



RAYMORE-PECULIAR SCHOOL DISTRICT
REQUEST FOR PROPOSALS

RFP No.: 23-24

Title: Athletic Uniforms and Apparel

Issue Date: May 8, 2023

This document constitutes Raymore-Peculiar School District's (hereafter called the "District" or "Ray-Pec") Request for Proposals ("RFP") soliciting proposals from qualified individuals, firms or organizations to provide the items, goods, supplies and products as described in this RFP.

SEALED PROPOSALS FOR PROVIDING THE PRODUCTS DESCRIBED HEREIN MUST BE RECEIVED NO LATER THAN: 2:00 PM, CDT, ON MAY 17, 2023. Proposals submitted after that time and date will be rejected.

PROPOSALS SHALL BE SUBMITTED TO:

Pam Steele, Board Secretary
Raymore-Peculiar School District
21005 S School Road
Peculiar, MO 64078

All inquiries for information regarding Proposal Preparation and Submission Requirements shall be in writing and shall be directed to:

Pam Steele, Board Secretary
Raymore-Peculiar School District
pam.steele@raypec.org

All other communications and questions regarding this RFP must be directed to the above individual. No other contact with any members of the Raymore-Peculiar School Board, any administrators, staff or employees of the District is permitted before or after completion of the RFP process. Failure to follow this directive or any attempt to contract or to influence any such person may result in rejection or disqualification of a proposal.

Any and all responses to written requests for information and questions will be in writing and will be sent to all known interested parties. Any oral responses will be considered unauthorized and non-binding on the District.

Important Dates

RFP Issue Date	May 8, 2023
Deadline for RFP Clarification	May 15, 2023
Proposal Due Date	May 17, 2023 at 2:00 PM CDT
Award Recommendation Submitted to BOE	May 19, 2023
Anticipated BOE Approval Date	May 25, 2023
Contract Commencement Date	June 1, 2023

Raymore-Peculiar School District intends to adhere to this timetable, but realizes that delays may occur. Raymore-Peculiar School District reserves the right to amend any of the dates set forth above. The vendor must be able to accommodate changes to the schedule.

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I. RFP INSTRUCTIONS AND CONDITIONS

1. INTRODUCTION

The Ray-Pec School District currently has approximately 6,500 students located in one high school (grades 10-12), one ninth grade center, two middle schools (grades 6-8), seven elementary schools (grades K-5), a LEAD Center, Ray-Pec Academy, a Success Academy (grades K-8), an Early Childhood Center and several administrative buildings. The District also currently has over 900 staff members including administrators, certified staff members, and classified staff members to serve the students and the community. Additional detailed information about the District may be found at www.raypec.org.

The purpose of this RFP is to establish the requirements for providing Athletic Uniforms and Apparel ("Products"). The Products are described more fully below in this RFP. It is anticipated that the delivery of the Products would begin in July 2023.

2. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

- A. In order to be considered, proposers must submit two (2) hard copies of the proposal. Proposals shall be signed and printed or type written, submitted sealed with the envelope plainly marked with the title **Athletic Uniforms and Apparel** and **RFP #23-24**. Proposals shall be delivered to:

Pam Steele, Board Secretary
Raymore-Peculiar School District
RFP #23-24
21005 S School Road
Peculiar, MO 64078

SEALED PROPOSALS FOR PROVIDING THE PRODUCTS DESCRIBED HEREIN MUST BE RECEIVED NO LATER THAN: 2:00 PM, CDT, ON May 17, 2023. Proposals submitted after that time and date will be rejected.

- B. Proposals shall be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At the same time, proposals should be as thorough and detailed as possible so that the District may properly evaluate the Proposer's capabilities to provide the required products.

Electronic or facsimile proposals will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.

- C. Proposers must include at least the following information, data and responses in their proposals:
- (1) Proposer's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.).
 - (2) If Proposer is incorporated, include the state in which it is incorporated, and list the name and occupation of those individuals serving on the board of directors, along with the name of any entity or person owing 10% or more of the corporation.

- (3) The name, title, mailing address, telephone number, fax number, and email address of the contact person for this RFP and the proposal.
 - (4) A description of Proposer's products which are being proposed.
 - (5) Proposer's total price for the Products, including any and all costs and expenses. Proposer shall submit a price list appropriately evidencing and itemizing Proposer's prices, including any applicable discounts.
 - a. Indicate if proposed pricing includes the acceptance of payment with a procurement card (p-card) or credit card in lieu of a check. If Proposer agrees, no additional fees shall be charged to the District for card acceptance.
 - b. Indicate if proposed pricing could be offered to other Missouri school districts of similar size and order volumes.
- D. Proposers must provide a description or evidence of their experience and qualifications to provide the Products described in this RFP.
- E. Proposers must provide evidence or information as to their financial condition and stability.
- F. Proposers must provide a minimum of five (5) references with names, addresses and phone numbers, and including specifically any governmental entities and school districts for which each proposer has provided the products being proposed.
- G. Proposers must state whether they have been involved in any litigation with a school district during the last five years, and if so, describe any such litigation.

3. PRE-PROPOSAL CONFERENCE

A pre-bid meeting is not currently scheduled. Potential bidders requiring clarification of proposal requirements shall contact the District's Board Secretary by 10:00 AM CDT on May 15, 2023. All District responses to bidder's questions will be posted via the District's RFP website link.

4. AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s) is deemed to be most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications, and quality of Proposer's products. The District reserves the right to split the award or to make multiple awards, and to make an award on a part or portion of a proposal. The District reserves the right to request clarification or additional information and may interview with some or all Proposers as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any proposer.

5. RIGHT TO REJECT

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

6. PROPOSALS FINAL

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

7. COST OF PREPARATION

The cost of preparing and submitting a response to this RFP will be assumed solely by each Proposer, whether or not any agreement is signed as a result of this RFP.

8. OWNERSHIP OF SUBMITTALS

All completed proposals submitted in response to this RFP become the property of the District upon submission. The District may use the proposal for any purpose deemed appropriate. The proposal material may become part of any contract between the successful Proposer and the District.

9. RFP INTERPRETATION

Interpretation of the wording of this RFP will be the responsibility of the District and that interpretation will be final and binding.

10. CONTRACT

The Raymore-Peculiar Board of Education must formally approve the award of any contract(s) or agreement to purchase with approval anticipated to be received by May 25, 2023. The successful Proposer will be required to enter into a written contract with the District which will include, but not be limited to, the Products described herein and the contract provisions included herein. It is anticipated the contract term will commence on June 1, 2023 and continue through May 31, 2024, with options to extend two additional years.

11. PRICE

Proposers are cautioned that the Products must be furnished at the prices, costs and/or rates submitted and proposed unless otherwise stated. Pricing is to be proposed at a discount on catalog rates existing at the date of the contract, which is expected to be June 1, 2023. All proposals must include catalog prices existing at that date. No change in catalog pricing and no decrease in the discount rate or in prices for non-catalog items or services will be permitted during the first year term of the contract.

Catalog pricing for successive optional contract years must be provided to the District by March 1 of each year. Pricing for successive optional years will be at the same or greater discount rate as proposed for the first year.

12. BILLING AND PAYMENT

Invoices shall be submitted directly to the attention of the Activities Director of the school that placed the order via email or U.S. Mail. Each invoice should contain the District purchase order number, date of shipment, quantity, price and items(s) shipped. Invoices will not become due and payable until all items listed on the invoice are received complete.

Raymore-Peculiar School District's payment terms are Net 45.

Current contacts are as follows:

Dr. Kristina Martin
Ray-Pec High School
20801 S School Rd
Peculiar, MO 64078
816-892-1410

Cristin Blunt
Ray-Pec East Middle School
17509 E State Route 58
Raymore, MO 64083
816-388-4004

Paul Turner
Ray-Pec South Middle School
20501 S School Rd
Peculiar, MO 64078
816-892-1503

13. INSURANCE

The successful Proposer will be expected to provide the following types of insurance with the described limits:

Comprehensive General Liability \$1,000,000 per person per occurrence
(Including Contractual Liability and Product Liability)

\$ 1,000,000 property damage per occurrence

\$ 1,000,000 aggregate all claims per occurrence

Workers' Compensation

As required by applicable law

14. TAXES

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES AND USE TAX in their cost proposal, as these taxes do not apply to the District.

15. NO PARTICIPATION

The successful Proposer shall not directly or indirectly participate as a proposer, bidder, or subcontractor to another proposer or bidder on any bids or request for proposals to be designed, or Products to be provided, as contemplated by this RFP.

16. EXCEPTIONS

If a Bidder takes exception to any part of these specifications as written, or as amended by any addenda subsequently issued, or the Agreement, they must do so in writing. Said exceptions must be submitted with the proposal. Failure to do so will be construed as acceptance of all items of the specification and the Agreement.

17. USE OF INFORMATION

A. Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information ("Information") furnished or disclosed to interested parties under this RFP, or as the result of this RFP, shall remain the property of District and, when in tangible form, all copies of such information shall be returned to District upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by District or a third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

- B. No specifications, drawings, sketched, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any interested party to the District under this RFP shall be considered to be confidential or proprietary.

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II. DESCRIPTION OF PRODUCTS AND SERVICES

Through this RFP, the District is seeking to obtain proposals from qualified and experienced persons, organizations, companies or firms to provide Athletic Uniforms and Apparel for Raymore-Peculiar School District's high school and middle school sports programs.

The Raymore-Peculiar School District fields 26 different sports spanning across the high school and two middle schools with over 1,370 students/athletes participating in athletics or activities. The district is a proud member of the Missouri State High School Athletic Association (MSHSAA) and has excelled locally and statewide over the years. **Expenditures from previous years are not available, but should be considered average compared to other districts with similar participation numbers.**

Please see below information for current roster number by school:

Sport	Ray-Pec High School	East Middle School	South Middle School
Baseball	49	-	-
Basketball, Boys	44	20	19
Basketball, Girls	30	19	16
Cheerleading	52	12	12
Color Guard/Winter Guard	18	-	-
Cross Country, Boys	30	26	13
Cross Country, Girls	21	13	20
Dance	27	-	-
Esports	TBD	-	-
Football	190	42	35
Golf, Boys	15	-	-
Golf, Girls	15	-	-
Soccer, Boys	47	-	-
Soccer, Girls	42	-	-
Softball, Girls	28	-	-
Swimming & Diving, Boys	14	-	-
Swimming & Diving, Girls	33	-	-
Tennis, Boys	35	-	-
Tennis, Girls	35	-	-
Track, Boys	98	-	-
Track, Girls	62	-	-
Trapshooting	23	-	-
Volleyball, Boys	TBD	-	-
Volleyball, Girls	43	19	16
Wrestling, Boys	52	29	20
Wrestling, Girls	27	1	8

The District will select a vendor on the basis of information provided in response to this RFP and shall select the vendor that best serves the interests of the District.

Proposals will be evaluated by a committee consisting of the three schools' Activities Directors, the Chief of Staff, and the Chief Financial Officer, based on the following criteria:

- a) Quality of products and services offered. We are looking for a name brand product with international recognition as a standard of quality.
- b) Pricing structure for the products and services outlined in the RFP.
- c) Bidder's past experience with providing products and services to K-12 Districts similar in size to the Raymore-Peculiar School District.
- d) Quality of the references from the bidder's existing customers, including but not limited to the quality of the product, the timeliness of services and production and the level of customer service provided to the District.
- e) Turnaround time to provide products and services outlined in this RFP.
- f) Value of product credits and discounts.

Vendor Requirements:

1. The successful vendor must be able to fill all orders for uniforms and apparel and as needed throughout the life of the contract. The District is defining uniforms and apparel as follows:
 - a) Uniforms: Official game clothing
 - b) Apparel: Sweatshirts, shorts, jackets, hats, practice gear, coaching attire, etc.
 - c) Services: Screen printing, embroidery, etc.
2. The vendor must assign a customer service representative to the District who has a strong history of good customer service and sufficient staffing to ensure the provision of goods and services outlined in this RFP throughout the life of the contract. The proposed representative's name and direct phone number must be provided.
3. The vendor must be able to package and ship in quantities specified on a timely basis. The vendor must guarantee that packaging and shipping shall provide adequate protection against damage and deterioration.
4. Vendors must use the District's Athletic font, colors and logos for all printed goods. The logos cannot be altered, reproduced, or used outside of the Raymore-Peculiar School District.
5. The proposal should include any information relative to a discount for the uniforms and/or apparel, any discounts related to quantity of items purchased, and any lump sum product credit at contract signing.
6. Bidders must be able to provide catalogs, websites, or other information that profiles the products offered and current prices.
7. As additional quantities of uniforms and apparel may be needed over the course of a

season, prices should hold firm within each year throughout the duration of the contract.

8. While the District does not typically provide footwear to student athletes, the awarded vendor may make a footwear offer available directly to students.
9. All quotations must be FOB destination, freight prepaid. Inside delivery is required.
10. During the term of the contract, each sport's new purchases shall be for the products where appropriate on a phased-in basis. It is the intent of the Raymore-Peculiar School District to replace uniforms for its sports over a five-year period. While it is the intent of the District to purchase uniforms and apparel for the sports listed, the District does not guarantee that it will for all of these sports. Likewise, sports may be added to the list as they are added to the District's offerings.

Pricing and Required Responses:

Please provide your response to the following questions:

1. Indicate proposed discount off catalog prices for all major brands including at least Nike, Under Armour, and Adidas for custom and stock items.
2. Provide catalogs of products offered, **including catalog prices.**
3. Include any minimum order/minimum cost requirements.
4. Indicate proposed amount of product credit based on quantity purchased or other incentives.
5. Indicate proposed amount of product credit available at contract signing or other incentives.
6. Describe any other programs/incentives that your company offers.
7. For screen print items:
 - a) Describe any set-up charges or quantity discounts
 - b) Provide upcharge per item for two color and three color print screening
8. For embroidery items:
 - a) Describe any set-up charges or quantity discounts
 - b) Provide upcharge per item for stitch count over 20,000
 - c) Indicate the turnaround time to provide products and services outlined in this RFP from time of order to delivery to the District.
9. Describe current channels for acquiring/customizing uniforms and apparel. Include warehouse and production locations of suppliers.
10. Describe the shipping method or methods you propose to use to provide product to the District and the estimated time of delivery after order placement.
11. Describe any prioritization policies or procedures regarding services and orders, including

how Ray-Pec will be prioritized among competing orders from other districts.

12. Describe the replacement and adjustment processes used to correct errors in shipments, defective goods, etc.
13. Describe your company's uniform replacement guidelines and policies.
14. Provide the name of the customer service representative who will be assigned to the District's account and describe the person's background and experience, the number of years with the company, similar accounts served and the person's direct telephone number.

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III. CONTRACT TERMS AND CONDITIONS

INTRODUCTION TO THIS SECTION

The successful Proposer will be expected to enter into a written contract with the District. The terms and conditions in this section will be incorporated into any contract awarded as a result of this RFP. These terms and conditions also will be included in any purchase order(s) issued by the District. In submitting a proposal, the Proposer agrees to the terms and conditions in this section, unless a statement is made to the contrary. Acceptance of alternate language, terms and conditions is at the sole discretion of the District. The following terms and conditions are not to be considered complete, and other terms and conditions will be included in any resulting contract.

WARRANTY ON PRODUCTS

Contractor warrants that all Products covered by this Agreement will conform to each and every specification, drawing, sample or other description which is furnished to or is adopted by the District and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship and free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the District's acceptance of said materials or goods or by payment for them.

INSPECTION AND ACCEPTANCE

No Products received by the District pursuant to this Agreement shall be deemed accepted until the District has had reasonable opportunity to inspect said Products. All Products which are discovered to be defective or which do not conform to any warranty of the Contractor herein upon initial inspection, or at any later time if the defects contained in the Products were not reasonably ascertainable upon the initial inspection, may be returned at the Contractor's expense for full credit or replacement at the District's option. Such right to return defective Products shall not exclude any other legal, equitable or contractual remedies the District may have.

INSURANCE

- A. Contractor shall maintain occurrence-based insurance including comprehensive general liability and if applicable, automobile liability, workers' compensation, and employers' liability in the amounts described herein. Such insurance shall be provided by insurance companies authorized to do business in the State of Missouri.
- B. The District shall be included as an additional insured on all required insurance policies, except Workers' Compensation and Employers' Liability, with respect to the liability arising out of the performance of Contractor's Products under this Agreement.
- C. Certificates of insurance of Contractor's insurance coverage shall be furnished to the District at the time of commencement of the Products.
- D. All such insurance shall provide for notice to the District of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

TERMINATION

- A. The District may terminate this Agreement with or without cause at any time by giving 30 days' prior written notice to the other party of its intention to terminate as of the date specified in the notice. Contractor shall be paid for Products delivered and accepted up to the date of termination.
- B. In the event of a breach of this Agreement by either Contractor or the District, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have 15 days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to then terminate this Agreement by providing written notice of such termination.

INDEMNITY

Contractor agrees to indemnify and hold harmless the District and the members of the Raymore-Peculiar Board of Education, and the District's officers, employees, servants and agents from and against any and all liabilities, losses, damages, costs and expenses of any kind (including, without limitation, reasonable legal fees and expenses in connection with any investigative, administrative or judicial proceeding, whether or not designated a party thereto) which may be suffered by, incurred by or threatened against the District or any members, officers, employees, servants or agents of the District on account of or resulting from injury, or claim of injury, to person or property arising from Contractor's Products actions or omissions relating to this Agreement, or arising out of Contractor's breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by Contractor.

GOVERNING LAW - JURISDICTION

This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in Cass County, Missouri. Any legal action arising out of, or relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in Cass County, Missouri.

REPORTING

During the term of this Agreement, Contractor shall report to, and confer with, the District's Activity Directors and/or his or her designee on a regular basis, and as may be reasonably requested, concerning the Products provided by Contractor and issues related to the Products. Contractor also agrees to meet and confer with other District administrators, officers and employees as directed, or as may be necessary or appropriate.

ASSIGNMENT

Contractor agrees, for Contractor and on behalf of Contractor's successors, heirs, executors, administrators, and any person or persons claiming under Contractor, that this Agreement and the obligations, rights, interests, and benefits hereunder cannot be assigned, transferred, pledged, or hypothecated in any way and shall not be subject to execution, attachment, or similar process, without the express written consent of the District. Any attempt to do so, contrary to these terms, shall be null and void and shall relieve the District of any and all obligations or liability hereunder.

LICENSES AND PERMITS

Contractor shall obtain at Contractor's expense all licenses and permits necessary to provide the Products.

CONTRACTOR REPRESENTATIONS

Contractor acknowledges and represents that (i) Contractor is legally authorized to transact business in the State of Missouri and to provide the Products required hereunder, (ii) the entering into this Agreement has been duly approved by the Contractor, (iii) the undersigned is duly authorized to execute this Agreement on behalf of Contractor and to bind Contractor to the terms hereof, and (iv) Contractor will comply with all State, federal and local statutes, regulations and ordinances, including civil rights and employment laws, and agrees not to discriminate against any employee or applicant for employment or in the provision of Products on the basis of race, color, national origin, sex, sexual orientation, age or disability. Contractor also agrees to abide by all applicable District policies and regulations.

INDEPENDENT CONTRACTOR

The District and Contractor agree that Contractor will act for all purposes as an independent contractor and not as an employee, in the providing of the Products, and in the performance of Contractor's duties under this Agreement. Accordingly, Contractor shall be responsible for payment of all taxes, including federal, state and local taxes arising out of Contractor's Products, including by way of illustration but not limitation, federal and state income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes. In addition, Contractor and Contractor's employees shall not be entitled to any vacation, insurance, health, welfare, or other fringe benefits provided by the District. Contractor shall have no authority to assume or incur any obligation or responsibility, nor make any warranty for or on behalf of the District or to attempt to bind the District.

NON DISCRIMINATION

The District actively follows a policy of nondiscrimination on the basis of age, race, color, religion, sex, national origin, sexual orientation, marital status, disability, and Vietnam-Era-veteran-status. The District also complies with the following laws and implementing regulations: Title VI and Title VII of the Civil Rights Act of 1964 regarding race, color, national origin, religious and sex discrimination; Title IX of the Education Amendments Act of 1972 regarding sex discrimination; the Americans with Disabilities Act, as amended by the ADA Amendments Act; the Missouri Humans Rights Act; Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment Act; the Missouri Anti-Discrimination Against Israel Act; and other state and federal laws and regulations. By entering into this Agreement, Contractor agrees to be bound by all aforementioned laws and regulations. Contractor shall also comply with all legal requirements of the Americans with Disabilities Act and the Missouri Human Rights Act regarding accessibility of facilities and programs, as may apply. Further, Contractor certifies that it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies authorized by, licensed by, or organized under the laws of the State of Israel; or companies, persons, or entities doing business in or with the State of Israel.

ACKNOWLEDGEMENT FORM

(Complete and return as part of your proposal)

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda.

Company Name	Representative's Name	Title
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Address	City/State/Zip	Telephone #	Fax #
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E-mail Address

Years in Operation	Years under current structure and/or under previous structure
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1) Name of Company's Officers:

NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____

2) The undersigned hereby acknowledges the receipt of the following addenda:

Addendum Number	Date Issued	Date Acknowledged	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

Company Officer's Name

Signature	Date
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FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM
(complete and return as part of your proposal)

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (hereinafter “Company”) and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify federal work authorization program with respect to Company’s employees working in connection with the services Company is providing to, or will provide to, the District.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

By: _____ (individual signature)

Title _____

: _____

For: _____ (company name)

Subscribed and sworn to before me on this _____ day of _____, 20 ____.

NOTARY PUBLIC

My commission expires: