### 5.1 REFERENCES:

Contact Name	Company	City/State	Telephone Number
a.Amy Phillippie	North KC Schools	KCMO	816-361-5905
b.Brad Kramer	Independence Scho	ol Independence MC	816-521-5371
<sup>c.</sup> Andrea Myers	Mosaic Health Car	e St Joseph MO	816-273-0511

**5.2 KEY PERSONNEL:** List staff members that <u>will be responsible</u> for all work (contract management) performed under this contract: (attach separate sheet if necessary).

Job Title:	Responsibility:	Experience
President	all aspects of co	mpany operation
Accountant/Control	ller	
warehouse manager		ll out bound/inbeound
	President Accountant/Control	President all aspects of contant/Controller

**SUBCONTRACTORS:** Bidders must include information and references for any subcontractors to be used for this work, if applicable.

Company Name/Address:	Work to be performed:	References: Company name	Name & Phone No.
a.			
b.			
С.			

5.4 AVAILABLE EQUIPMENT: Available equipment means equipment to be used for work specified in bid (that is in possession of the contractor or subcontractor, either by purchase, lease, or existing equipment).

a.	d,	
b.	e.	
Č.	f.	

b. 🖳	have read the Specifications, all Special Cond	ocable within ninety (90) calendar days after response of litions, Information for Bidders and General Conditions vide samples, as requested. Bid pricing includes inside	s, com
BIDDE	'S CHECKLIST: DO NOT FAX BID OR ANY ADDE	NDUMS – SUBMIT by ELECTRONIC MAIL ONLY	=1/
Acknow	ledge Addendums, if any, by signing and return	ning with bid.	19
The bic or she m	der shall sign the invitation and print or type his akes an entry. The person signing the offer mu	y and complete section below. Per paragraph 2.1.3 s or her name on each bid sheet thereof on which he st make initial erasures or other changes. Bids signed r her authority unless such evidence has been	
	ly furnished."		
orevious Confirm	ly furnished."	d, by either contacting the Program Coordinator, or andstar.com.	
Confirm	ly furnished."  if any additional addendums have been issued	andstar.com.	V
Confirm	if any additional addendums have been issued the web sites at <a href="https://www.marc.org">www.dema</a> der acknowledges and agrees to the administration	andstar.com.  ative fee reporting requirements of this bid.	V
Confirm Checking	ly furnished."  if any additional addendums have been issued the web sites at <u>www.marc.org</u> or <u>www.dema</u>	andstar.com. ative fee reporting requirements of this bid.	V
Confirm Checking	if any additional addendums have been issued the web sites at <a href="https://www.marc.org">www.dema</a> der acknowledges and agrees to the administration	andstar.com.  ative fee reporting requirements of this bid.	
Confirm Checking The bidd	if any additional addendums have been issued the web sites at <a href="https://www.marc.org">www.dema</a> der acknowledges and agrees to the administration	SOU-364-028 Phone No  02-13-25 Date	
Confirm Checking The bidd	if any additional addendums have been issued the web sites at <a href="https://www.marc.org">www.dema</a> Ier acknowledges and agrees to the administration Paper Bidder's (Company) Name  Tim Clayton	SOU-364-028 Phone No  02-13-25 Date	
Confirm Checking The bidd	if any additional addendums have been issued the web sites at <a href="https://www.marc.org">www.dema</a> Ider acknowledges and agrees to the administration of Authorized Agent	SOU-364-02-8 Phone No	

Revisons:	
12/18/03	para 2.22 (added individual requirements), 5.0 signature block
03/02/04	para 2.3.5 (address), 2.7 (pro-cards), 3.3, 3.3.5, 3.7.3
06/11/04	para 3.1.14
09/16/04	para 3.7.1 'c', 3.Section 5.0
02/08/05	para 3.3 Execution of Agreement and para 3.8.2 Purchase orders
04/01/05	changed administration fee & frequency of reporting 7/16/19 quarterly reporting
09/12/07	Kansas Cash Basis Law
02/27/08	Add Debarment and Suspension Certification Form if Fed funded
12/05/08	Added Missouri Sunshine Law para
04/17/19	para 3.23 laws governing
07/16/19	para 3.8 purchase orders
12/01/21	Cooperative purchasing clause
12/01/21	para 2.6 late bids
12/01/21	para 2.9 material availability, para 3.1.2 evaluations, para 3.7.1 (b) sales report format
02/16/22	para 3.22 termination clause - third-party
03/01/24	MACPP name change to MoKan Council and para 3.3 agreement signatures
01/20/25	Credit card processing fees

### APPENDIX B MARC/KCRPC BID/RFP # 114

### COOPERATIVE PROCUREMENT BY OTHER JURISDICTIONS (NON-PARTICIPANTS).

The successful respondent agrees to provide products and/or services under this contract by checking the appropriate response box in the bid/RFP. Eligible entities will be located within the Greater Kansas City Metropolitan region, and may include:

- Municipalities
- Counties
- State
- Governmental Public Utility
- Non-Profit Hospital, Non-Profit Clinic (medical/dental)
- Educational Institute (school, university, college)
- Special Governmental Agency
- Member of a chapter affiliate of The Institute for Public Procurement (nigp.org) in the region

MARC reserves the right to authorize extending the contract to for-profit partners of MARC, when justification is made the purchase will serve the public interest, in support of MARC's regional work. When approved by MARC, any for-profit partners will be expected to be responsible for any applicable sales tax.

MARC reserves the right to authorize eligible entities outside of the metropolitan region and allow entities to negotiate appropriate delivery charges.

There shall be no obligation under the contract for any listed entity above, to purchase from the contract, unless they are specifically named as a Participant.

	Agree:	Decline:
Authorized Representative: Title: Signature: Date:	Jim Clayton Pres. Co 02-13-25	)

# APPENDIX C MARC/KCRPC BID/RFP # 114

### **BIDDER WARRANTIES**

- A. Bidder warrants that it is willing and able to comply with State of Missouri laws with respect to foreign (non-state of Missouri) corporations.
- B. Bidder warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Bidder warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the MARC.
- D. Bidder warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:	A ( )
Name (Printed):	(a) Itm Clayte
Title:	Pres
Date:	02-13-25

# APPENDIX D MARC/KCRPC BID/RFP # 114

## **AUTHORIZATION AND CERTIFICATION OF NON-COLLUSION AFFIDAVIT**

STAT	E OF Missouri		
cour	NTY OF Buchanan )	SS.	
	Jim Clayton	of the City ofSt_Joseph	
	(Name of Individual)		
×.		, County of Buchanan State of Missouri	
bein	g duly sworn on her or his oath	deposes and says;	
1.	That I am the <u>Presiden</u>	t	(Title) of
		<u>Distribution Inc</u> (Firm Name) and ake this affidavit on its behalf;	have been
2.	No officer, agent or employ	vee of MARC/KCRPC or PARTICIPANTS is financially interested, directly sell to the PARTICIPANTS pursuant to this Invitation;	or indirectly
3.		ny contract, job work or service for MARC/KCRPC OR PARTICIPANTS city would be financially interested in or receive any benefit from	
4.		in collusion or committed any act in restraint of trade, directly or ind se or lack of response to this Invitation.	rectly, which
	Ву:	Clayton Paper & Distribution In(Firm Name)  (Signature)  Jim Clayton (Printed Name)  President (Title)	
		Mailing Address 1302 S 58th St St Joseph MO	64507
		Phone 816-364-0220 FAX 816-364-0086	
		E-mail Address:jimc@claytonpaper.com	
	Subscribed and sworn to bef	fore me this 17 day of February , 2008X 25	
С	GAIL LANDERS TARY PUBLIC, NOTARY SEAL STATE OF MISSOURI ANDREW COUNTY OMMISSION # 13658920 IISSION EXPIRES: JUNE 1, 2025	NOTARY PUBLIC in and for the County of <u>Andrew</u> State of <u>Missouri</u>	

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My commission expires: June 1, 2015

# APPENDIX E MARC/KCRPC BID/RFP #114 MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE

(Applies to non-Federal funded projects)

By virtue of statutory authority, RSMo 34.074, a preference will be given all contracts for the performance of any job or service to service-disabled veteran business either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

#### Definitions:

Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business is defined as a business concern:

- a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. The management and daily business operations of which are controlled by one or more service-disabled veterans.

If an offeror meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the offeror must provide the following with the proposal in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing proposals, in their entirety, are comparable:

- a. A copy of a letter from the Department of Veterans Affairs (VA), or a copy of the offeror's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the offeror was in, stating that the offeror has a service-connected disability rating ranging from 0 to 100% disability; and
- b. A completed copy of this exhibit.

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the offeror's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Veteran Information:	Business Information:
Print Name of Service-Disabled Veteran	Service-Disabled Veteran Business Name
Service-Disabled Veteran's Signature	Street Address
	City, State and Zip

# APPENDIX F MARC/KCRPC Bid/RFP # 114

## MISSOURI DOMESTIC PRODUCTS PROCUREMENT ACT

(Applies to bids/contracts with \$25,000 value or more on non-Federal funded purchases)

V 1-1	Printed by the control of the contro
DATE: 2/17/2025	
firms, and individuals when letting conti the basis of this legislation.  By virtue of statutory authority, RSMc products, supplies, provisions, and all of Missouri. Such preference shall be given	ection 34.076 RSMo 2000 which gives preference to Missouri corporations, racts or purchasing products. Bids/Quotations received will be evaluated on 5. 34.076 and 34.350 to 34.359, a preference will be given to materials, other articles produced, manufactured, made, or grown within the State of when quality is equal or better and the delivered price is the same or less.
FOR CORPORATIONS:	
State in which incorporated:	MO
FOR OTHERS:	
State of domicile:	
FOR ALL BIDDERS:	List address of Missouri offices or places of business:
THIS SECTION MU	ST BE COMPLETED, SIGNED AND SUBMITTED WITH BID:
COMPANY/FIRM NAME:	Clayton Paper & Distribution Inc
ADDRESS:	1302 S 58th St
CITY, STATE ZIP:	St Joseph MO 64507
BY (SIGNATURE):	in the state of th
BY (PRINT NAME):	Jim Clayton
FEDERAL TAX I.D. NUMBER, or use Social Security number:	43-1593248

### APPENDIX G

## **AFFIDAVIT**

STATE OF MO
COUNTY OF Buchanan ) SS.
Clayton Paper & Dist of the city of St Joseph County of Buchanan State of MOC being duly sworn on her or his oath, deposes and says;
1. That I am the <u>Jim Clayton</u> (Title of Affiant) of Clayton Paper & Dist In Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.
<ol> <li>No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).</li> </ol>
3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.
4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2023, any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.
5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.
<ol> <li>Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties.</li> </ol>
<ol> <li>Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.</li> </ol>
8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
Clayton Paper & Dist Iname of Bidder)  By: (Signature of Affiant)  President (Title of Affiant)
Subscribed and sworn to before me his 17 day of February , 20_25
Many of anders  MOTARY SEAL
NOTARY PUBLIC in and for the County of Andrew (SEAL)  NOTARY PUBLIC in and for the County of Andrew (SEAL)  NOTARY PUBLIC, NOTARY SEAL  STATE OF MISSOURI  ANDREW COUNTY
State of MO  COMMISSION # 13658920 MY COMMISSION EXPIRES: JUNE 1, 2025
My Commission Expires: