SOUTHERN DALLAS COUNTY FIRE PROTECTION DISTRICT
BUFFALO, DALLAS COUNTY, MISSOURI

INVITATION FOR BID
PROJECT NO. CI-26.02

OCTOBER 12, 2026

Notice of Invitation for Bid (IFB)
HVAC System at Station 3 – Located at 1954 South Ash Street, Buffalo

The Southern Dallas County Fire Protection District ("District") is accepting bids from qualified contractors for the new HVAC system at Station 3. Bids will be received until

2:00 p.m., Central Standard Time, on Friday, November 6, 2026

at the District's headquarters, 322 Red Top Road, Buffalo, MO, 65622.

NOTICE: The submitting party acknowledges the right of the District to reject any or all bids and to waive informality or irregularity in any bid received. In addition, the submitting party recognizes the right of the District to reject a bid if the submitter fails to furnish any required data required by the IFB, or if the bid is in any way incomplete or irregular. The District shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any or all bids or parts thereof.

INVITATION FOR BID
Station 3 HVAC System

I. Scope of Services

The District is seeking bids from qualified contractors for the HVAC System at Station 3, located at 1954 South Ash Street, Buffalo, MO, 65622. The scope of work is listed below.

Item 1: Furnish and Install a 5-ton heat pump and air handler system.

Pre-Bid Meeting:

There will not be a pre-bid meeting for this project.

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II. Inquiries

Any questions related to the IFB shall be submitted to Dave Moore, Fire Chief, at davemoore@southerndallasfire.com. In the event it is necessary to revise any portion of this IFB, addenda will be provided to all registered bidders and will also be available on the District's website at: **http://www.southerndallasfire.com/notices**.

III. Pricing

In submitting this Bid, Bidder represents that:

1. Certificate of Independent Price Determination

    A. The prices in the proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competition.

    B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to opening.

    C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid or proposal for the purpose of restricting competition.

2. Prices

    A. The price or prices specified in this quotation are firm and are not subject to contingence or reservation. Bidder represents that the price or prices specified in this quotation do not exceed the current selling price for these same or substantially similar supplies or services and are no higher than other quotes to his/her most favored customer taking into account the quantity specified for delivery. Further, the Bidder, by signing the Bid Form, certifies that he/she secured similar certification from each subcontractor or part supplier.

IV. Schedule of Activities

Release and advertisement of IFB:	October 12, 2026	
Deadline for clarifying questions:	October 30, 2026	4:00 PM
Bid submission deadline:	November 6, 2026	2:00 PM

V. Bid Submission

By signing the Bid Form, Bidder certifies that it will comply with all terms and conditions, scope of services and all other specifications of this IFB and any subsequent award or contract. The IFB and bid will become an integral part of the contract.

1. Sealed bids shall be delivered to: **Southern Dallas County Fire Protection District, 322 Red Top Road, Buffalo, Missouri, 65622,** prior to 2:00 p.m., Central Standard Time, on Friday, November 6, 2026. Bids must be received by this deadline.

2. Envelopes must be clearly marked on the outside, "**BID CI-26.02**", with the date of the bid opening on the envelope (11/09/2026).

3. Each bid shall be made on the attached Bid Form and must include all forms in this bid package completed and notarized (if applicable), the signature of the owner or authorized officer of the Vendor submitting said bid, and the complete mailing address of said Vendor.

4. The bid opening will be on Monday, November 9, 2026 at 7:00 p.m., during the regular monthly board meeting of the District's Board of Directors, 322 Red Top Road, Buffalo, Missouri, 65622.

5. Vendors that submit a bid to the District must accept/meet the terms and conditions included in this bid invitation.

6. Vendor shall be paid according to the amount quoted on the Bid Form. The Vendor shall submit all invoices complete with necessary support documentation to the District and the District shall make payment as outlined as specified in the contract.

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VI. Laws and Ordinances, Regulations, Licensing Fees

Bidder shall conform to all rules, regulations, ordinances, laws or directives set forth by the District and/or the State of Missouri.

Bidder shall comply with state statutes regarding the registration of sex offenders with the Dallas County Sheriff's Office.

Neither the Bidder or an affiliated business entity of the Bidder shall: (1) be in arrears on any taxes or debt; or (2) be in default of any contractual obligation.

Bidder acknowledges that the award of any District contract requires compliance with Section 208.009 RSMo., which requires providing the District with affirmative proof that the person signing the contract is a citizen or permanent resident of the United States or is lawfully present in the United States prior to the District awarding the contract.

Bidder shall comply with Sections 285.525 through 285.550 RSMo. regarding enrollment in a federal work authorization program. Notice and instructions for proposers are attached to this IFB.

Pursuant to Section 34.600 RSMo, as amended, Bidder, hereby certifies it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that this certification is not applicable as the value of this contract is less than $100,000 or Bidder has less than ten (10) employees.

Pursuant to Section 292.675 RSMo., Bidder shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is as stringent as an approved OSHA program within sixty (60) days of beginning work on this project. The Bidder will forfeit a penalty to the District of $2,500 plus an additional $100 for each employee employed by the Bidder or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training.

The District shall not be responsible for any fees, charges, money, etc. due, resulting from any service provided under the provision of this contract.

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VII. Assignment of Contract

Neither this contract, nor any portion thereof, shall be reassigned except by formal written approval by the District.

VIII. Waiver

The District reserves the right to reject any or all bids.

The District reserves the right to waive any variances from original bid specifications in cases where the variances are considered to be in the best interest of the District.

IX. Termination of Contract

The District reserves the right to terminate the contract for reasons of violations by the successful bidder of any term or condition of the contract by giving seven (7) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

X. Method of Award

Contracts shall be awarded to the lowest qualified bidder meeting all specified requirements and considered the best.

XI. Indemnification

Bidder shall indemnify, save, and hold harmless the District, its employees, and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the Bidder or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this Invitation for Bid.

XII. Additional Information

All goods/services must meet or exceed stated specifications. Goods or services not meeting these standards will be rejected. Bidder shall clearly identify any deviations from the specifications in this IFB.

Bids are subject to the terms and conditions of this IFB, and the attached specifications for the purchase and installation of the requested goods/services. Bids must be submitted on all attached forms. Failure to do so will be considered basis for rejection.

XIII. Response Material Ownership

All responses, inquiries or correspondence relating to, or in reference to, this IFB, and all reports, charts, displays, schedules, exhibits and other documentation submitted by the Bidders shall become the property of the District when received. The District shall have the right to use all ideas

or adaptations of the ideas contained in any bid received in response to this IFB. Selection or rejection of a bid shall not affect these rights.

XIV. Proprietary Information

All material submitted in response to this IFB will become public record and will be subject to inspection after a contract is executed or all bids are rejected. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the bid. Such request must include legal justification as to why the document is a closed record pursuant to the Missouri Open Records Law, Chapter 610 RSMo. for the request to be considered. The total bid, cost or pricing information will not be considered proprietary.

XV. Delivery

All deliveries shall be F.O.B. destination: Station 3 project site, unless otherwise stated.

XVI. Payment Terms

Payment terms shall be net thirty (30) days after delivery/installation unless otherwise stated.

XVII. Discrimination Policy

The District advises the public that it does not discriminate on the basis of handicapped status, race or color, national origin, religion, age, or sex in employment or the provision of services.

XVIII. Insurance

The successful bidder must provide two (2) properly executed certificates of insurance prior to the signing of the contract with the District.

Liability Insurance:

The Bidder and any subcontractor shall indemnify and save harmless the District from all suits or action of every name and description brought against the District for or on account of any personal injuries, including accidental or resulting death, or property damages received or claimed to be received or sustained by any person or persons due to the construction of the work, or by or in consequence of any hazard, or of any negligence by the Bidder or sub-contractor, their agents or employees or assigns in safeguarding it, or due to any improper material used in the construction, or by or on account of any act or omission of the Bidder or subcontractor, their employees, agents or assigns.

The Bidder shall carry adequate public liability and property damage insurance for the joint and several benefit of the Bidder and the District with a company licensed to do business in the State of Missouri and satisfactory to the District and in the amounts not less than those specified below.

The amounts of coverage required for public liability or property damage shall not be construed to limit the liability of the Bidder in protecting the District from damage or injury claims. The District shall have the right to require the Bidder to increase any or all such insurance policy limits while the contract work is in progress in the event the Construction Manager determines that unusual or special risks revealed by the work so require and in such amounts as the Construction Manager may determine to be adequate, and without thereby limiting the liability of the Bidder in protecting the District from damage or injury claims.

As partial security for the defense of claims and the payments required under such indemnity, the Bidder and any subcontractor shall furnish at their cost, an owner's protective insurance policy satisfactory to the District naming the District as insured for amounts not less than the Bidder's public liability and property damage insurance covering the work. The Bidder shall comply fully with the requirements of the Workmen's Compensation Act of the State Missouri and shall furnish evidence that the Bidder is insured thereunder.

The coverage shall insure the District of its officers and employees while acting within the scope of their duties against all claims arising out of or in connection with the work to be performed.

The cost of the insurance shall be included in the prices bid for the various items of work and no additional payment will be made therefore.

The amounts of such insurance shall be not less than the following:

a) Bidder's Bodily Injury Liability and Property Damage Liability Insurance:
   1) Injury or death of one person $500,000
   2) Injury to more than one person in a single accident $2,000,000
   3) Property damage, per accident. $2,000,000

b) Automobile and Truck Public Liability, Bodily Injury, and Property Damage:
   1) Injury or death of one person $500,000
   2) Injury to more than one person in a single accident $2,000,000
   3) Property damage, per accident. $2,000,000

Certificates of insurance sent to the District as evidence of insurance shall contain the following statements, and in their absence the certificates will not be satisfactory to the District.

1. The insurance evidenced by this certificate will not be cancelled or altered except after ten (10) days from receipt by the District of written notice thereof.
2. The insurance evidenced by this certificate expressly includes personal injury or death, or injury to or destruction of any property arising out of blasting or explosion or the collapse of or structural injury to any building or structure due to grading of land, excavation, filling, backfilling, or tunneling.
3. A certificate of insurance must be filed with the District providing builder's risk

insurance for the proposed project.

4. The District must be listed on all Certificates of Insurance as additional insured.
5. A statement of the insurance company's A.M. Best rating will be required. A rating of at least A-VI is required.

XIX. Missouri Prevailing Hourly Wage Rates and Requirements

The proposal for this Contract shall be based upon the required payment by the Bidder for wages for each craft or type of worker required to execute the Contract as determined by the Department of Labor and Industrial Relations of Missouri, pursuant to Sections 290.262, RSMo. 1994. A schedule of such prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations of Missouri, pursuant to said statutory provisions and made a part of this Contract. Annual Wage Order #33, Dallas County, Missouri.

Effective August 28, 2018, the provisions of sections 290.210 to 290.340 shall not apply to the construction of public works for which either the engineer's estimate or the bid accepted by the District for the total project is in the amount of $75,000.00 or less. For any awarded bid in the amount of $75,000.00 or less that becomes subject to a contract amendment that increases the total project cost in excess of $75,000.00, the provisions of 290.210 to 290.340 shall apply only to that portion of the project that is in excess of $75,000.00.

Bidders are advised of required compliance with RSMo. 290.290 which states that "each contractor and subcontractor engaged in any construction of public works shall have its name, acceptable abbreviation or recognizable logo and the name of the city and state of the mailing address of the principal office of the company, on each motor vehicle and motorized self-propelled piece of equipment which is used in connection with such public works project during the time the contractor or subcontractor is engaged on such project. The sign shall be legible from a distance of twenty feet but the size of the lettering need not be larger than two inches."

XX. Transient Employers

Every transient employer, as defined in Section 285.230 RSMo., shall post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) the notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) proof of coverage for workers' compensation insurance signed by the transient employer and verified by the department of revenue through the records of the division of workers' compensation; and (3) the notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under Section 285.234 RSMo., be liable for a penalty of $500 per day until the notices required by this section are posted as required by statute.

XXI. Performance and Payment Bond

Pursuant to the requirements of RSMo. 107.170, on contracts for public work of any kind to be performed for the public entity, the cost of which is estimated to exceed fifty thousand dollars

($50,000.00), every Bidder entering into contract with the public entity for any such public work shall execute therewith and file with this District a bond, with good and sufficient sureties to be approved by the District's Attorney, in an amount equal to the contract price for such work and conditioned among other things for the faithful performance of the contract, the payment of any and all materials incorporated, consumed or used in connection with the construction of such work and all insurance premiums, both for compensation and for all other kinds of insurance, on the work and for all labor performed in such work, whether by subcontractor or otherwise.

XXII. Form of Contract

The Bidder shall enter into a contract that includes all of the representations and information submitted with the bid. This IFB document shall become an integral part of the contract between the District and the Bidder.

XXIII. Liquidated Damages

If the Contractor fails to achieve Substantial Completion of the Project by the date specified in the Construction Contract, as extended only for excusable delays approved under the contract, the Contractor shall be liable for liquidated damages in the amount of **$500.00 per calendar day** for each calendar day completion is delayed. The parties acknowledge that the actual costs and losses resulting from delayed completion, including extended project administration, supervision, financing, temporary facilities, and loss of use, would be difficult to determine precisely when the Contract is signed and that this amount represents a reasonable estimate of those anticipated damages, not a penalty. The District, at its option, may deduct liquidated damages from amounts otherwise payable to the Contractor, without limiting any other rights or remedies available under the Contract.

Per RSMo. 290.230, holidays for public works projects are defined as follows:

(a) January first;
(b) The last Monday in May;
(c) July fourth;
(d) The first Monday in September;
(e) November eleventh;
(f) The fourth Thursday in November; and
(g) December twenty-fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.

The expected duration of the project shall be **3** working days, as outlined below (working days are expressed as normal business calendar days, Monday through Friday, and excluding national holidays):

HVAC System Installation	
Install Heat Pump	1 day
Install Air Handler	1 day
Install Thermostat and Test System	1 day
Installation Total Time	**3 days**

The District will make allocations of extra time for items or tasks that are beyond the contractor's control, i.e.: weather, work being performed by others/volunteers, utility work, etc. Following award of contract, the District will work with the contractor to establish a project schedule that is acceptable to all parties.

In the event the bidding entity feels that the above stated durations are not reasonable or achievable given the scope of the work, use the space under "EXCEPTIONS / CAVEATS / QUALIFICATIONS" to provide qualification or explanation as to why, and provide proposed alternate durations.

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BID FORM

Signature of bidder indicates that bidder understands and will comply with all terms and conditions and all other specifications made a part of this Invitation for Bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Invitation for Bid, Number CI-26.02, and to all the conditions imposed herein, the undersigned offers and agrees to furnish all labor, material, equipment, supervision, delivery, removals, dumping, fuel surcharges, insurance, traffic control, safety items, and all other related items necessary for Construction of Station 3 in accordance with the specifications attached herein at the following price(s):

Bid Item	Description	Quantity	Bid Price
1	Heat Pump and Air Handler 5-ton System Complete	L.S.	$
		Bid Total	$

EXCEPTIONS / CAVEATS / QUALIFICATIONS

_____

_____

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_____

Indicate form of Proposer:

- ❑ Sole Proprietor
- ❑ Limited Liability Company (Attach a Copy of Annual Registration Report with Proposal)
- ❑ Partnership
- ❑ Corporation (Attach a Copy of Annual Registration Report with Proposal)
- ❑ Other:_____

Full Legal Name of Proposer:_____

Street Address:_____

City/State/Zip Code:_____

Last 4 Digits of FEIN or SSN:_____

Telephone:_____

Name:_____Title:_____

Signature:_____Date:_____

Email Address:_____

LIST OF PROPOSED SUBCONTRACTORS AND SUPPLIERS

The proprietary names and the suppliers of principal items or systems of materials and equipment proposed for the Work:

_____

_____

_____

_____

_____

_____

Warranty for Equipment/Materials and Work:

_____

_____

_____

Names of the Subcontractors or other persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work, and the type of work to be performed:

_____

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_____

(All remaining work will be done by the BIDDER with its own forces.)

REFERENCES

Please provide references for similar work in the last 3 years (attach additional pages, if necessary).

Company: _____

Contact Person: _____

Phone: _____

E-Mail: _____

Company: _____

Contact Person: _____

Phone: _____

E-Mail: _____

Company: _____

Contact Person: _____

Phone: _____

E-Mail: _____

NOTICE AND INSTRUCTIONS TO BIDDERS/VENDORS
REGARDING §§ 285.525 THROUGH 285.550 RSMO, EFFECTIVE JANUARY 1, 2009

Effective January 1, 2009 and pursuant to Missouri Revised Statute Section 285.530(1), "No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri."

As a condition for the award of any contract or grant in excess of five thousand dollars ($5,000) by the state or by any political subdivision of the state (i.e.: Southern Dallas County Fire Protection District) to a business entity, the business entity (Company) shall, by sworn affidavit **and** provision of documentation, affirm its enrollment and participation in a federal work authorization program (such as E-Verify) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Section 285.530 (2) RSMo.

"Business Entity" is defined as:
…[A]ny person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term **"**business entity**"** shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term **"**business entity**"** shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term **"**business entity**"** shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034 RSMo. See, Sec. 285.525 RSMo

Required Affidavit for Contracts Over $5,000 (US) – Business entities desiring to contract with the District for the provision of service shall comply with the provisions of Sections 285.525 through 285.550 RSMo. Contract award is contingent upon Company providing an acceptable notarized affidavit stating:

1. That Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. That Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

A sample affidavit is attached hereto.

Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memorandum of Understanding (MOU)).

The District encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program. Information regarding E-Verify is available at http://www.dhs.gov/e-verify or by calling 888-464-4218.

AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 RSMo et seq.

(REQUIRED FOR CONTRACTS FOR PROVISION OF SERVICES IN EXCESS OF $5,000)

STATE OF _____)
)ss
COUNTY OF _____)

Before me, the undersigned Notary Public, _____(Name) personally appeared who is _____(Title) of _____ _____(Company Name), and after being sworn did depose and say:

(1) that said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and

(2) that said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The terms used in this affidavit shall have the meaning set forth in Section 285.500 RSMo, et seq.

Documentation of participation in a federal work authorization program is attached to this affidavit.

_____ _____
Signature (Person with Authority) Printed Name

_____ _____
Title Date

Subscribed and sworn to before me this _____day of _____(Month, Year).

My commission expires: _____
Signature of Notary Date

PROOF OF LAWFUL PRESENCE - 208.009 RSMO

Those contracting with the Southern Dallas County Fire Protection District are considered applicants for "public benefit" and therefore must provide affirmative proof that the applicant is lawfully present in the United States. *Public benefit* is defined as any grant, contract, or loan provided by a local government.

Affirmative proof of lawful presence shall include a copy of the applicant's Driver's License or any document issued by the Federal government that confirms lawful presence in the United States.

Penalties under state law for fraudulently obtaining public assistance benefits may include, but are not limited to, imprisonment, fines, and discontinuation of benefits and recovery of benefits fraudulently obtained.

Contractor shall indemnify and hold harmless the Southern Dallas County Fire Protection District and its officials, agents and employees from all costs and liabilities incurred as a result of Contractor's failure, or failure of its employees, agents or Subcontractors, to comply with Section 208.009 RSMo regarding contracts with public entities, to the extent the same are applicable during the term of this Agreement.

Business Name:			
Last Name	First	Middle Initial	Maiden Name
Address (Street Name & Number)			
City	State		Zip Code
Date of Birth (MM/DD/YYYY)		(Check all that apply to signer and company): ❑ A Citizen of the United States ❑ A Lawful Permanent Resident ❑ Company uses e-Verify to Hire New Employees ❑ All Employees are authorized to work in U.S.	
Signature	Date		
❑ I have attached documentation ❑ I cannot provide documentation and need a copy of the Affidavit of Citizenship for Eligibility for Public Benefits form			

SDCFPD STAFF- Record the title and expiration date of either: one document from Column A *or* a Missouri driver's license (Column B) *or* one document from Column C as listed in the Notice to Applicants for Public Benefits and attach a copy of the documentation.

A -MoDOR Accepted Documentation		B - MO Driver's License	C - Other Federal Documentation
Document: _____ Expiration: _____	**Or**	Missouri Driver's License ❑ Expiration: _____	Document: _____ Expiration: _____

CERTIFICATION: I certify that I have examined the document(s) regarding citizenship or residency presented by the above-named applicant*

Signature of SDCFPD Staff Person:	Print Name:	Date:

***NOTE TO SDCFPD STAFF**: If sufficient documentation was not presented, **do not sign** the certification above. Instead, please give applicant a copy of the Affidavit of Citizenship for Eligibility for Public Benefits form and attach any completed Affidavit to this document.