required to perform a three-year service agreement under “**Bid # 897 “2019-2022 Live Fish for Mathison Lake Stock”** within the City of Berkeley.
2. In submitting this bid, the bidder understands that the right is reserved by the City to reject any and all bids. Basis of award will be the total base bid of the lowest qualified bidder. If written notice of acceptance of this bid is mailed or delivered to the undersigned within thirty (30) days after the opening thereof, or any time thereafter before the bid is withdrawn, the undersigned agrees to execute and deliver an agreement in the prescribed form.
3. The bidder is prepared to submit a financial and experience statement upon request.
4. The bidder will submit to the City of Berkeley a Bid Bond in the amount of 10% of total cost.
5. **TOTAL BID 2020 PRICE: \$** _____
6. **TOTAL BID 2020 PRICE: \$** _____
7. **TOTAL BID 2021 PRICE: \$** _____

2020 FISH BID SHEET

BID NO: 897

The unit price per pound of live Catfish between two and a half pounds to six pounds (2 ½ - 6) pound per fish

The unit price per pound of live Blue Gill between three quarters and one (3/4-1) pound per fish (*June delivery only*)

Delivery Date	Catfish (C)	Blue Gill ((BG)	Unit Price Per Pound	Total
March 30, 2020	600 pounds	NONE	\$	\$
May 4, 2020	600 pounds	NONE	\$	\$
June 1, 2020	300 pounds	300 pounds	(C)\$	\$
			(BG)\$	\$
July 13, 2020	600 pounds	NONE	\$	\$
August 10, 2020	600 pounds	NONE	\$	\$
September 14, 2020	600 pounds	NONE	\$	\$
TOTAL BID PRICE				\$

Date: _____

BIDDER: _____

By: (Print Name) _____

Title: _____

Aquaculture License # _____

Date License Expires: _____

Business Tel. # () _____ Fax # () _____

Cell # () _____

Address: _____

E-Mail Address: _____

Signature: _____

2021 FISH BID SHEET

BID NO: 897

The unit price per pound of live Catfish between two and a half pounds to six pounds (2 ½ - 6) pound per fish

The unit price per pound of live Blue Gill between three quarters and one (3/4-1) pound per fish (*June delivery only*)

Delivery Date	Catfish (C)	Blue Gill ((BG)	Unit Price Per Pound	Total
March 29, 2021	600 pounds	NONE	\$	\$
May 3, 2021	600 pounds	NONE	\$	\$
June 7, 2021	300 pounds	300 pounds	(C)\$	\$
			(BG)\$	\$
July 12, 2021	600 pounds	NONE	\$	\$
August 10, 2021	600 pounds	NONE	\$	\$
September 15, 2021	600 pounds	NONE	\$	\$
TOTAL BID PRICE				\$

Date: _____

BIDDER: _____

By: (Print Name) _____

Title: _____

Aquaculture License # _____

Date License Expires: _____

Business Tel. # () _____ Fax # () _____

Cell # () _____

Address: _____

E-Mail Address: _____

Signature: _____

2022 FISH BID SHEET

BID NO: 897

The unit price per pound of live Catfish between two and a half pounds to six pounds (2 ½ - 6) pound per fish

The unit price per pound of live Blue Gill between three quarters and one (3/4-1) pound per fish (*June delivery only*)

Delivery Date	Catfish (C)	Blue Gill ((BG)	Unit Price Per Pound	Total
March 29, 2022	600 pounds	NONE	\$	\$
May 3, 2022	600 pounds	NONE	\$	\$
June 7, 2022	300 pounds	300 pounds	(C)\$	\$
			(BG)\$	\$
July 12, 2022	600 pounds	NONE	\$	\$
August 10, 2022	600 pounds	NONE	\$	\$
September 15, 2022	600 pounds	NONE	\$	\$
TOTAL BID PRICE				\$

Date: _____

BIDDER: _____

By: (Print Name) _____

Title: _____

Aquaculture License # _____

Date License Expires: _____

Business Tel. # () _____ Fax # () _____

Cell # () _____

Address: _____

E-Mail Address: _____

Signature: _____

3-YEAR PROJECT AGREEMENT

THIS AGREEMENT made as of the _____ day of _____ in the year **2020**, by and between the City of Berkeley, MO (hereinafter call the Owner) and _____ (Hereinafter called the Contractor) for a period not to exceed three (3) years (2020-2022).

WITNESSETH; that the Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

WITNESSETH, that the Contractor and the City of Berkeley, Missouri for the considerations stated herein agree as follows:

STATEMENT OF WORK: The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, services, materials, supplies, etc. needed to perform and complete all work required for the **BID # 897 “LIVE FISH FOR MATHISON LAKE STOCK”**, and any and all required supplemental work for completion of the project in accordance with the Plans, Specifications, and all Contract Documents.

The Contractor must either notify the City of Berkeley at least one (1) business day prior to deliveries or provide a schedule and notify the City of Berkeley one (1) business day prior to doing the work for any changes in the schedule. The City of Berkeley will then have the option of having an employee present to inspect and accept delivery of fish.

The City of Berkeley will pay the Contractor for the performance of the contract in current funds, for the total quantities of work performed at the unit prices stipulated on the attached bid for the several respective items of work completed subject to additions and deductions mutually agreed upon by both parties of this agreement.

Payments will be made within 30 days after the City approves the final inspection of the project, and the contractor submits a final invoice. The final invoice shall not be deemed as received until after the City approves the completion of the project. Send monthly invoices to irvin@ci.berkeley.mo.us or mail to City Hall, 8425 Airport Road, Berkeley, MO 63134.

CONTRACT: The executed Contract documents consist of all documents furnished to each bidder and the successful Contractor for this project.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in two (2) Original copies on the day and year first above written.

Contractor: _____

City of Berkeley, Missouri

By: _____

By: _____

Title: _____

Title: _____

Street: _____

Street: 8425 Airport Road

City: _____

City: Berkeley, MO 63134

Attest:

Attest:

By: _____

By: _____

Title: _____

Title: _____

SPECIFICATIONS FOR LIVE FISH

The City of Berkeley is accepting bids for a three-year contract to procure live fish for stocking a Mathison Lake, municipal public lake. Bids will only be accepted from those companies who raise their fish in their own fish farms; bids from “*fish haulers only*” will not be accepted. The City of Berkeley reserves the right to inspect the fish farm. The City of Berkeley reserves the right to award a portion of the bid to any vendor. Bids shall include shipping charges. All vendors must provide a current Health Certificate. The City Bid Specifications:

All fish must be guaranteed to be in good condition upon arrival and live a minimum of seven days. Any fish over 1% of the order which does not live this length of time, **must be replaced** free of charge, by the vendor. *Vendor will not be held responsible if Mathison Lake is deemed to have Low Oxygen problems or is contaminated by an outside source after delivery.*

- a. All fish must be farm raised in bidder’s own fish farm.
- b. The City reserves the right to check and weigh each order.
- c. Approximate weight of catfish shall be **2 ½ to 6 pounds**; Waybills, Certified Weight Tickets, as Applicable, shall be provided to city staff at each delivery.
- d. All orders will be a minimum of **600 pounds** of fish on each delivery.
- e. All fish furnished and delivered shall be alive and in good physical condition, as determined by City of Berkeley Parks Department in its sole discretion.
- f. Park Staff will be contacted one (1) day in advance as to the time the fish will be delivered.
- g. No order will be paid for unless a designed Park Staff employee is on site to accept the delivery.
- h. Fish must come from the farm under contract and have a current 2019 Health Certification regarding *viral testing* from an accredited lab. *Farm must also have three (3) years of clean viral testing and submit* this along with its 2020 report in order to bid. And provide a certificate at the beginning of each stocking season during the three-year period.
- i. Fish must come from a farm no more than three (3) hours away from the City of Berkeley to ensure the health of the fish during transport. The City of Berkeley will require a minimum of **600 pounds** of live catfish per delivery on the following dates in each annual bid sheet.
- j. **All fish shall be free of diseases**; Columnaris Disease, Flukes (Black, Yellow, and White Grubs, Eye Flukes), Melanosis (Black Spot, Blotchy Bass), Fish Roundworms, Sandy Flesh, Fish Tapeworms, Fish Ulcers, Fish Warts, and Water Mold. As listed on the Missouri Department of Conservation website, <https://huntfish.mdc.mo.gov/fishing/fish-diseases/columnaris-disease>
- k. Bidder shall submit a completed W-9 – Request for Taxpayer Identification Number & Certification with bid. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

INSURANCE

CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE.

Insurance Requirements:

Contractor and subcontractors shall secure, pay the premiums for, and keep in force until the expiration of their contract adequate liability insurance and Worker's Compensation Insurance.

Certificate of insurance for Worker's Compensation and for liability shall be delivered to Berkeley or kept on file at Berkeley prior to start of contract. Any policy change shall be reported to Berkeley and certificate forwarded to Berkeley. By signing a contract generated by the RFP, the contractor understands that neither they nor their employees are covered by any Berkeley insurance policy.

All copies of proof of insurance will be submitted to Berkeley along with the RFP. Contractors may send a copy of the required insurances with their proposal, but the work of the RFP cannot begin, nor contract executed until original insurance verification forms are on file at the Berkeley offices.

The following insurance coverage is required:

- **Commercial General Liability:** Minimum of \$150,000 per person and \$1,000,000 per occurrence.
- **Worker's Compensation Insurance:** Equal to or at least \$100,000 per employee.
- **Automotive Insurance:** Minimum of \$100,000/\$300,000 for bodily insurance and \$50,000 for property damage.

BIDDER'S COMPANY INFORMATION
CITY OF BERKELEY, MISSOURI

Please print legibly, except where signature is required.

Company Name: _____

Company Address: _____

Phone Number: _____

E-mail Address: _____

Website: _____

Authorized Officer: _____

Signature: _____

Title: _____

AFFIRMATIVE ACTION STATEMENT

THE CITY OF BERKELEY, MISSOURI is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

We acknowledge that we will hire and develop qualified people, solely on merit and qualifications, without regard to race, color, creed, religion, sex, national origin, ancestry, handicaps or age.

While acknowledging an obligation to the community to reaffirm its Fair Employment Policy, we also reaffirm our support for the various Presidential Executive Orders and regulations of the Equal Employment Opportunity Commission. In addition, we support the applicable provisions contained in the Civil Rights Acts, the Equal Pay Law, the Age Discrimination and Employment Act and the Missouri Act against Discrimination. The regulations, acts, orders and laws provide that discrimination based on race, color, creed, religion, sex, national origin, ancestry, handicaps or age is prohibited.

Our policy can be implemented only through the efforts of everyone within the company. A simple statement is not enough without full support. It is hoped that through an Equal Opportunity Plan, a fair and equitable program might be practiced. Through such a plan, applicants and employees should feel they could become an active part of the company without fearing reprisals due to extraneous factors not related to merit or qualifications.

Signed by _____

Position _____

Date: _____

AFFIRMATIVE ACTION/PRIME VENDOR QUESTIONNAIRE

Many of you will probably be compiling similar information for your yearly E.E.O. Reports. If this is the case, and you would prefer to wait and complete this form at that time, please feel free to do so. If you want to be placed on the prime vendor list prior to that time we can do so with a copy of your Affirmative Action Plan.

1. Name and address of your organization: _____
2. Name and position of person completing this report: _____
3. We do not wish to be on your prime vendor list and are returning this form incomplete:
4. Do you consider your organization to be an Equal Employment Opportunity Employer?
(circle one) _____ Yes _____ No
5. Are you part of or a division of a larger parent organization? If Yes, please give parent organization name and home office address: _____

6. How many employees were on the payroll last pay period? Full-Time ____ Part-Time ____
 - 6.1. How many women were on the payroll? _____
 - 6.2. How many minorities were on the payroll? _____
 - 6.3. Time Male Minority employee's: _____
 - 6.4. Full Time Female Minority employee's: _____
 - 6.5. Part Time Male Minority employee's: _____
 - 6.6. Part Time Female Minority employee's: _____
7. Does your organization include in its employment advertising a phrase similar to: "We are an Equal Employment Opportunity Employer "; or if your organization has not advertised recently, will similar phrase be included if advertising is undertaken in the future: _____

8. Does your organization or you parent organization have an Affirmative Action Plan?
Yes ____ **No** ____ **If, Yes,** please supply a copy of the current plan.
9. Does your organization have a designated department or person to function in the Equal Opportunity Position? Yes ____ No ____ If Yes, please supply the name, title, phone number and address for future correspondence. _____

The City of Berkeley thank you for your cooperation in completing this form and returning with your bid.

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

Pursuant to Section 285.530 RSMo as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder 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 to the contract services. Successful bidding shall also sign an affidavit affirming that it does not knowingly employ and person who is an unauthorized alien in connection to the contracted services

WORK AUTHORIZATION AFFIDAVIT

Comes now _____ (Name) as _____ (Title)
first being duly sworn, on my oath, affirm _____
(Company Name) is enrolled and will continue to participate in a Federal Work Authorization
Program in respect to employees that will work in connection with the contracted services related
to (Project Description) for the duration of the contract, if awarded, in accordance with RSMo
Charter 285.530(2). I also affirm that _____
(Company Name) *does not* and *will not* knowingly employ a person who is an unauthorized alien
in connection with the contract services related to the subject project for the duration of the
contract, if awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that Oise statements made in this filing are subject to the penalties provided under Section 570.040, RSMo).

Signature (Individual with Authority)

Printed Name

Date: _____

Date: _____

I am commissioned as a Notary Public within the County of _____

(Name of County), State of _____ (name of State), and
my commission expires on _____ (date).

Signature of Notary

Date

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single member owner. Do not check LLC if the LLC is classified as a single member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	<input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
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Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

Bid Submission Checklist

(Attach on top of Bid)

Company Name: _____

Bid No. 897

1. Bid Form (pg. 5)
2. Bid Sheet's 2020-2022 (pg. 6-8)
3. 3-Year Project Agreement (pg. 9)
4. Viral Testing Certification
5. Insurance (pg. 10)
6. Bidder Company Information (pg. 13)
7. Affirmation Action Statement (pg. 14)
8. Affirmation Action/Prime Vendor Questionnaire (pg. 15)
9. Work Authorization Affidavit (pg. 16)
10. Federal Form W-9 (pg. 17)

Failure to return items may result in rejection of bid. City reserves the right to reject any and all bids.