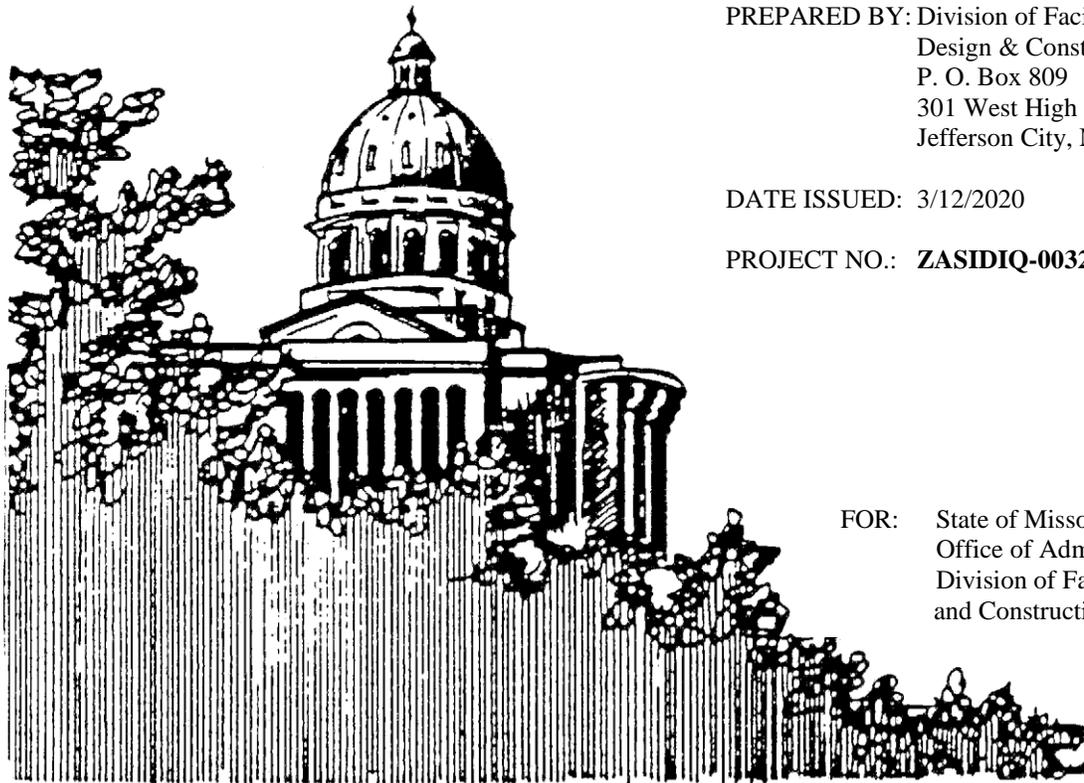


PROJECT MANUAL

Construction Services Telecom & Data Wiring Statewide



PREPARED BY: Division of Facilities Management,
Design & Construction
P. O. Box 809
301 West High
Jefferson City, Missouri

DATE ISSUED: 3/12/2020

PROJECT NO.: ZASIDIQ-0032

FOR: State of Missouri
Office of Administration
Division of Facilities Management, Design
and Construction

**Construction Services – Telecom & Data Wiring
Statewide
Project No. ZASIDIQ-0032**

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SECTION 001116 - INVITATION FOR BID

1.0 OWNER:

- A. The State of Missouri
Office of Administration,
Division of Facilities Management, Design and Construction
Jefferson City, Missouri

2.0 PROJECT TITLE AND NUMBER:

- A. Construction Services, Telecom & Data Wiring, Statewide
Project No.: ZASIDIQ-0032

3.0 BIDS WILL BE RECEIVED:

- A. Until: 1:30 PM, Thursday, April 16, 2020.
- B. **Only electronic bids on MissouriBUYS shall be accepted: <https://missouribuys.mo.gov>. Bidder must be registered to bid.**

4.0 DESCRIPTION:

- A. Scope: This will be an indefinite delivery/indefinite quantity type of contract for the installation of telecommunication and data fiber optic and copper wiring at numerous state buildings and state-leased buildings.
- B. Estimate: Less than 100,000.00 per project, not to exceed \$1,000,000.00 per year for all projects.

5.0 PRE-BID MEETING:

- A. Place/Time: March 30, 2020 @ 10:30 a.m., Harry S Truman State Office Building, Conference Room 850, 301 W. High Street, Jefferson City, MO 65101.
- B. Access to State of Missouri property requires presentation of a photo ID by all persons

6.0 HOW TO GET PLANS & SPECIFICATIONS:

- A. Request: View only electronic bid sets or paper bid sets are available at no cost from American Document Solutions (ADS): 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203. Phone 573-446-7768; Fax 573-355-5433, <https://www.adsplanroom.net>. **Bidder must secure at least one bid set to become a planholder.**
- C. Information for upcoming bids, including downloadable plans, specifications, Invitation for Bid, bid tabulation, award, addenda, and access to the ADS planholders list, is available on the Division of Facilities Management, Design and Construction's website: <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans>.

7.0 POINT OF CONTACT:

- A. Project Manager and Contract Specialist:
Paul Girouard
Phone: 573-751-4797
Email: paul.girouard@oa.mo.gov

8.0 GENERAL INFORMATION:

- A. The State reserves the right to reject any and all bids and to waive all informalities in bids. No bid may be withdrawn for a period of 20 working days subsequent to the specified bid opening time.
- B. If the amount of any job order under the awarded contract is greater than \$75,000, the contractor will be required to pay not less than the prevailing hourly rate of wages or the public works contracting minimum wage, whichever is applicable, to all workers performing work under that job order in accordance with sections 290.210 to 290.340, RSMo.
- C. Bid results will be available at <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans> after it is verified that at least one bid is awardable and affordable.

Very Important MissouriBUYS Instructions to Help Submit a Bid Correctly

- A. The bidder shall submit his or her bid and all supporting documentation on MissouriBUYS eProcurement System. No hard copy bids shall be accepted. Go to <https://missouribuys.mo.gov> and register. The bidder must register before access is granted to the solicitation details and bidding is possible, however, the bidder can review a summary of the project by selecting “Bid Board” and then checking off “Open” under “Status” and “OA-FMDC-Contracts Chapter 8” under “Organization” in the boxes shown on the left margin.
- B. Once registered, log in.
1. Under “Solicitation” select “View Current Solicitations.” A new screen will open.
 2. Under “Filter by Agency” select “OA-FMDC-Contracts Chapter 8.”
 3. Under “Filter by Opp. No.” type in the State Project Number. Select “Submit.”
 4. Above the dark blue bar, select “Other Active Opportunities.”
 5. To see the Solicitation Summary, single click the Opp. No. (Project Number) and the summary will open. Single quick click each blue bar to open detailed information.
- C. Here are simplified instructions for uploading the bid to MissouriBUYS:
1. Find the solicitation by completing Steps 1 through 4 above.
 2. Select the three dots under “Actions.” Select “Add New Response.”
 3. When the Quote box opens, give the response a title and select “OK.”
 4. The detailed solicitation will open. Select “Check All” for the Original Solicitation Documents, open each document, and select “Accept.” If this step is not completed, a bid cannot be uploaded. Scroll to the bottom of the page and select “Add Attachments.” If you do not see this command, not all documents have been opened and accepted.
 5. The Supplier Attachments box will open. Select “Add Attachment” again.
 6. The Upload Documents box will open. Read the instructions for uploading. Disregard the “Confidential” check box.
 7. Browse and attach up to 5 files at a time. Scroll to bottom of box and select “Upload.” The Supplier Attachments box will open. Repeat Steps 5 through 7 if more than 5 files are to be uploaded.
 8. When the Supplier Attachments box opens again and uploading is complete, select “Done.” A message should appear that the upload is successful. If it does not, go to the Bidder Response tab and select “Submit.”
 9. The detailed solicitation will open. At the bottom select “Close.”
- D. Any time a bidder wants to modify the bid, he or she will have to submit a new one. FMDC will open the last response the bidder submits. The bidder may revise and submit the bid up to the close of the solicitation (bid date and time). Be sure to allow for uploading time so that the bid is successfully uploaded prior to the 1:30 PM deadline; we can only accept the bid if it is uploaded before the deadline.
- E. If you want to verify that you are uploading documents correctly, we encourage you to submit a fake bid early. Label the fake bid as such to distinguish it from the real bid. The contracts person you contact will let you know if your “bid” was received successfully. Please contact Kelly Copeland: 573-522-2283, kelly.copeland@oa.mo.gov; or Paul Girouard: 573-751-4797, paul.girouard@oa.mo.gov.
- F. If you are experiencing login issues, please contact Web Procure Support (Proactis) at 866-889-8533 anytime from 7:00 AM to 7:00 PM Central Time, Monday through Friday. If you try using a userid or password several times that is incorrect, the system will lock you out. Web Procure Support is the only option to unlock you! If you forget your userid or password, Web Procure Support will provide a temporary userid or password. Also, if it has been a while since your last successful login and you receive an “inactive” message, contact Web Procure (Proactis). If you are having a registration issue, you may contact Cathy Holliday at 573-751-3491. Her email: cathy.holliday@oa.mo.gov

SECTION 002113 – INSTRUCTIONS TO BIDDERS

1.0 - SPECIAL NOTICE TO BIDDERS

- A. If awarded a contract, the Bidder's employees, and the employees of all subcontractors, who perform the work on the project, will be required to undergo a fingerprint background check and obtain a State of Missouri identification badge prior to beginning work on site. The Bidder should review the information regarding this requirement in Section 013513 – Site Security and Health Requirements prior to submitting a bid.
- B. The Bidder's prices shall include all city, state, and federal sales, excise, and similar taxes that may lawfully be assessed in connection with the performance of work, and the purchased of materials to be incorporated in the work. THIS PROJECT IS NOT TAX EXEMPT.

2.0 - BID DOCUMENTS

- A. The number of sets obtainable by any one (1) party may be limited in accordance with available supply.
- B. For the convenience of contractors, sub-contractors and suppliers, copies of construction documents are on file at the office of the Director, Division of Facilities Management, Design and Construction and on the Division's web site - <https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans>.

3.0 - BIDDERS' OBLIGATIONS

- A. Under no circumstances will contractors give their plans and specifications to another contractor. Any bid received from a contractor whose name does not appear on the list of plan holders may be subject to rejection.

4.0 - INTERPRETATIONS

- A. No bidder shall be entitled to rely on oral interpretations as to the meaning of the plans and specifications or the acceptability of alternate products, materials, form or type of construction. Every request for interpretation shall be made in writing and submitted with all supporting documents not less than five (5) working days before opening of bids. Every interpretation made to a bidder will be in the form of an addendum and will be sent as promptly as is practicable to all persons to whom plans and specifications have been issued. All such addenda shall become part of the contract documents.

5.0 - BIDS AND BIDDING PROCEDURE

- A. Bidders shall submit all submission forms and accompanying documents listed in SECTION 004113 – BID FORM, Article 5.0, ATTACHMENTS TO BID by the stated time or their bid will be rejected for being non-responsive.

Depending on the specific project requirements, **the following is a GENERIC list** of all possible bid forms that may be due with bid submittals and times when they may be due. Please check for specific project requirements on the proposal form (Section 004113).

Bid Submittal – due before stated date and time of bid opening (see IFB):

004113	Bid Form (all pages are always required)
004322	Unit Prices Form
004541	Affidavit of Work Authorization

- B. All bids shall be submitted without additional terms and conditions, modification or reservation on the bid forms with each space properly filled. Bids not on these forms will be rejected.
- C. All bids shall be accompanied by a bid bond executed by the bidder and a duly authorized surety company, certified check, cashier's check or bank draft made payable to the Division of Facilities Management, Design and Construction, State of Missouri, in the amount indicated on the bid form, Section 004113. Failure of the contractor to submit the full amount required shall be sufficient cause to reject his bid. The bidder agrees that the proceeds of the check, draft or bond shall become the property of the State of Missouri, if for any reason the bidder withdraws his bid after closing, or if on notification of award refuses or is unable to execute tendered contract, provide an acceptable performance and payment bond, provide evidence of required insurance coverage and/or provide required copies of affirmative action plans within ten (10) working days after such tender.

- D. The check or draft submitted by the successful bidder will be returned after the receipt of an acceptable performance and payment bond and execution of the formal contract. Checks or drafts of all other bidders will be returned within a reasonable time after it is determined that the bid represented by same will receive no further consideration by the State of Missouri. Bid bonds will only be returned upon request.

6.0 - SIGNING OF BIDS

- A. A bid from an individual shall be signed as noted on the Bid Form.
- B. A bid from a partnership or joint venture shall require only one signature of a partner, an officer of the joint venture authorized to bind the venture or an attorney-in-fact. If the bid is signed by an officer of a joint venture or an attorney-in-fact, a document evidencing the individual's authority to execute contracts should be included with the bid form.
- C. A bid from a limited liability company (LLC) shall be signed by a manager or a managing member of the LLC.
- D. A bid from a corporation shall have the correct corporate name thereon and the signature of an authorized officer of the corporation manually written. Title of office held by the person signing for the corporation shall appear, along with typed name of said individual. Corporate license number shall be provided and, if a corporation organized in a state other than Missouri, a Certificate of Authority to do business in the State of Missouri shall be attached. In addition, for corporate proposals, the President or Vice-President should sign as the bidder. If the signator is other than the corporate president or vice president, the bidder must provide satisfactory evidence that the signator has the legal authority to bind the corporation.
- E. A bid should contain the full and correct legal name of the Bidder. If the Bidder is an entity registered with the Missouri Secretary of State, the Bidder's name on the bid form should appear as shown in the Secretary of State's records.
- F. The Bidder should include its corporate license number on the Bid Form and, if the corporation is organized in a state other than Missouri, a Certificate of Authority to do business in the State of Missouri shall be attached to the bid form.

7.0 - RECEIVING BID SUBMITTALS

- A. It is the bidder's sole responsibility to assure receipt by Owner of bid submittals by the date and time specified in the Invitation for Bid. Bids received after the date and time specified shall not be considered by the Owner.
- B. Bids must be submitted through the MissouriBUYS statewide eProcurement system (<https://www.missouribuys.mo.gov/>) in accordance with the instructions for that system. The Owner shall only accept bids submitted through MissouriBUYS. Bids received by the Owner through any other means, including hard copies, shall not be considered and will be discarded by the Owner unopened.
- C. To respond to an Invitation for Bid, the Bidder must first register with MissouriBUYS by going through the MissouriBUYS Home Page (<https://www.missouribuys.mo.gov/>), clicking the "Register" button at the top of the page, and completing the Vendor Registration. Once registered, the Bidder accesses its account by clicking the "Login" button at the top of the MissouriBUYS Home Page. Enter your USERID and PASSWORD, which the Bidder will select. Under Solicitations, select "View Current Solicitations." A new screen will open. Under "Filter by Agency" select "OA-FMDC-Contracts Chapter 8." Under "Filter by Opp. No." type in the State Project Number. Select "Submit." Above the dark blue bar, select "Other Active Opportunities." To see the Solicitation Summary, single click the Opp. No. (Project Number) and the summary will open. Single quick click each blue bar to open detailed information. The Bidder must read and accept the Original Solicitation Documents and complete all identified requirements. The Bidder should download and save all of the Original Solicitation Documents on its computer so that the Bidder can prepare its response to these documents. The Bidder should upload its completed response to the downloaded documents as an attachment to the electronic solicitation response.

- D. Step-by-step instructions for how a registered vendor responds to a solicitation electronically are provided in Section 001116 – Invitation For Bid.
- E. The Bidder shall submit its bid on the forms provided by the Owner on MissouriBUYS with each space fully and properly completed, including all amounts required for alternate bids, unit prices, cost accounting data, etc. The Owner may reject bids that are not on the Owner’s forms or that do not contain all requested information.
- F. No Contractor shall stipulate in his bid any conditions not contained in the specifications or standard bid form contained in the contract documents. To do so may subject the Contractor’s bid to rejection.
- G. The completed forms shall be without interlineations, alterations or erasures.

8.0 - MODIFICATION AND WITHDRAWAL OF BIDS

- A. Bidder may withdraw his bid at any time prior to scheduled closing time for receipt of bids, but no bidder may withdraw his bid for a period of twenty (20) working days after the scheduled closing time for receipt of bids.
- B. The Bidder shall modify his or her original bid by submitting a revised bid on MissouriBUYS.

9.0 - AWARD OF CONTRACT

- A. The Owner reserves the right to reject any and/or all bids and further to waive all informalities in bidding when deemed in the best interest of the State of Missouri.
- B. The Owner reserves the right to let other contracts in connection with the work, including but not by way of limitation, contracts for the furnishing and installation of furniture, equipment, machines, appliances and other apparatus.
- C. In awarding the contract the Owner may take into consideration the bidder's skill, facilities, capacity, experience, responsibility, previous work record, financial standing and the necessity of prompt and efficient completion of work herein described. Inability of any bidder to meet the requirements mentioned above may be cause for rejection of his bid. However, no contract will be awarded to any individual, partnership or corporation, who has had a contract with the State of Missouri declared in default within the preceding twelve months.
- D. No bid shall be considered binding upon the Owner until the written contract has been properly executed, a satisfactory bond has been furnished, evidence of required insurance coverage, submittal of executed Section 004541, Affidavit of Work Authorization form, documentation evidencing enrollment and participation in a federal work authorization program has been received and an affirmative action plan submitted. Failure to execute and return the contract and associated documents within the prescribed period of time shall be treated, at the option of the Owner, as a breach of bidder's obligation and the Owner shall be under no further obligation to bidder.
- E. If the successful bidder is doing business in the State of Missouri under a fictitious name, he shall furnish to Owner, attached to the Bid Form, a properly certified copy of the certificate of Registration of Fictitious Name from the State of Missouri, and such certificate shall remain on file with the Owner.
- F. Any successful bidder which is a corporation organized in a state other than Missouri shall furnish to the Owner, attached to the Bid Form, a properly certified copy of its current Certificate of Authority to do business in the State of Missouri, such certificate to remain on file with the Owner. No contract will be awarded by the Owner unless such certificate is furnished by the bidder.
- G. Any successful bidder which is a corporation organized in the State of Missouri shall furnish at its own cost to the Owner, if requested, a Certificate of Good Standing issued by the Secretary of State, such certificate to remain on file with the Owner.
- H. Transient employers subject to Sections 285.230 and 285.234, RSMo, (out-of-state employers who temporarily transact any business in the State of Missouri) may be required to file a bond with the Missouri Department of Revenue. No contract will be awarded by the Owner unless the successful bidder certifies that he has complied with all applicable provisions of Section 285.230-234.
- I. Sections 285.525 and 285.530, RSMo, require business entities to enroll and participate in a federal work authorization program in order to be eligible to receive award of any state contract in excess of \$5,000.

Bidders should submit with their bid an Affidavit of Work Authorization (Section 004541) along with appropriate documentation evidencing such enrollment and participation. Section-004541, Affidavit of Work Authorization is located on the MissouriBUYS solicitation for this project. Bidders must also submit an E-Verify Memorandum before the Owner may award a contract to the Bidder. Information regarding a E-Verify is located at <https://www.uscis.gov/e-verify/>. The contractor shall be responsible for ensuring that all subcontractors and suppliers associated with this contract enroll in E-Verify.

10.0 - CONTRACT SECURITY

- A. The successful bidder shall furnish a performance/payment bond as set forth in General Conditions Article 6.1 on a condition prior to the State executing the contract and issuing a notice to proceed.

11.0 - WORKING DAYS

- A. Contract duration time is stated in working days and will use the following definition in determining the actual calendar date for contract completion:
 - 1. Working days are defined as all calendar days except Saturdays, Sundays and the following State of Missouri observed holidays: New Year's Day, Martin Luther King, Jr. Day, Lincoln Day, Washington's Birthday, Truman Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

13.0 - AMERICAN AND MISSOURI - MADE PRODUCTS AND FIRMS

- A. By signing the bid form and submitting a bid on this project, the Bidder certifies that it will use American and Missouri products as set forth in Article 1.7 of the General Conditions. Bidders are advised to review those requirements carefully prior to bidding.
- B. A preference shall be given to Missouri firms, corporations or individuals, or firms, corporations or individuals that 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.
- C. Pursuant to Section 34.076, RSMo, a contractor or Bidder domiciled outside the boundaries of the State of Missouri shall be required, in order to be successful, to submit a bid the same percent less than the lowest bid submitted by a responsible contractor or Bidder domiciled in Missouri as would be required for such a Missouri domiciled contractor or Bidder to succeed over the bidding contractor or Bidder domiciled outside Missouri on a like contract or bid being let in the person's domiciliary state and, further, the contractor or Bidder domiciled outside the boundaries of Missouri shall be required to submit an audited financial statement as would be required of a Missouri domiciled contractor or Bidder on a like contract or bid being let in the domiciliary state of that contractor or Bidder.

14.0 – SERVICE DISABLED VETERAN PREFERENCE

Pursuant to section 34.074, RSMo, a Bidder that is a Service Disabled Veteran Enterprise (SDVE) doing business as Missouri firm, corporation, or individual, or that maintains a Missouri office or place of business, shall receive a three-point bonus preference in the contract award evaluation process. The bonus preference will be calculated and applied by reducing the bid amount of the eligible SDVE by three percent. This reduction is for evaluation purposes only, and will have no impact on the actual amount(s) of the bid or the amount(s) of any contract awarded. In order to be eligible for the SDVE preference, the Bidder must complete and submit with its bid the Missouri Service Disabled Veteran Business Form, and any information required by the form. If the Bidder is a SDVE joint venture, the Bidder shall submit with its bid Section 004338 MBE/WBE/SDVE Eligibility Determination Form for Joint Ventures and documentation showing that the Bidder meets the definition of a Service Disabled Veteran Enterprise in section 34.074, RSMo. The required forms are available on MissouriBUYS.

002114 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1.0 EVALUATION AND AWARD OF CONTRACT

- A. The bidder must provide firm, fixed prices for all requirements as set forth in the Bid Form, Section 004113, and Unit Prices, Section 004322.
- B. Any cost and/or pricing data submitted or related to the bidder's proposal, including any cost and/or pricing data related to contractual extension options, whether required or voluntary, shall be subject to evaluation if deemed to be in the best interests of the State of Missouri.
- C. The lowest bidder for this contract will be determined by calculating a total cost for the maximum life of contract. The total cost for the maximum life of the contract will be determined based on the Unit Prices and percentages set forth in the Bid Form, and the estimated quantities of labor, materials, supplies, tools, equipment and subcontractor costs set forth below.
- D. The bidder is advised that the numbers of hours and amounts of materials, equipment, tools, supplies and subcontractor costs provided below are estimates to be used for evaluation purposes only and in no way guarantee a minimum or maximum level of required services.
- E. During the evaluation, the following estimated labor quantities will be used to determine the bidder's labor cost for the life of the contract:

PROJECTS REQUIRING NO LESS THAN PAYMENT OF PREVAILING WAGES:

		TRAVEL HOURS	REG TIME	FIELD HOURS 1 ½ RATE OT	DBL RATE OVERTIME
1.1	Communication Technician	80	120	10	5
1.2	Electrician (Inside Wireman)	80	120	10	5

PROJECTS NOT REQUIRING PAYMENT OF PREVAILING WAGES

		TRAVEL HOURS	REG TIME	FIELD HOURS 1 ½ RATE OT	DBL RATE OVERTIME
1.1	Communication Technician	400	600	48	24
1.2	Electrician (Inside Wireman)	400	600	48	24

- F. During the evaluation, the total cost of materials and supplies for the life of the contract will be determined based on an estimated cost of \$300,000 per year, multiplied by the percentage the bidder indicated in the Bid Form that it would charge in addition to the bidder's cost for materials and supplies.
- G. During the evaluation, the cost of tools and equipment for the life of the contract will be determined based on an estimated cost of \$100,000 per year, multiplied by the percentage the bidder indicated in the Bid Form that it would charge in addition to the bidder's cost for tools and equipment.

- H. During the evaluation, the cost of subcontractors for the life of the contract will be determined based on an estimated cost of \$40,000 per year, multiplied by the percentage the bidder indicated in the Bid Form that it would charge in addition to the bidder's cost for subcontractors. "Subcontractors" are those personnel that are not included in the Section 004322 – Unit Prices.
- I. The totals for labor, materials and supplies, tools and equipment, and subcontractor costs, as set forth above, and the second year cost increase/decrease (refer to Section 004113 – Bid Form, Paragraph 5.0) will be formulated together to arrive at a total cost for the maximum life of the contract for evaluation purposes only.

Section 002200
List of State Leases

County	Space Use	Agency	Organization	Address	City	Zip Code	Lessor
Cape Girardeau	Day Treatment	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	3445 Armstrong Drive	Cape Girardeau	63701	DSW DEVELOPMENT CORPORATION
Clay	Day Treatment	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	731 N. 76th Street	Gladstone	64118	OAK PARK DEVELOPMENT
Greene	Day Treatment	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	1631 W Bennett	Springfield	65807	SHERWOOD, RICHARD
Jasper	Day Treatment	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	1823 West 20th Street	Joplin	64804	GOODWIN FAMILY PARTNERSHIP LP
St Charles	Day Treatment	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	3747 Harry S. Truman Blvd	St Charles	63301	CAVE SPRINGS PARTNERSHIP
Saline	Day Treatment	MENTAL HEALTH-LEASING	DIVISION OF DD	Avenue	Marshall	65340	LACLAIR INVESTMENTS V LLC
Scott	Day Treatment	SOCIAL SERVICES-LEASING	DIVISION OF YOUTH SERVICES	601 Davis Blvd	Sturgeon	63801	BILL, JOSIAH D
Adair	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	516 S Main St	Kirksville	63501	ESMERALDA INC
Adair	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	1612 North Osteopathy	Kirksville	63501	WOESTMAN PROPERTIES LLC
Adair	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1612 North Osteopathy	Kirksville	63501	WOESTMAN PROPERTIES LLC
Adair	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1612 North Osteopathy	Kirksville	63501	WOESTMAN PROPERTIES LLC
Adair	Office	ECONOMIC DEVELOPMENT-LEAS	FSD IM NORTHEAST REGION	1612 North Osteopathy	Kirksville	63501	WOESTMAN PROPERTIES LLC
Adair	Office	ELEM & SEC EDUCATION-LEAS	KIRKSVILLE	2105 E. Normal	Kirksville	63501	MOBERLY AREA COMMUNITY COLLEGE
Andrew	Office	ELEM & SEC EDUCATION-LEAS	STATE BOARD OPERATED PROGRAMS	2105 E. Normal	Kirksville	63501	MOBERLY AREA COMMUNITY COLLEGE
Andrew	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	106 N. 5th Street	Savannah	64485	COUNTY OF ANDREW-HEALTH
Andrew	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	106 N. 5th Street	Savannah	64485	COUNTY OF ANDREW-HEALTH
Atchison	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	101 Grant	Rock Port	64759	COUNTY OF ANDREW-HEALTH
Atchison	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	101 Grant	Rock Port	64759	WOESTMAN PROPERTIES LLC
Atchison	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	405 S. 11th Street	Tarkio	64491-1255	MULE BARN THEATRE GUILD
Atchison	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	511 W Clay	Rockport	64482	COUNTY OF ATCHISON-RECORDER
Audrain	Office	CORRECTIONS-LEASING	DIST 26 - FULLTON	101 N. Jefferson	Mexico	65285	COUNTY OF AUDRAIN-COMMISSIONER
Audrain	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	4690 South Clark Street	Mexico	65285	SOUTHERN DEVELOPMENT OF MS INC
Audrain	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	4690 South Clark Street	Mexico	65285	SOUTHERN DEVELOPMENT OF MS INC
Audrain	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	4690 South Clark Street	Mexico	65285	SOUTHERN DEVELOPMENT OF MS INC
Barry	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	208 East 8th Street	Cassville	65625	STELIK, HERSCHEL
Barry	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	208 East 8th Street	Cassville	65625	STELIK, HERSCHEL
Barry	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	208 East 8th Street	Cassville	65625	STELIK, HERSCHEL
Barry	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	404-7 Highway 248	Cassville	65625	WATLEY HOLDINGS, LLC
Barry	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	3200 County Farm Road, Suite B	Cassville	65625	REVOCABLE TRUST OF
Barton	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	501 And 503 13th Street	Lamar	64759	WOESTMAN PROPERTIES LLC
Barton	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	501 And 503 13th Street	Lamar	64759	WOESTMAN PROPERTIES LLC
Barton	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	501 And 503 13th Street	Lamar	64759	WOESTMAN PROPERTIES LLC
Barton	Office	CORRECTIONS-LEASING	STATE HIGHWAY PATROL	105 11th Street	Lamar	64759	WOESTMAN PROPERTIES LLC
Bates	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	2-4 West Ohio Street	Butler	64730	PALACE LEASING LLC
Bates	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2-4 West Ohio Street	Butler	64730	PALACE LEASING LLC
Bates	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	2-4 West Ohio Street	Butler	64730	PALACE LEASING LLC
Bates	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	2-4 West Ohio Street	Butler	64730	PALACE LEASING LLC
Bates	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Hwy 52 West, Rr4	Butler	64730	MODOT
Benton	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	181 W. Harrison	Warsaw	65355-0068	CITY OF WARSAW
Benton	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1649 Commercial, Unit #1	Warsaw	65355	DOCKERY PROPERTIES
Benton	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	1661 Hilltop Dr	Warsaw	65355	REESE PROPERTIES, LLC
Benton	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1661 Hilltop Dr	Warsaw	65355	REESE PROPERTIES, LLC
Benton	Office	HEALTH & SENIOR SERVICES-LEAS	FSD IM SOUTHWEST REGION	1661 Hilltop Dr	Warsaw	65355	REESE PROPERTIES, LLC
Bollinger	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	602 Highway 34 West	Marble Hill	63764	IVEY PROPERTIES LLC
Bollinger	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	602 Highway 34 West	Marble Hill	63764	IVEY PROPERTIES LLC
Bollinger	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	602 Highway 34 West	Marble Hill	63764	IVEY PROPERTIES LLC
Bollinger	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	602 Highway 34 West	Marble Hill	63764	IVEY PROPERTIES LLC
Boone	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	2201, I-70 Dr. NW	Columbia	65202	BOONE COUNTY FIRE PROTECTION
Boone	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	601 Busi Loop 70 West, Suite	Columbia	65203	B-SIB LLC
Boone	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1903 N. Providence Road	Columbia	65201	MCKNIGHT HOLDINGS

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County	Space Use	Agency	Organization	Address	City	Zip Code	Lessor
Boone	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	212 Portland Street	Columbia	65201	ORSCHEN PROPERTIES CO LLC
Boone	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	403D Vandiver	Columbia	65202	GREENWING DEVELOPMENT LLC
Boone	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	900 West Nifong	Columbia	65203	BOONE COUNTY HOSPITAL
Boone	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF COMMUNITY & PUBLIC HLTH	900 West Nifong	Columbia	65203	BOONE COUNTY HOSPITAL
Boone	Office	MENTAL HEALTH-LEASING	DIVISION OF DD	900 West Nifong	Columbia	65203	BOONE COUNTY HOSPITAL
Boone	Office	SOCIAL SERVICES-LEASING	FAMILY SUPPORT DIVISION	601 Business Loop 70 West	Columbia	65203	B-SIB LLC
Boone	Office	LABOR & INDUSTRIAL REL-LEAS	WEST TRUMAN WC DWC	5900 Tower Drive	Columbia	65203	HAROLD E JOHNSON COMPANIES INC
Boone	Office	ECONOMIC DEVELOPMENT-LEAS	COLUMBIA	800 Cherry Street	Columbia	65201	LAST ENTERPRISES LLC
Boone	Office	CORRECTIONS-OPERATING	DIV OF PROBATION & PAROLE	316 Tiger Lane	Columbia	65203	RIVER VALLEY PROPERTIES LLC
Boone	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	1240 & 1250 East Brown School Rd	Columbia	65202	WBB PROPERTIES INC
Buchanan	Office	CORRECTIONS-LEASING	DIV OF HUMAN SERVICES	902 Edmonds St	St. Joseph	64501	MARKS-BOOKER ENTERPRISES INC
Buchanan	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	902 Edmonds St	St. Joseph	64501	MARKS-BOOKER ENTERPRISES INC
Buchanan	Office	ECONOMIC DEVELOPMENT-LEAS	ST. JOSEPH	2202 Frederick Ave.	St. Joseph	64506	NORTHWAY INC
Buchanan	Office	LABOR & INDUSTRIAL REL-LEAS	DES CONTR FIELDIST JOSEPH	2202 Frederick Ave.	St. Joseph	64506	NORTHWAY INC
Butler	Office	ECONOMIC DEVELOPMENT-LEAS	POPULAR BLUFF	1903 Northwood Dr	Poplar Bluff	63901	TLP & ASSOCIATES INC
Butler	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	1903 Northwood Dr	Poplar Bluff	63901	TLP & ASSOCIATES INC
Butler	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF COMMUNITY & PUBLIC HLTH	1903 Northwood Dr	Poplar Bluff	63901	TLP & ASSOCIATES INC
Butler	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	1903 Northwood Dr	Poplar Bluff	63901	TLP & ASSOCIATES INC
Butler	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1903 Northwood Dr	Poplar Bluff	63901	TLP & ASSOCIATES INC
Butler	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	1903 Northwood Dr	Poplar Bluff	63901	TLP & ASSOCIATES INC
Butler	Office	HEALTH & SENIOR SERVICES-LEAS	FSD IM SOUTHEAST REGION	1903 Northwood Dr	Poplar Bluff	63901	TLP & ASSOCIATES INC
Butler	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF REGULATION & LICENSEURE	2153 And 2155 North Westwood	Poplar Bluff	63901	PBSH LIMITED LC
Butler	Office	NATURAL RESOURCES-LEASING	DIV ENVIRONMENTAL QUALITY	2153 And 2155 North Westwood	Poplar Bluff	63901	PBSH LIMITED LC
Butler	Office	REVENUE-LEASING	LEGAL SERVICES	2153 And 2155 North Westwood	Poplar Bluff	63901	PBSH LIMITED LC
Caldwell	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	400 W Berry	Hamilton	64644	WOESTMAN PROPERTIES LLC
Caldwell	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	400 W Berry	Hamilton	64644	WOESTMAN PROPERTIES LLC
Caldwell	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	400 W Berry	Hamilton	64644	WOESTMAN PROPERTIES LLC
Caldwell	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	400 W Berry	Hamilton	64644	WOESTMAN PROPERTIES LLC
Caldwell	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	49 E. Main	Kingston	64650	COUNTY OF CALDWELL-CIRCUIT
Callaway	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	108 North Hospital Drive	Fulton	65251	INGRAM LEASING INC
Callaway	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	108 North Hospital Drive	Fulton	65251	INGRAM LEASING INC
Callaway	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	108 North Hospital Drive	Fulton	65251	INGRAM LEASING INC
Camden	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	409 West Highway 54	Camden	65020	PETERS, KENNETH H
Camden	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	146 Rodeo Road	Camden	65020	LOZ INVESTMENTS
Camden	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	146 Rodeo Road	Camden	65020	LOZ INVESTMENTS
Camden	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	146 Rodeo Road	Camden	65020	LOZ INVESTMENTS
Camden	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	146 Rodeo Road	Camden	65020	LOZ INVESTMENTS
Camden	Office	PUBLIC SAFETY-LEASING	MISSOURI STATE WATER PATROL	1000 City Parkway	Osage Beach	65065	CITY OF OSAGE BEACH
Camden	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	1000 City Parkway	Osage Beach	65065	CITY OF OSAGE BEACH
Cape Girardeau	Office	ELEM & SEC EDUCATION-LEAS	VOCATIONAL REHABILITATION	3014 & 3102 Blattner Rd	Cape Girardeau	63701	DRURY LAND DEVELOPMENT INC
Cape Girardeau	Office	ELEM & SEC EDUCATION-LEAS	DISABILITY DETERMINATIONS	3014 & 3102 Blattner Rd	Cape Girardeau	63701	DRURY LAND DEVELOPMENT INC
Cape Girardeau	Office	LABOR & INDUSTRIAL REL-LEAS	DWC CAPE GIRARDEAU	3014 & 3102 Blattner Rd	Cape Girardeau	63701	DRURY LAND DEVELOPMENT INC
Cape Girardeau	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	3014 & 3102 Blattner Rd	Cape Girardeau	63701	DRURY LAND DEVELOPMENT INC
Cape Girardeau	Office	PUBLIC SAFETY-LEASING	SEMA	3014 & 3102 Blattner Rd	Cape Girardeau	63701	DRURY LAND DEVELOPMENT INC
Cape Girardeau	Office	REVENUE-LEASING	TAXATION DIVISION	3014 & 3102 Blattner Rd	Cape Girardeau	63701	DRURY LAND DEVELOPMENT INC
Cape Girardeau	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	3014 & 3102 Blattner Rd	Cape Girardeau	63701	DRURY LAND DEVELOPMENT INC
Cape Girardeau	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	3014 & 3102 Blattner Rd	Cape Girardeau	63701	DRURY LAND DEVELOPMENT INC
Cape Girardeau	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	3463 Armstrong Drive	Cape Girardeau	63702	DSW DEVELOPMENT CORPORATION
Cape Girardeau	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	100N. Missouri	Jackson	63755	COUNTY OF CAPE GIRARDEAU
Cape Girardeau	Office	ECONOMIC DEVELOPMENT-LEAS	CAPE GIRARDEAU	216 N Missouri	Jackson	63755	COUNTY OF CAPE GIRARDEAU
Cape Girardeau	Office	ECONOMIC DEVELOPMENT-LEAS	CAPE GIRARDEAU	1737 North Kingshighway	Cape Girardeau	63701	WORKFORCE INVESTMENT BOARD OF

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Cape Girardeau	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	471 Siemers Drive	Cape Girardeau	63701	DRURY SOUTHWEST INC
Cape Girardeau	Office	LABOR & INDUSTRIAL REL-LEAS	DES CONTR FIELD/CAPE GIRARD	471 Siemers Drive	Cape Girardeau	63701	DRURY SOUTHWEST INC
Cape Girardeau	Office	MENTAL HEALTH-LEASING	DIVISION OF DD	471 Siemers Drive	Cape Girardeau	63701	DRURY SOUTHWEST INC
Cape Girardeau	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	471 Siemers Drive	Cape Girardeau	63701	DRURY SOUTHWEST INC
Cape Girardeau	Office	SOCIAL SERVICES-LEASING	FSD CS SOUTHEAST REGION	471 Siemers Drive	Cape Girardeau	63701	DRURY SOUTHWEST INC
Cape Girardeau	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	471 Siemers Drive	Cape Girardeau	63701	DRURY SOUTHWEST INC
Cape Girardeau	Office	ATTORNEY GENERAL-LEASING	ATTORNEY GENERAL	2311 Bloomfield Road	Cape Girardeau	63703	RHODES PROPERTIES LLC
Cape Girardeau	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	609 N. Middle	Cape Girardeau	63702	SOUTHEAST MISSOURI UNIVERSITY
Carroll	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1303 N Highway 65	Carrollton	64633	SWARTZ, JERRY J
Carroll	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	1303 N Highway 65	Carrollton	64633	SWARTZ, JERRY J
Carroll	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1303 N Highway 65	Carrollton	64633	SWARTZ, JERRY J
Carter	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	Her 2 Box 2270	Van Buren	63965	WOESTMAN PROPERTIES LLC
Carter	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	Her 2 Box 2270	Van Buren	63965	WOESTMAN PROPERTIES LLC
Carter	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	Her 2 Box 2270	Van Buren	63965	WOESTMAN PROPERTIES LLC
Carter	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	County Courthouse	Van Buren	63965	WOESTMAN PROPERTIES LLC
Carter	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Modot	Van Buren	63965	MODOT
Cass	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2500 E Mechanic St	Harrisonville	64701	2500 MECHANIC LLC
Cass	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	2500 E Mechanic St	Harrisonville	64701	2500 MECHANIC LLC
Cass	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	27821 S State Route 7	Harrisonville	64701	MODOT
Cass	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	223 Municipal Circle	Raymore	64083-9259	BASICS REAL ESTATE INVESTMENTS
Cass	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1807 E Mechanic Street	Harrisonville	64701	HARRISONVILLE LLC
Cass	Office	OFFICE ADMINISTRATION-OPER	DIV OF FAC MGMT, DESIGN & CONS	836 North Scott Avenue	Belton	64012	WOESTMAN PROPERTIES LLC
Cass	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	836 North Scott Avenue	Belton	64012	WOESTMAN PROPERTIES LLC
Cass	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	836 North Scott Avenue	Belton	64012	WOESTMAN PROPERTIES LLC
Cedar	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	112 Rb Road	Stockton	65785	WOESTMAN PROPERTIES LLC
Cedar	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	112 Rb Road	Stockton	65785	WOESTMAN PROPERTIES LLC
Cedar	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	112 Rb Road	Stockton	65785	WOESTMAN PROPERTIES LLC
Cedar	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	121 W. Spring Street	El Dorado Springs	64744	CITY OF EL DORADO SPRINGS
Chariton	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	121 East Jackson	Keytesville	65261	SWARTZ, JERRY J
Chariton	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	121 East Jackson	Keytesville	65261	SWARTZ, JERRY J
Chariton	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	121 East Jackson	Keytesville	65261	SWARTZ, JERRY J
Christian	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	4715 N Towne Center Dr	Ozark	65721	HOKE BROTHERS ENTERPRISES
Christian	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	4715 N Towne Center Dr	Ozark	65721	HOKE BROTHERS ENTERPRISES
Christian	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	4715 N Towne Center Dr	Ozark	65721	HOKE BROTHERS ENTERPRISES
Christian	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	301-3, 301-4 & 301-5 Hwy Cc	Nixa	65714	WILSON, TIMOTHY TODD
Christian	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1810 Selmore Blvd.	Ozark	65721	MODOT
Christian	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	715 W. Mt. Vernon	Nixa	65714	CITY OF NIXA
Clark	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	320 West Main Street	Kahoka	63445	HBC PROPERTIES LLC
Clark	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	320 West Main Street	Kahoka	63445	HBC PROPERTIES LLC
Clark	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	320 West Main Street	Kahoka	63445	HBC PROPERTIES LLC
Clay	Office	ELEM & SEC EDUCATION-LEAS	IDEA	910 Kent	Liberty	64068	WOESTMAN PROPERTIES LLC
Clay	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	910 Kent	Liberty	64068	WOESTMAN PROPERTIES LLC
Clay	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	7000 Liberty Dr	Liberty	64068	WOESTMAN PROPERTIES LLC
Clay	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	7000 Liberty Dr	Liberty	64068	FRANK JOSEPH CORPORATION
Clay	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	7000 Liberty Dr	Liberty	64068	FRANK JOSEPH CORPORATION
Clay	Office	SOCIAL SERVICES-LEASING	FSD IM KANSAS CITY REGION	7000 Liberty Dr	Liberty	64068	FRANK JOSEPH CORPORATION
Clay	Office	ECONOMIC DEVELOPMENT-LEAS	GLADSTONE	3100 Ne 83Rd St, Suite 1201	North Kansas City	64119-4465	FULL EMPLOYMENT COUNCIL INC
Clay	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1500 Rosalea	Excelsior Springs	64024	EXCELSIOR SPRINGS BAPTIST
Clay	Office	PUBLIC SAFETY-LEASING	MISSOURI GAMING COMMISSION	1321 Burlington St	North Kansas City	64116	BBC VENTURES LLC
Clay	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	8030 North Oak Trafficway	Kansas City	64118	WHITE OAKS RE HOLDINGS LLC

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Clay	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	6012 NE Antioch Road	Gladstone	64119	MEADOWBROOK VILLAGE SHOPPING
Clay	Office	HEALTH & SENIOR SERVICES-OPER	GRANTS COORDINATION UNIT	8250 NE Underground Dr., Pir. 132c	Kansas City	64161	HUNT MIDWEST REAL ESTATE
Clinton	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	108 Bush Street	Plattsburg	64477	SWARTZ, JERRY J
Clinton	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	108 Bush Street	Plattsburg	64477	SWARTZ, JERRY J
Clinton	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	201 N. Main	Plattsburg	64477	COUNTY OF CLINTON-CIRCUIT CT
Cole	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1617 Southridge Drive	Jefferson City	65109	VITAGEE LLC
Cole	Office	ELEM & SEC EDUCATION-LEAS	DIV OF FINANCE AND ADMIN SER	3024 Dupont Circle	Jefferson City	65109	SCHERR, R J
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	OFFICE OF THE DIRECTOR	930 Wildwood	Jefferson City	65101	RICHARD A HOWERTON PROPERTIES
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF COMMUNITY & PUBLIC HLTH	930 Wildwood	Jefferson City	65101	RICHARD A HOWERTON PROPERTIES
Cole	Office	JUDICIARY-LEASING	OFFICE OF STATE COURTS ADMINIS	2112 Industrial Drive	Jefferson City	65101	RICHARD A HOWERTON PROPERTIES
Cole	Office	PUBLIC SAFETY-LEASING	MISSOURI GAMING COMMISSION	3417 Knipp Dr	Jefferson City	65109	OK KNIPP LLC
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	ADMINISTRATION	920 Wildwood	Jefferson City	65101	RICHARD A HOWERTON PROPERTIES
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF COMMUNITY & PUBLIC HLTH	920 Wildwood	Jefferson City	65101	RICHARD A HOWERTON PROPERTIES
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF REGULATION & LICENSEURE	3418 Knipp Drive	Jefferson City	65109	OK KNIPP LLC
Cole	Office	SOCIAL SERVICES-LEASING	DIVISION OF LEGAL SERVICES	3418 Knipp Drive	Jefferson City	65109	OK KNIPP LLC
Cole	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	3418 Knipp Drive	Jefferson City	65109	OK KNIPP LLC
Cole	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	3418 Knipp Drive	Jefferson City	65109	OK KNIPP LLC
Cole	Office	SOCIAL SERVICES-LEASING	FSD REHAB SERVICES FOR BLIND	3418 Knipp Drive	Jefferson City	65109	OK KNIPP LLC
Cole	Office	SOCIAL SERVICES-LEASING	FSD CS NORTHEAST REGION	3418 Knipp Drive	Jefferson City	65109	OK KNIPP LLC
Cole	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	3418 Knipp Drive	Jefferson City	65109	OK KNIPP LLC
Cole	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	2705 West Main	Jefferson City	65101	OK KNIPP LLC
Cole	Office	OFFICE ADMINISTRATION-LEAS	DIV OF PERSONNEL	1730-1738 E Elm Street	Jefferson City	65101	BUKER MANAGEMENT LLC
Cole	Office	NATURAL RESOURCES-LEASING	ADMINISTRATIVE SUPPORT	1730-1738 E Elm Street	Jefferson City	65101	ECB RENTALS LLC
Cole	Office	PUBLIC SAFETY-LEASING	DIVISION OF LIQUOR CONTROL	1730-1738 E Elm Street	Jefferson City	65101	ECB RENTALS LLC
Cole	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	1730-1738 E Elm Street	Jefferson City	65101	ECB RENTALS LLC
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	ADMINISTRATION	912 Wildwood	Jefferson City	65109	LINCOLN WILDWOOD ACQ LLC
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	OFFICE OF THE DIRECTOR	912 Wildwood	Jefferson City	65109	LINCOLN WILDWOOD ACQ LLC
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF COMMUNITY & PUBLIC HLTH	912 Wildwood	Jefferson City	65109	LINCOLN WILDWOOD ACQ LLC
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	912 Wildwood	Jefferson City	65109	LINCOLN WILDWOOD ACQ LLC
Cole	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF REGULATION & LICENSEURE	912 Wildwood	Jefferson City	65109	LINCOLN WILDWOOD ACQ LLC
Cole	Office	ECONOMIC DEVELOPMENT-LEAS	JEFFERSON CITY	1716 Four Seasons Drive	Jefferson City	65101	JCMO LLC
Cole	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1716 Four Seasons Drive	Jefferson City	65101	JCMO LLC
Cole	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	1716 Four Seasons Drive	Jefferson City	65101	JCMO LLC
Cole	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	1716 Four Seasons Drive	Jefferson City	65101	JCMO LLC
Cole	Office	ATTORNEY GENERAL-LEASING	MO OFFICE PROSECUTION SVS	200 Madison	Jefferson City	65101	JCMO LLC
Cole	Office	OFFICE ADMINISTRATION-LEAS	DIV OF FAC MGMT, DESIGN & CONS	200 Madison	Jefferson City	65101	HOTEL GOVERNOR OF JEFFERSON
Cole	Office	ECONOMIC DEVELOPMENT-LEAS	DEPT OF ECONOMIC DEVELOP	200 Madison	Jefferson City	65101	HOTEL GOVERNOR OF JEFFERSON
Cole	Office	ECONOMIC DEVELOPMENT-LEAS	PUBLIC SERVICE COMMISSION	200 Madison	Jefferson City	65101	HOTEL GOVERNOR OF JEFFERSON
Cole	Office	ECONOMIC DEVELOPMENT-LEAS	OFFICE OF PUBLIC COUNSEL	200 Madison	Jefferson City	65101	HOTEL GOVERNOR OF JEFFERSON
Cole	Office	ELEM & SEC EDUCATION-LEAS	DIVISION OF LEARNING SERVICES	1500 Southridge Drive	Jefferson City	65109	HOTEL GOVERNOR OF JEFFERSON
Cole	Office	ELEM & SEC EDUCATION-LEAS	VOCATIONAL REHABILITATION	1500 Southridge Drive	Jefferson City	65109	HOWERTON FAMILY PARTNERSHIP LP
Cole	Office	ELEM & SEC EDUCATION-LEAS	DISABILITY DETERMINATIONS	1500 Southridge Drive	Jefferson City	65109	HOWERTON FAMILY PARTNERSHIP LP
Cole	Office	CORRECTIONS-LEASING	OFFICE OF THE DIRECTOR	2728 Plaza Drive	Jefferson City	65109	HOWERTON FAMILY PARTNERSHIP LP
Cole	Office	NATURAL RESOURCES-LEASING	MISSOURI STATE PARKS	1659 East Elm	Jefferson City	65101	SCHNIEDERS, CLIFFORD J
Cole	Office	NATURAL RESOURCES-LEASING	AIR POLLUTION CONTROL PROG	1659 East Elm	Jefferson City	65101	P&G DEVELOPMENT CO
Cole	Office	OFFICE ADMINISTRATION-LEAS	MO ETHICS COMMISSION	3411-A Knipp Drive	Jefferson City	65101	P&G DEVELOPMENT CO
Cole	Office	JUDICIARY-LEASING	JUDICIARY	121 Alameda Drive	Jefferson City	65101	HOWERTON FAMILY PARTNERSHIP LP
Cole	Office	JUDICIARY-LEASING	JUDICIARY	3425 Constitution Court	Jefferson City	65109	RICHARD A HOWERTON PROPERTIES
Cole	Office	CORRECTIONS-LEASING	OFFICE OF THE DIRECTOR	2715 And 2729 Plaza Drive	Jefferson City	65109	RICHARD A HOWERTON PROPERTIES
Cole	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	3400 Knipp Drive	Jefferson City	65109	TRB PROPERTIES GROUP LLC
Cole	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	3400 Knipp Drive	Jefferson City	65109	GORDON BUILDERS, INC

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Cole	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	3411-B Knipp Drive	Jefferson City	65109	HOWERTON FAMILY PARTNERSHIP LP
Cole	Office	SOCIAL SERVICES-LEASING	FAMILY SUPPORT DIVISION	312 Wilson Drive, lower level	Jefferson City	65101	RICHARD A HOWERTON PROPERTIES
Cole	Office	OFFICE ADMINISTRATION-LEAS	ADMINISTRATIVE HEARING COM	131 West High Street	Jefferson City	65101	US POSTAL SERVICE DISBURSING
Cole	Office	SOCIAL SERVICES-LEASING	DIVISION OF LEGAL SERVICES	131 West High Street	Jefferson City	65101	US POSTAL SERVICE DISBURSING
Cole	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	2724 Merchants Drive	Jefferson City	65109	LAWRENCE & CATHERINE KOLB JRLT
Cole	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	2023 St. Mary's Boulevard, LI	Jefferson City	65109	HAROLD D BRAKE INVESTMENTS LLC
Cole	Office	ELEM & SEC EDUCATION-LEAS	MCDHH	3216 Emerald Lane	Jefferson City	65101	LALE, JASON M
Cole	Office	CORRECTIONS-LEASING	DIV OF HUMAN SERVICES	2728 Plaza Drive	Jefferson City	65101	SCHNIEDERS, CLIFFORD J
Cole	Office	SOCIAL SERVICES-LEASING	FAMILY SUPPORT DIVISION	1412 Creek Trail Drive	Jefferson City	65109	CREEKSIDE WAREHOUSE LLC
Cole	Office	PUBLIC SAFETY-LEASING	ADJUTANT GENERAL	6808 Liberty Road	Jefferson City	65101	C AND M RUTH PROPERTIES LLC
Cole	Office	SOCIAL SERVICES-LEASING	INFORMATION SERVICES & TECH DIV	1621 E Elm Street	Jefferson City	65101	P&G DEVELOPMENT CO
Cooper	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	17010 Highway 87	Boonville	65233	COOPER COUNTY FIRE PROTECTION
Cooper	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	512 Jackson Rd.	Boonville	65233	CHELCEY LEE PROPERTIES LLC
Cooper	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	17010 Highway 87	Boonville	65233	CHELCEY LEE PROPERTIES LLC
Cooper	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	479 Colonel Sanders Lane	Boonville	65233	SANDERS PLAZA LLC
Crawford	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	272 Cushing Road	Steelville	65565	COURTOIS, PATSY L
Crawford	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	272 Cushing Road	Steelville	65565	COURTOIS, PATSY L
Crawford	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	272 Cushing Road	Steelville	65565	COURTOIS, PATSY L
Crawford	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	272 Cushing Road	Steelville	65565	COURTOIS, PATSY L
Crawford	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	7149 Old Route 66	Cuba	65453	MODOT
Crawford	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	101 South First Street	Steelville	65565	HUTSON, DOROTHY
Crawford	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	61 E. Highway 8	Steelville	65565	STEELVILLE TELEPHONE EXCHANGE
Dade	Office	SOCIAL SERVICES-LEASING	STATE HIGHWAY PATROL	2 N. Main Street	Greenfield	65861	COUNTY OF DADE-TREASURER
Dade	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2 N. Main Street	Greenfield	65861	COUNTY OF DADE-TREASURER
Dade	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	2 N. Main Street	Greenfield	65861	COUNTY OF DADE-TREASURER
Dade	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	2 N. Main Street	Greenfield	65861	COUNTY OF DADE-TREASURER
Dallas	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	719 N Ash St	Buffalo	65822	DE LA PIEDRA PROPERTIES INC
Dallas	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	719 N Ash St	Buffalo	65822	DE LA PIEDRA PROPERTIES INC
Dallas	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	719 N Ash St	Buffalo	65822	DE LA PIEDRA PROPERTIES INC
Dallas	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Modot	Buffalo	65822	MODOT
Davies	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1100 N Maple	Buffalo	65822	DISABLED AMERICAN VETERANS
Davies	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	201 Ash	Gallatin	64640	HILLHOUSE, DENNIS
Davies	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	201 Ash	Gallatin	64640	HILLHOUSE, DENNIS
Davies	Office	CORRECTIONS-LEASING	FSD IM NORTHWEST REGION	102 West Main	Gallatin	64640	COUNTY OF DAVIESS-CIRCUIT
Dekalb	Office	OFFICE ADMINISTRATION-LEAS	DIV OF PROBATION & PAROLE	207 E Mcelwain Dr	Cameron	64429	DE LA PIEDRA PROPERTIES INC
Dekalb	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	207 E Mcelwain Dr	Cameron	64429	DE LA PIEDRA PROPERTIES INC
Dekalb	Office	PUBLIC SAFETY-LEASING	SEMA	207 E Mcelwain Dr	Cameron	64429	DE LA PIEDRA PROPERTIES INC
Dekalb	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	207 E Mcelwain Dr	Cameron	64429	DE LA PIEDRA PROPERTIES INC
Dekalb	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	207 E Mcelwain Dr	Cameron	64429	DE LA PIEDRA PROPERTIES INC
Dekalb	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	207 E Mcelwain Dr	Cameron	64429	DE LA PIEDRA PROPERTIES INC
Dekalb	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1501 N. Harris	Cameron	64429	MODOT
Dekalb	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	109 W. Main	Maysville	64469	COUNTY OF DEKALB-CIRCUIT CLERK
Dekalb	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	701 E. Main - (Mfm)	Maysville	64469	MAYSVILLE AREA CHAMBER OF
Dekalb	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	207 E. Mcelwain Dr.	Cameron	64429	DE LA PIEDRA PROPERTIES INC
Dent	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	800 West Scenic Rivers Blvd	Salem	65560	WOESTMAN PROPERTIES LLC
Dent	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	800 West Scenic Rivers Blvd	Salem	65560	WOESTMAN PROPERTIES LLC
Dent	Office	PUBLIC SAFETY-LEASING	FSD IM SOUTHEAST REGION	800 West Scenic Rivers Blvd	Salem	65560	WOESTMAN PROPERTIES LLC
Douglas	Office	SOCIAL SERVICES-LEASING	STATE HIGHWAY PATROL	32&Rt F	Salem	65560	MODOT
Douglas	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	503 Springfield Road	Ava	65608	J HILLHOUSE LLC

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Douglas	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	603 Springfield Road	Ava	65608	J HILLHOUSE LLC
Douglas	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	504 County Road 506	Ava	65608	MODOT
Dunklin	Office	ECONOMIC DEVELOPMENT-LEAS	KENNETT	1100 Hwy 25 S By-Pass	Kennett	63857	PBSH LIMITED LC
Dunklin	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	1100 Hwy 25 S By-Pass	Kennett	63857	PBSH LIMITED LC
Dunklin	Office	MENTAL HEALTH-LEASING	DIVISION OF DD	1100 Hwy 25 S By-Pass	Kennett	63857	PBSH LIMITED LC
Dunklin	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	1100 Hwy 25 S By-Pass	Kennett	63857	PBSH LIMITED LC
Dunklin	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1100 Hwy 25 S By-Pass	Kennett	63857	PBSH LIMITED LC
Dunklin	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	1100 Hwy 25 S By-Pass	Kennett	63857	PBSH LIMITED LC
Dunklin	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1905 North Douglas	Malden	63863	4SEMO COM INC
Franklin	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	#1 Liberty Plaza	Union	63084	LIBERTY PLAZA PARTNERSHIPS
Franklin	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	#1 Liberty Plaza	Union	63084	LIBERTY PLAZA PARTNERSHIPS
Franklin	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	#1 Liberty Plaza	Union	63084	LIBERTY PLAZA PARTNERSHIPS
Franklin	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	3 Truman Court	Union	63084	TRUMAN UNION LLC
Franklin	Office	ECONOMIC DEVELOPMENT-LEAS	WASHINGTON	1108 Washington Square	Washington	63090	D&C ECKELKAMP PROPERTIES LLC
Franklin	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	1108 Washington Square	Washington	63090	D&C ECKELKAMP PROPERTIES LLC
Franklin	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	2215 N Commercial	St. Clair	63077	MODOT
Gasconade	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1008 Highway 28 West	Owensville	65066	KLOS ENTERPRISES
Gasconade	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	1008 Highway 28 West	Owensville	65066	KLOS ENTERPRISES
Gentry	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	Gentry County Courthouse	Albany	64402	COUNTY OF GENTRY-RECORDER
Greene	Office	NATURAL RESOURCES-LEASING	DIV ENVIRONMENTAL QUALITY	2040 W. Woodland	Springfield	65807-5912	GORDON BUILDERS, INC
Greene	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	1410 S. Kansas Expressway	Springfield	65807-1100	GORDON BROTHERS LLC
Greene	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1410 S. Kansas Expressway	Springfield	65807-1100	GORDON BROTHERS LLC
Greene	Office	SOCIAL SERVICES-LEASING	FSD CS SOUTHWEST REGION	1410 S. Kansas Expressway	Springfield	65807-1100	GORDON BROTHERS LLC
Greene	Office	ELEM & SEC EDUCATION-LEAS	DISABILITY DETERMINATIONS	2530 South Campbell	Springfield	65807-3539	OLD TOWN CENTER LLC
Greene	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	2530 South Campbell	Springfield	65807-3539	OLD TOWN CENTER LLC
Greene	Office	REVENUE-LEASING	MO LOTTERY COMMISSION	1506 East Raynell	Springfield	65804	AM-RB INVESTMENTS LLC
Greene	Office	DIFF-LEASING	DIVISION OF FINANCE	1735 West Catalpa Street	Springfield	65807	KANSAS EXPRESSWAY OFFICE
Greene	Office	ELEM & SEC EDUCATION-LEAS	VOCATIONAL REHABILITATION	1735 West Catalpa Street	Springfield	65807	KANSAS EXPRESSWAY OFFICE
Greene	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	1735 West Catalpa Street	Springfield	65807	KANSAS EXPRESSWAY OFFICE
Greene	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1735 West Catalpa Street	Springfield	65807	KANSAS EXPRESSWAY OFFICE
Greene	Office	LABOR & INDUSTRIAL REL-LEAS	DWC SPRINGFIELD	1736 E. Sunshine	Springfield	65804	PLAZA TOWERS LLC
Greene	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	613 E. Kearney	Springfield	65802	EOFF & ASSOCIATES INC
Greene	Office	JUDICIARY-LEASING	COURT OF APPEALS	300 John Harmons Parkway	Springfield	65806	PLAZA REALTY & MANAGEMENT
Greene	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	2900 E. Sunshine	Springfield	65802	CITY OF SPRINGFIELD-DEPARTMENT
Greene	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	2442 N. Bolivar	Springfield	65807	2442 N BOLIVAR RD CENTER LLC
Grundy	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1601 East 30TH Street	Trenton	64683	SWARTZ, JERRY J
Grundy	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	2926 Oklahoma Avenue	Trenton	64683	SWARTZ, JERRY J
Grundy	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2926 Oklahoma Avenue	Trenton	64683	SWARTZ, JERRY J
Grundy	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	2926 Oklahoma Avenue	Trenton	64683	SWARTZ, JERRY J
Grundy	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	230 E. Hwy 6	Trenton	64683	MODOT
Harrison	Office	OFFICE ADMINISTRATION-LEAS	OFFICE ADMINISTRATION SERVICES	2403 Vandivert	Bethany	64424	SWARTZ, JERRY J
Harrison	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	2403 Vandivert	Bethany	64424	SWARTZ, JERRY J
Harrison	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2403 Vandivert	Bethany	64424	SWARTZ, JERRY J
Harrison	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	2403 Vandivert	Bethany	64424	SWARTZ, JERRY J
Harrison	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	3101 Miller	Bethany	64424	MODOT
Henry	Office	OFFICE ADMINISTRATION-LEAS	DFMDC-REAL ESTATE SERVICES	1661 North 2Nd Street	Clinton	64735	CLINTON SASAK PLAZA LLC
Henry	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	1661 North 2Nd Street	Clinton	64735	CLINTON SASAK PLAZA LLC
Henry	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1661 North 2Nd Street	Clinton	64735	CLINTON SASAK PLAZA LLC
Henry	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	1661 North 2Nd Street	Clinton	64735	CLINTON SASAK PLAZA LLC
Henry	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	104 West Jefferson	Clinton	64735	JOHNS, JAMES C

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Henry	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1057 E. Gaines	Clinton	64735	MODOT
Henry	Office	ECONOMIC DEVELOPMENT-LEAS	WORKFORCE DEVELOPMENT	117 W. Franklin	Clinton	64735	WORKFORCE DEVELOPMENT BOARD
Hickory	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	18648 Oak St.	Hermitage	65668	WOESTMAN PROPERTIES LLC
Hickory	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	18648 Oak St.	Hermitage	65668	WOESTMAN PROPERTIES LLC
Hickory	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	18648 Oak St.	Hermitage	65668	WOESTMAN PROPERTIES LLC
Hickory	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Hermitage Community Bldg	Hermitage	65668	CITY OF HERMITAGE
Holt	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	24876 Hwy 118	Mound City	64470	MODOT
Holt	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	County Court House	Oregon	64473	COUNTY OF HOLT-SHERIFF
Holt	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1423 State Street	Mound City	64470	MOUND CITY DEVELOPMENT
Holt	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	1423 State Street	Mound City	64470	MOUND CITY DEVELOPMENT
Howard	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	103 Furr Street	Fayette	65248	DE LA PIEDRA PROPERTIES INC
Howard	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	103 Furr Street	Fayette	65248	DE LA PIEDRA PROPERTIES INC
Howard	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	600 West Morrison	Fayette	65248	COUNTY OF HOWARD-PRESIDING
Howell	Office	OFFICE ADMINISTRATION-LEAS	DFMDC-REAL ESTATE SERVICES	1580 Imperial Center	West Plains	65775	OVERLAND PROPERTIES LLC
Howell	Office	ECONOMIC DEVELOPMENT-LEAS	WEST PLAINS	3415 And 3417 Division Dr	West Plains	65775	RICK HOOVER PROPERTIES LLC
Howell	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	3415 And 3417 Division Dr	West Plains	65775	RICK HOOVER PROPERTIES LLC
Howell	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	3415 And 3417 Division Dr	West Plains	65775	RICK HOOVER PROPERTIES LLC
Howell	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	3415 And 3417 Division Dr	West Plains	65775	RICK HOOVER PROPERTIES LLC
Howell	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	3415 And 3417 Division Dr	West Plains	65775	RICK HOOVER PROPERTIES LLC
Howell	Office	SOCIAL SERVICES-LEASING	FSD CS SOUTHEAST REGION	3415 And 3417 Division Dr	West Plains	65775	RICK HOOVER PROPERTIES LLC
Howell	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	3415 And 3417 Division Dr	West Plains	65775	RICK HOOVER PROPERTIES LLC
Howell	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1287 County Rg 8690	West Plains	65775	RICK HOOVER PROPERTIES LLC
Howell	Office	LABOR & INDUSTRIAL REL-LEAS	DES CONTR FIELD/MOUNTAIN VIEW	125 East First Street	Mountain View	65548	MODOT
Iron	Office	HEALTH & SENIOR SERVICES-LEAS	CHILDREN'S DIVISION	202 Park Drive	Ironton	63650	MOUNTAIN VIEW CHAMBER OF
Iron	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	202 Park Drive	Ironton	63650	HEDGEAPPLE MANAGEMENT LLC
Iron	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	202 Park Drive	Ironton	63650	HEDGEAPPLE MANAGEMENT LLC
Jackson	Office	NATURAL RESOURCES-LEASING	DIV ENVIRONMENTAL QUALITY	Hwy 470 & Colbern Rd	Lee's Summit	64064	HEDGEAPPLE MANAGEMENT LLC
Jackson	Office	ECONOMIC DEVELOPMENT-LEAS	INDEPENDENCE	15301 East 23Rd St	Independence	64055	HAUG, JAMES
Jackson	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1330 Brush Creek Blvd	Kansas City	64127	FRANKLIN & FRANKLIN
Jackson	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF COMMUNITY & PUBLIC HLTH	3717 S. Whitney Way	Independence	64055	JQ SUNLAND LLC
Jackson	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	3717 S. Whitney Way	Independence	64055	MARIE ALLEN ENTERPRISES LLC
Jackson	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF REGULATION & LICENSURE	3717 S. Whitney Way	Independence	64055	MARIE ALLEN ENTERPRISES LLC
Jackson	Office	MENTAL HEALTH-LEASING	DIVISION OF DD	3717 S. Whitney Way	Independence	64055	MARIE ALLEN ENTERPRISES LLC
Jackson	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	16647 East 23Rd Street	Independence	64108	BRE RETAIL RESIDUAL MO OWNER
Jackson	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	8600 Blue Ridge Boulevard	Kansas City	64138	LOMA VISTA ASSOCIATES LLC
Jackson	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	14440 E 42Nd St	Independence	64055-4752	CEDAR CREEK PROPERTIES LLC
Jackson	Office	ECONOMIC DEVELOPMENT-LEAS	KANSAS CITY DOWNTOWN	1740 Paseo	Kansas City	64108	FULL EMPLOYMENT COUNCIL INC
Jackson	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1730 Prospect Ave	Kansas City	64050	HEARTLAND CENTER FOR
Jackson	Office	ELEM & SEC EDUCATION-LEAS	MOAT	1501 Nw Jefferson	Blue Springs	64015	BLUE SPRINGS R-IV SCHOOL
Jackson	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	4309 E. 50Th Terrace	Kansas City	64130-2853	SHOPS ON BLUE PARKWAY LLC
Jackson	Office	SOCIAL SERVICES-LEASING	FSD REHAB SERVICES FOR BLIND	4309 E. 50Th Terrace	Kansas City	64130-2853	SHOPS ON BLUE PARKWAY LLC
Jackson	Office	SOCIAL SERVICES-LEASING	FSD IM KANSAS CITY REGION	4309 E. 50Th Terrace	Kansas City	64130-2853	SHOPS ON BLUE PARKWAY LLC
Jackson	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	1601 East 18th St.	Kansas City	64108	SHOPS ON BLUE PARKWAY LLC
Jackson	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	suite 306, 3675 Noland Rd.	Independence	64055	SERVICE LAW OFFICES OF KANSAS
Jackson	Office	SOCIAL SERVICES-LEASING	FSD IM KANSAS CITY REGION	Suite 110, 3675 S. Noland Rd.	Independence	64055	TOPPERS FOOD MART INC
Jackson	Office	SOCIAL SERVICES-LEASING	FSD IM KANSAS CITY REGION	14500 E. 42nd St.	Independence	64055	TOPPERS FOOD MART INC
Jackson	Office	REVENUE-LEASING	MO LOTTERY COMMISSION	3630 Arrowhead Ave	Independence	64057	W N GEIGER & SONS INC
Jasper	Office	LABOR & INDUSTRIAL REL-LEAS	DWC JOPLIN	3311 Texas	Joplin	64804	KOVEST LLC

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Jasper	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	601 Commercial	Joplin	64801	WOESTMAN PROPERTIES LLC
Jasper	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	601 Commercial	Joplin	64801	WOESTMAN PROPERTIES LLC
Jasper	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1110 E. 7th Street, Suite 06(Pa-Hp)	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	OFFICE ADMINISTRATION-LEAS	DIV OF INFORMATION SERVICES	1919 North Range Line	Joplin	64804	PEVAHOUSE, DAVID W
Jasper	Office	CORRECTIONS-LEASING	DIST 9 - JOPLIN	1919 North Range Line	Joplin	64804	PEVAHOUSE, DAVID W
Jasper	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	801 E 15TH St.	Joplin	64804	MANARD COMMERCIAL REALTY
Jasper	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	1110 7th Street	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	REVENUE-LEASING	TAXATION DIVISION	1110 7th Street	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1110 7th Street	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	SOCIAL SERVICES-LEASING	FSD CS SOUTHWEST REGION	1110 7th Street	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF COMMUNITY & PUBLIC HLTH	1110 7th Street Suite 12	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	1110 7th Street Suite 12	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF REGULATION & LICENSURE	1110 7th Street Suite 12	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	2639 E. 34TH Street	Joplin	64801	JOPLIN PROPERTIES LLC
Jasper	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	407 S Garrison	Carthage	64836	CITY OF CARTHAGE-CLERK
Jefferson	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	4621 Yeager Road	Hillsboro	63050	BRADFORD PROPERTIES LLC
Jefferson	Office	ECONOMIC DEVELOPMENT-LEAS	ARNOLD	3675 West Outer Road	Arnold	63010	RITE PROPERTY MANAGEMENT LLC
Jefferson	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	3675 West Outer Road	Arnold	63010	RITE PROPERTY MANAGEMENT LLC
Jefferson	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	3675 West Outer Road	Arnold	63010	RITE PROPERTY MANAGEMENT LLC
Jefferson	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	619 Collins	Festus	63028	JOACHIM PLATTIN TOWNSHIPS
Jefferson	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	107 Borga Building	Festus	63028	JONES-FESTUS PROPERTIES LLC
Jefferson	Office	MENTAL HEALTH-LEASING	DIVISION OF DD	2330 N. Truman Blvd.	Crystal City	63019	CRYSTAL COMMERCIAL ENTERPRISES
Jefferson	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	10325 Business 21	Hillsboro	63050	WOESTMAN PROPERTIES LLC
Jefferson	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	10325 Business 21	Hillsboro	63050	WOESTMAN PROPERTIES LLC
Jefferson	Office	SOCIAL SERVICES-LEASING	FSD CS ST LOUIS REGION	10325 Business 21	Hillsboro	63050	WOESTMAN PROPERTIES LLC
Jefferson	Office	SOCIAL SERVICES-LEASING	FSD IM ST LOUIS REGION	10325 Business 21	Hillsboro	63050	WOESTMAN PROPERTIES LLC
Johnson	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	505 N.Ridgeview	Warrensburg	64093	HERITAGE VILLAS LLC
Johnson	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	505 N.Ridgeview	Warrensburg	64093	HERITAGE VILLAS LLC
Johnson	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	505 N.Ridgeview	Warrensburg	64093	HERITAGE VILLAS LLC
Johnson	Office	SOCIAL SERVICES-LEASING	FSD CS NORTHWEST REGION	505 N.Ridgeview	Warrensburg	64093	HERITAGE VILLAS LLC
Johnson	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	505 N.Ridgeview	Warrensburg	64093	HERITAGE VILLAS LLC
Johnson	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	505 N.Ridgeview	Warrensburg	64093	HERITAGE VILLAS LLC
Knox	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	Hwy 6 East	Edina	63537	LESLIE AND KIMBERLY CARDWELL
Knox	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	Hwy 6 East	Edina	63537	LESLIE AND KIMBERLY CARDWELL
Laclede	Office	ECONOMIC DEVELOPMENT-LEAS	WORKFORCE DEVELOPMENT	2639 S Jefferson	Lebanon	65536	DE LA PIEDRA PROPERTIES INC
Laclede	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	2639 S Jefferson	Lebanon	65536	DE LA PIEDRA PROPERTIES INC
Laclede	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	2639 S Jefferson	Lebanon	65536	DE LA PIEDRA PROPERTIES INC
Laclede	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2639 S Jefferson	Lebanon	65536	DE LA PIEDRA PROPERTIES INC
Laclede	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	2639 S Jefferson	Lebanon	65536	DE LA PIEDRA PROPERTIES INC
Laclede	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	300 S. Jackson	Lebanon	65536	GREEN TREE LLC
Laclede	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1120 Ivy Lane & W. Elm	Lebanon	65536	MODOT
Laclede	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	141 Lawson Ave	Lebanon	65536	CROSSLINE MINISTRY INC
Laclede	Office	PUBLIC SAFETY-LEASING	SEMA	200 N. Adam	Lebanon	65536	COUNTY OF LACLEDE-TREASURER
Lafayette	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1114 Lynn	Lebanon	65536	DEJARNETTE, DENNIS
Lafayette	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	736 State Route 13	Lexington	64067	HILLHOUSE, DENNIS
Lafayette	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	736 State Route 13	Lexington	64067	HILLHOUSE, DENNIS
Lafayette	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	736 State Route 13	Lexington	64067	HILLHOUSE, DENNIS
Lafayette	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	533 South 13 Highway	Lexington	64067	CITY OF LEXINGTON-CDBG
Lafayette	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1102 Main St.	Lexington	64067	COUNTY OF LAFAYETTE-TREASURER
Lafayette	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Modot Building	Odesa	64076	MODOT

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Lawrence	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	1419 E. Church Street	Aurora	65605	WEATHERS, RICHARD E
Lawrence	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1419 E. Church Street	Aurora	65605	WEATHERS, RICHARD E
Lawrence	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	1419 E. Church Street	Aurora	65605	WEATHERS, RICHARD E
Lawrence	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	25 And 27 West Locust Street	Aurora	65605	RS GEORGE LLC
Lawrence	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1005 Spring Park Blvd.	Mount Vernon	65712	MODOT
Lewis	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	500 S. Washington	Monticello	63457	LEW-CO PROPERTIES LLC
Lewis	Office	PUBLIC SAFETY-LEASING	FSD IM NORTHEAST REGION	500 S. Washington	Monticello	63457	LEW-CO PROPERTIES LLC
Lincoln	Office	HEALTH & SENIOR SERVICES-LEAS	STATE HIGHWAY PATROL	107 South Washington	Monticello	63457	COUNTY OF LEWIS-TREASURER
Lincoln	Office	SOCIAL SERVICES-LEASING	DEPT OF HEALTH & SENIOR SVS	384 North Lincoln Drive	Troy	63379	CANNON HALL PROPERTIES LLC
Lincoln	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	384 North Lincoln Drive	Troy	63379	CANNON HALL PROPERTIES LLC
Lincoln	Office	CORRECTIONS-LEASING	FSD IM NORTHEAST REGION	384 North Lincoln Drive	Troy	63379	CANNON HALL PROPERTIES LLC
Lincoln	Office	PUBLIC SAFETY-LEASING	DIV OF PROBATION & PAROLE	311 Travis Blvd	Troy	63379	INGRAM LEASING INC
Linn	Office	HEALTH & SENIOR SERVICES-LEAS	STATE HIGHWAY PATROL	121 Francis Dr.	Troy	63379	MODOT
Linn	Office	SOCIAL SERVICES-LEASING	DEPT OF HEALTH & SENIOR SVS	103 Forest Drive	Brookfield	64628	BROOKFIELD PROPERTIES LLC
Linn	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	103 Forest Drive	Brookfield	64628	BROOKFIELD PROPERTIES LLC
Linn	Office	CORRECTIONS-LEASING	FSD IM NORTHWEST REGION	103 Forest Drive	Brookfield	64628	BROOKFIELD PROPERTIES LLC
Linn	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	301 Burnham St.	Brookfield	64628	MS CONTRACTING LLC
Livingston	Office	ECONOMIC DEVELOPMENT-LEAS	CHILlicothe	98 Washington St	Chillicothe	64601	GSR II LLC
Livingston	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	601 West Mohawk	Chillicothe	64601	RICH'S ASSETS LLC
Livingston	Office	LABOR & INDUSTRIAL REL-OPER	DES CONTR FIELD/LEXINGTON	601 West Mohawk	Chillicothe	64601	RICH'S ASSETS LLC
Livingston	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	601 West Mohawk	Chillicothe	64601	RICH'S ASSETS LLC
Livingston	Office	PUBLIC SAFETY-LEASING	FSD IM NORTHWEST REGION	601 West Mohawk	Chillicothe	64601	RICH'S ASSETS LLC
Livingston	Office	ELEM & SEC EDUCATION-LEAS	STATE HIGHWAY PATROL	1305 Mitchell Rd.	Chillicothe	64601	MODOT
Livingston	Office	PUBLIC SAFETY-LEASING	OFFICE OF ADULT LEARNING & REH	603 West Mohawk Rd	Chillicothe	64801	RICH'S ASSETS LLC
Livingston	Office	CORRECTIONS-LEASING	MISSOURI VETERANS COMMISSION	603 West Mohawk Rd	Chillicothe	64801	RICH'S ASSETS LLC
Livingston	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF PROBATION & PAROLE	D	Pineville	64854	PINEVILLE INVESTMENTS LLC
Livingston	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	#C	Pineville	64854	PINEVILLE INVESTMENTS LLC
Livingston	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	#C	Pineville	64854	PINEVILLE INVESTMENTS LLC
Livingston	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	#C	Pineville	64854	PINEVILLE INVESTMENTS LLC
Livingston	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	#C	Pineville	64854	PINEVILLE INVESTMENTS LLC
Livingston	Office	OFFICE ADMINISTRATION-LEAS	DIV OF INFORMATION SERVICES	1716-1718 N. Prospect	Macon	63552	CATHERINE M KOLB
Livingston	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	1716-1718 N. Prospect	Macon	63552	CATHERINE M KOLB
Livingston	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1716-1718 N. Prospect	Macon	63552	CATHERINE M KOLB
Livingston	Office	CORRECTIONS-LEASING	MISSOURI VETERANS COMMISSION	1716-1718 N. Prospect	Macon	63552	CATHERINE M KOLB
Livingston	Office	SOCIAL SERVICES-LEASING	DIV OF PROBATION & PAROLE	1716-1718 N. Prospect	Macon	63552	CATHERINE M KOLB
Livingston	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	26988 Us Hwy 63	Macon	63552	MODOT
Livingston	Office	NATURAL RESOURCES-LEASING	DIV ENVIRONMENTAL QUALITY	1709 Prospect Drive	Macon	63552	HBC PROPERTIES LLC
Livingston	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	413 Burris	Fredricktown	63645	FIREBAUGH, GERALD E
Livingston	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	413 Burris	Fredricktown	63645	FIREBAUGH, GERALD E
Livingston	Office	CORRECTIONS-LEASING	FSD IM SOUTHEAST REGION	413 Burris	Fredricktown	63645	FIREBAUGH, GERALD E
Livingston	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	124 N. Main St	Fredricktown	63645	COUNTY OF MADISON-SHERIFF
Livingston	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	205 Hwy 63 South	Vienna	65582	BAX, ARNOLD T
Livingston	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	205 Hwy 63 South	Vienna	65582	BAX, ARNOLD T
Livingston	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	3055 Holman Drive	Hannibal	63401	DENNIS F & VENITA D SCHUTTE
Livingston	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	3055 Holman Drive	Hannibal	63401	DENNIS F & VENITA D SCHUTTE
Livingston	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	112 Jaycee Dr	Hannibal	63401	INGRAM LEASING INC
Livingston	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	501 West Main	Princeton	64673	WOESTMAN PROPERTIES LLC
Livingston	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	501 West Main	Princeton	64673	WOESTMAN PROPERTIES LLC

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Mercer	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	801 Main - Courthouse	Princeton	64673	COUNTY OF MERCER-RECORDER
Miller	Office	HEALTH & SENIOR SERVICES-LEAS	ADMINISTRATION	6 South Industrial Park	Eidon	65026	AM-RB INVESTMENTS LLC
Miller	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	6 South Industrial Park	Eidon	65026	AM-RB INVESTMENTS LLC
Miller	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	6 South Industrial Park	Eidon	65026	AM-RB INVESTMENTS LLC
Miller	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	6 South Industrial Park	Eidon	65026	AM-RB INVESTMENTS LLC
Miller	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	101 Crossings West Drive, Suit	Lake Ozark	65049	OMERTA PROPERTIES ONE LLC
Mississippi	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	718 North Martin	East Prairie	63845	WOESTMAN PROPERTIES LLC
Mississippi	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	718 North Martin	East Prairie	63845	WOESTMAN PROPERTIES LLC
Mississippi	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	718 North Martin	East Prairie	63845	WOESTMAN PROPERTIES LLC
Mississippi	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	305 South Cooper Street	Charleston	63834	WOESTMAN PROPERTIES LLC
Moniteau	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	104 North Gerhardt	California	65018	LINCOLN JAMES & ASSOCIATES
Monroe	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	104 North Gerhardt	California	65018	GERLACH, CALVIN
Monroe	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	315 N Washington	Paris	65275	GERLACH, CALVIN
Monroe	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	315 N Washington	Paris	65275	NOBIS, BRIAN & DENNIS
Montgomery	Office	PUBLIC SAFETY-LEASING	FSD IM NORTHEAST REGION	723 North Sturgeon	Montgomery City	63361	NOBIS, BRIAN & DENNIS
Montgomery	Office	SOCIAL SERVICES-LEASING	STATE HIGHWAY PATROL	501 Niedergerke Drive	Montgomery City	63361	CITY OF MONTGOMERY CITY
Montgomery	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	501 Niedergerke Drive	Montgomery City	63361	SWARTZ, JERRY J
Montgomery	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	211 East Third Street	Montgomery City	63361	SWARTZ, JERRY J
Montgomery	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	703 North Monroe	Montgomery City	63361	COUNTY OF MONTGOMERY-CLERK
Morgan	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	703 North Monroe	Versailles	65084	BRADY, MARY
Morgan	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	703 North Monroe	Versailles	65084	BRADY, MARY
Morgan	Office	HEALTH & SENIOR SERVICES-LEAS	ADMINISTRATION	203 South Hwy 5	Versailles	65084	BRADY, MARY
Morgan	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	203 South Hwy 5	Versailles	65084	EHRHARDT, ALVIN
Morgan	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	350 Us Hwy 61 South	Versailles	65084	EHRHARDT, ALVIN
New Madrid	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	350 Us Hwy 61 South	New Madrid	63869	WEEKS RENTALS LLC
New Madrid	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	350 Us Hwy 61 South	New Madrid	63869	WEEKS RENTALS LLC
New Madrid	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	350 Us Hwy 61 South	New Madrid	63869	WEEKS RENTALS LLC
Newton	Office	CORRECTIONS-LEASING	FSD IM SOUTHWEST REGION	350 Us Hwy 61 South	New Madrid	63869	WEEKS RENTALS LLC
Newton	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF PROBATION & PAROLE	1845 Lequesta Drive	Neosho	64850	REAL ESTATE PLUS LLC
Newton	Office	SOCIAL SERVICES-LEASING	DEPT OF HEALTH & SENIOR SVS	201 North Washington Street	Neosho	64850	EDWARDS, PHILIP T
Newton	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	201 North Washington Street	Neosho	64850	EDWARDS, PHILIP T
Newton	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	201 North Washington Street	Neosho	64850	EDWARDS, PHILIP T
Nodaway	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	Crowder College	Neosho	64850	EDWARDS, PHILIP T
Nodaway	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	301 Summit Drive	Maryville	64468	CROWDER COLLEGE-ENVIRONMENTAL
Nodaway	Office	PUBLIC SAFETY-LEASING	FSD IM NORTHWEST REGION	301 Summit Drive	Maryville	64468	FAIR LLC
Nodaway	Office	CORRECTIONS-LEASING	STATE HIGHWAY PATROL	301 Summit Drive	Maryville	64468	FAIR LLC
Nodaway	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	28320 250Th St	Maryville	64468	FAIR LLC
Nodaway	Office	CORRECTIONS-LEASING	DIST 40 - MARYVILLE	115 E. 4Th Street	Maryville	64468	MODOT
Nodaway	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	115 E. 4Th Street	Maryville	64468	NORTHSIDE MALL PARTNERS
Nodaway	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	Center For Innovation And	Maryville	64468	NORTHSIDE MALL PARTNERS
Oregon	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	Highway 19 South	Maryville	65606	NORTHWEST MO STATE-PAYROLL
Oregon	Office	NATURAL RESOURCES-LEASING	FSD IM SOUTHWEST REGION	Highway 19 South	Alton	65606	FERGUSON, ARTHUR H
Oregon	Office	HEALTH & SENIOR SERVICES-LEAS	MISSOURI STATE PARKS	Highway 19 South	Alton	65606	FERGUSON, ARTHUR H
Oregon	Office	SOCIAL SERVICES-LEASING	DIV OF SENIOR & DISABILITY SRV	1006 Nettleton Drive	Trayer	65791	FERGUSON, ARTHUR H
Ozark	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	63 Progress Lane	Linn	65051	WCMJSJ PROPERTIES LLC
Ozark	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	63 Progress Lane	Linn	65051	NORTHERN LIGHTS DEVELOPMENT CO
Pemiscot	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	Hwy 160 West	Gainesville	65655	J HILLHOUSE LLC
Pemiscot	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	317 E. Broadway	Hayti	63851	J HILLHOUSE LLC
Pemiscot	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	911 Hwy 84	Caruthersville	63830	HOSKINS PROPERTIES INC
Pemiscot	Office	SOCIAL SERVICES-LEASING	FSD CS SOUTHEAST REGION	911 Hwy 84	Caruthersville	63830	BONNIE Z, LLC
Pemiscot	Office	SOCIAL SERVICES-LEASING	FSD CS SOUTHEAST REGION	911 Hwy 84	Caruthersville	63830	BONNIE Z, LLC

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Pemiscot	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	911 Hwy 84	Canuthersville	63830	BONNIE Z, LLC
Pemiscot	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	911 Hwy 84	Canuthersville	63830	BONNIE Z, LLC
Perry	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	12 East Wichern Rd	Perryville	63775	H & H PROPERTIES
Perry	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	12 East Wichern Rd	Perryville	63775	H & H PROPERTIES
Perry	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	12 East Wichern Rd	Perryville	63775	H & H PROPERTIES
Perry	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	12 East Wichern Rd	Perryville	63775	H & H PROPERTIES
Pettis	Office	OFFICE ADMINISTRATION-LEAS	DFWDC-REAL ESTATE SERVICES	808 Westwood	Sedalia	65301	SCOTT L HILL
Pettis	Office	OFFICE ADMINISTRATION-LEAS	VACANT	808 Westwood	Sedalia	65301	SCOTT L HILL
Pettis	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	808 Westwood	Sedalia	65301	SCOTT L HILL
Pettis	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	808 Westwood	Sedalia	65301	SCOTT L HILL
Pettis	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	808 Westwood	Sedalia	65301	SCOTT L HILL
Pettis	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	808 Westwood	Sedalia	65301	SCOTT L HILL
Pettis	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	205 Thompson Road	Sedalia	65301	HBC PROPERTIES LLC
Pettis	Office	ECONOMIC DEVELOPMENT-LEAS	WORKFORCE DEVELOPMENT	515 S. Kentucky	Sedalia	65301	AIP INVESTMENTS LLC
Pettis	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	2115 West Broadway	Sedalia	65301	BALL SEDALIA PROPERTIES LLC
Pettis	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	1101-1111 Kingshwy	Rolla	65401	MACO MANAGEMENTCO INC
Phelps	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	1101-1111 Kingshwy	Rolla	65401	MACO MANAGEMENTCO INC
Phelps	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1101-1111 Kingshwy	Rolla	65401	MACO MANAGEMENTCO INC
Phelps	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	1101-1111 Kingshwy	Rolla	65401	MACO MANAGEMENTCO INC
Phelps	Office	SOCIAL SERVICES-LEASING	FSD CS SOUTHEAST REGION	1101-1111 Kingshwy	Rolla	65401	MACO MANAGEMENTCO INC
Phelps	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	1101-1111 Kingshwy	Rolla	65401	MACO MANAGEMENTCO INC
Phelps	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	1101-1111 Kingshwy	Rolla	65401	MACO MANAGEMENTCO INC
Phelps	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1101-1111 Kingshwy	Rolla	65401	MACO MANAGEMENTCO INC
Pike	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	1610 Business 54 West	Bowling Green	63334	INGRAM LEASING INC
Pike	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1610 Business 54 West	Bowling Green	63334	INGRAM LEASING INC
Pike	Office	CORRECTIONS-LEASING	FSD IM NORTHWEST REGION	1610 Business 54 West	Bowling Green	63334	INGRAM LEASING INC
Pike	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1610 Business 54 West	Bowling Green	63334	INGRAM LEASING INC
Piatte	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	233 Marshall Road	Piatte City	64079	MARTIN HOUSE REALTY INC
Piatte	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	233 Marshall Road	Piatte City	64079	MARTIN HOUSE REALTY INC
Piatte	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	233 Marshall Road	Piatte City	64079	MARTIN HOUSE REALTY INC
Piatte	Office	SOCIAL SERVICES-LEASING	FSD IM KANSAS CITY REGION	233 Marshall Road	Piatte City	64079	MARTIN HOUSE REALTY INC
Piatte	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Modot Maintenance Lot	Piatte City	64079	MODOT
Piatte	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1120 Branch St	Piatte City	64079	WBS III LLC
Polk	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2110 Springfield Avenue	Bolivar	65613	ESTAL D STEWART
Polk	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	2110 Springfield Avenue	Bolivar	65613	ESTAL D STEWART
Polk	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	3369 S. Springfield	Bolivar	65613	JONES, ARLETTA
Polk	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	2814 W. Broadway	Bolivar	65613	MODOT
Polk	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	345 S. Main	Bolivar	65613	CITY OF BOLIVAR
Polk	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2110 S. Springfield	Bolivar	65613	ESTAL D STEWART
Pulaski	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	712 Historic 66 West	Waynesville	65583	DE LA PIEDRA PROPERTIES INC
Pulaski	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	712 Historic 66 West	Waynesville	65583	DE LA PIEDRA PROPERTIES INC
Pulaski	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	712 Historic 66 West	Waynesville	65583	DE LA PIEDRA PROPERTIES INC
Pulaski	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	712 Historic 66 West	Waynesville	65583	DE LA PIEDRA PROPERTIES INC
Pulaski	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	194 Eastlawn	St. Robert	65584	CITY OF ST ROBERT
Pulaski	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	144 & Old 66	St. Robert	65584	MODOT
Pulaski	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	194 Eastlawn Ave	St. Robert	65583	CITY OF ST ROBERT
Pulaski	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	702 S 27th Street	Unionville	63565	WELLS, LYLE E
Pulaski	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	702 S 27th Street	Unionville	63565	WELLS, LYLE E
Pulaski	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1601 Main	Unionville	63565	COUNTY OF PUTNAM-RECORDER
Ralls	Office	AGRICULTURE-LEASING	OFFICE OF THE DIRECTOR	100 East Martin	Perry	63462	WHITAKER, STEVEN H
Ralls	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1110 Us Hwy 24 Suite 16	Monroe City	63456	MARK TWAIN CENTER LLC

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List of State Leases

County	Space Use	Agency	Organization	Address	City	Zip Code	Lessor
Rails	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	1110 Us Hwy 24 Suite 16	Monroe City	63456	MARK TWAIN CENTER LLC
Randolph	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1503 E.Hwy 24	Moberly	65270	MODOT
Randolph	Office	PUBLIC SAFETY-OPERATING	MO VETERANS COMMISSION	3028 County Road 1325	Moberly	65270	B&P LAND DEVELOPMENT LLC
Randolph	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	1317 East Highway 24, Suite B	Moberly	65270	RENT N GO INC
Randolph	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1317 East Highway 24, Suite B	Moberly	65270	RENT N GO INC
Randolph	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	1317 East Highway 24, Suite B	Moberly	65270	RENT N GO INC
Randolph	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1317 East Highway 24, Suite B	Moberly	65270	RENT N GO INC
Ray	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	901 E. Lexington	Richmond	64085	HILLHOUSE, DENNIS
Ray	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	901 E. Lexington	Richmond	64085	HILLHOUSE, DENNIS
Ray	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	901 E. Lexington	Richmond	64085	HILLHOUSE, DENNIS
Ray	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	901 E. Lexington	Richmond	64085	HILLHOUSE, DENNIS
Reynolds	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2394 Highway 21	Centerville	63633	WOESTMAN PROPERTIES LLC
Reynolds	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	2394 Highway 21	Centerville	63633	WOESTMAN PROPERTIES LLC
Ripley	Office	OFFICE ADMINISTRATION-LEAS	DFMDC-REAL ESTATE SERVICES	Route 2 Box 1143	Doniphan	63935	WOESTMAN PROPERTIES LLC
Ripley	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	Route 2 Box 1143	Doniphan	63935	WOESTMAN PROPERTIES LLC
Ripley	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	Route 2 Box 1143	Doniphan	63935	WOESTMAN PROPERTIES LLC
Ripley	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	Route 2 Box 1143	Doniphan	63935	WOESTMAN PROPERTIES LLC
Ripley	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	Route 2 Box 1143	Doniphan	63935	WOESTMAN PROPERTIES LLC
Ripley	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	100 Courthouse Square	Doniphan	63935	COUNTY OF RIPLEY-COUNTY CLERK
St Charles	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	2495 Raymond Dr	St Charles	63301	KDD LLC
St Charles	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	211 Compass Point Drive	St Charles	63301	INGRAM LEASING INC
St Charles	Office	OFFICE ADMINISTRATION-LEAS	DFMDC-REAL ESTATE SERVICES	402 East Pearce Avenue	Wentzville	63385	ST CHARLES COUNTY AMBULANCE
St Charles	Office	LABOR & INDUSTRIAL REL-LEAS	DES CONTR FIELD/ST CHARLES CO	119-123 Olympic Way	St. Peters	63376	RESOURCE REAL ESTATE LLC
St Charles	Office	MENTAL HEALTH-LEASING	DIVISION OF DD	119-123 Olympic Way	St. Peters	63376	RESOURCE REAL ESTATE LLC
St Charles	Office	ECONOMIC DEVELOPMENT-LEAS	ST. CHARLES CO.	212 Turner Boulevard	St. Peters	63376	ST CHARLES COUNTY DEPT OF
St Charles	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	580 N. Service Road	St. Peters	63376	MODOT
St Charles	Office	SOCIAL SERVICES-LEASING	FSD IM ST LOUIS REGION	4116 McClellan Road	St. Charles	63304	STS JOACHIM & ANN CARE SERVICE
St Charles	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	3737 Truman Blvd	St. Charles	63301	CAVE SPRINGS PARTNERSHIP
St Charles	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	3737 Truman Blvd	St. Charles	63301	CAVE SPRINGS PARTNERSHIP
St Charles	Office	LABOR & INDUSTRIAL REL-LEAS	DWC ST CHARLES	3737 Truman Blvd	St. Charles	63301	CAVE SPRINGS PARTNERSHIP
St Charles	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	3737 Truman Blvd	St. Charles	63301	CAVE SPRINGS PARTNERSHIP
St Charles	Office	SOCIAL SERVICES-LEASING	FSD CS ST LOUIS REGION	3737 Truman Blvd	St. Charles	63301	CAVE SPRINGS PARTNERSHIP
St Charles	Office	SOCIAL SERVICES-LEASING	FSD IM ST LOUIS REGION	3737 Truman Blvd	St. Charles	63301	CAVE SPRINGS PARTNERSHIP
St Charles	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	285 Se 467 Road	Osceola	64776	MCKINNEY INVESTMENT PROPERTIES
St Clair	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	285 Se 467 Road	Osceola	64776	MCKINNEY INVESTMENT PROPERTIES
St Clair	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Mo Dot	Collins	64738	MODOT
St Francois	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	140 Staples Dr	Park Hills	63601	PARK HILLS OFFICE PARK LLC
St Francois	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	140 Staples Dr	Park Hills	63601	PARK HILLS OFFICE PARK LLC
St Francois	Office	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	140 Staples Dr	Park Hills	63601	PARK HILLS OFFICE PARK LLC
St Francois	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	140 Staples Dr	Park Hills	63601	PARK HILLS OFFICE PARK LLC
St Francois	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	901 Progress Drive	Farmington	63640	PBSH LIMITED LC
St Francois	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	901 Progress Drive	Farmington	63640	PBSH LIMITED LC
St Francois	Office	ECONOMIC DEVELOPMENT-LEAS	PARK HILLS	403 Parkway Dr	Farmington	63640	PBSH LIMITED LC
St Francois	Office	LABOR & INDUSTRIAL REL-LEAS	DES CONTR FIELD/PARK HILLS	403 Parkway Dr	Farmington	63640	PBSH LIMITED LC
St Francois	Office	MENTAL HEALTH-OPERATING	DEPT OF MENTAL HEALTH	1101 Weber Road	Park Hills	63601	EAST MISSOURI ACTION AGENCY
St Francois	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	583B Ste Genevieve Dr	Park Hills	63601	EAST MISSOURI ACTION AGENCY
St Francois	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	583B Ste Genevieve Dr	Park Hills	63601	EAST MISSOURI ACTION AGENCY
St Genevieve	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	285 Brooks Street	St Genevieve	63670	RIVERS EDGE INVESTMENTS LLC
St Genevieve	Office	CORRECTIONS-LEASING	SUB-STE GENEVIEVE	285 Brooks Street	St Genevieve	63670	RIVERS EDGE INVESTMENTS LLC
St Genevieve	Office	REVENUE-LEASING	MO LOTTERY COMMISSION	1831 Craig Park Court	St Genevieve	63670	SAINTE GENEVIEVE
St Louis	Office				St. Louis	63146	AM-RB INVESTMENTS LLC

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St Louis	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	9447 Dielman Rock Island Indus	St. Louis	63132	LACLAIR INVESTMENTS
St. Louis	Office	NATURAL RESOURCES-LEASING	DIV ENVIRONMENTAL QUALITY	917 North Highway 67	Florissant	63031	REILLY PROPERTIES, LLC
St. Louis	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	7232 N. Lindbergh Boulevard	Hazelwood	63042	GRAND SLAM STORAGE CENTER-
St. Louis	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	703 Big Bend Blvd	Manchester	63021	TREETOP ASSOCIATES LLC
St. Louis	Office	PUBLIC SAFETY-LEASING	ADJUTANT GENERAL	11955 Natural Bridge Road	Bridgeton	63044-2040	CITY OF SAINT LOUIS - AIRPORT
St. Louis	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	75 Elizabeth Street	Fenton	63026-2701	HOUSE RABBIT SOCIETY OF
St. Louis	Office	SOCIAL SERVICES-LEASING	FSD IM ST LOUIS REGION	6347 Plymouth Ave.	Wellston	63138	ST LOUIS COUNTY TREASURER
St. Louis	Office	REVENUE-LEASING	ADMINISTRATION DIVISION	9445 Dielman Rock Island Industrial	St. Louis	63132	LACLAIR INVESTMENTS
Saline	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	1239 Sante Fe Trail	Marshall	65340-9115	WOESTMAN PROPERTIES LLC
Saline	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1239 Sante Fe Trail	Marshall	65340-9115	WOESTMAN PROPERTIES LLC
Saline	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	1239 Sante Fe Trail	Marshall	65340-9115	WOESTMAN PROPERTIES LLC
Saline	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1239 Sante Fe Trail	Marshall	65340-9115	WOESTMAN PROPERTIES LLC
Saline	Office	MENTAL HEALTH-LEASING	DIVISION OF DD	1547 W. Commerce Dr.	Marshall	65340	LACLAIR INVESTMENTS IV LLC
Schuyler	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	209 E Washington Street	Lancaster	63548	CITY OF LANCASTER
Schuyler	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	209 E Washington Street	Lancaster	63548	CITY OF LANCASTER
Scotland	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Highway 136 West	Memphis	63555	HBC PROPERTIES LLC
Scotland	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	Highway 136 West	Memphis	63555	HBC PROPERTIES LLC
Scotland	Office	SOCIAL SERVICES-LEASING	FSD CS NORTHEAST REGION	Highway 136 West	Memphis	63555	HBC PROPERTIES LLC
Scotland	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	Highway 136 West	Memphis	63555	HBC PROPERTIES LLC
Scotland	Office	DIFP-LEASING	DIVISION OF FINANCE	102 Arthur Drive	Sikeston	63801	D Z 2 RENTALS
Scott	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	102 Arthur Drive	Sikeston	63801	D Z 2 RENTALS
Scott	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	106 Arthur Dr	Sikeston	63801	PBTA LC
Scott	Office	LABOR & INDUSTRIAL REL-LEAS	MCHR SIKESTON	106 Arthur Dr	Sikeston	63801	PBTA LC
Scott	Office	LABOR & INDUSTRIAL REL-LEAS	DES CONTR FIELD/SIKESTON	106 Arthur Dr	Sikeston	63801	PBTA LC
Scott	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	106 Arthur Dr	Sikeston	63801	PBTA LC
Scott	Office	SOCIAL SERVICES-LEASING	DIVISION OF LEGAL SERVICES	106 Arthur Dr	Sikeston	63801	PBTA LC
Scott	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	106 Arthur Dr	Sikeston	63801	PBTA LC
Scott	Office	SOCIAL SERVICES-LEASING	FSD REHAB SERVICES FOR BLIND	106 Arthur Dr	Sikeston	63801	PBTA LC
Scott	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	106 Arthur Dr	Sikeston	63801	PBTA LC
Scott	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	159 West Murray Ln	Sikeston	63801	DEWITT PROPERTIES INC
Shannon	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	17382 State Highway 19	Emmence	65466	FERGUSON, ARTHUR H
Shannon	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	17382 State Highway 19	Emmence	65466	FERGUSON, ARTHUR H
Shelby	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	306 E. Main	Shelbyville	63469	HBC PROPERTIES LLC
Shelby	Office	PUBLIC SAFETY-LEASING	FSD IM NORTHEAST REGION	306 E. Main	Shelbyville	63469	HBC PROPERTIES LLC
Shelby	Office	SOCIAL SERVICES-LEASING	STATE HIGHWAY PATROL	116 East Walnut	Shelbina	63468	CITY OF SHELBYNA
Stoddard	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	401 Shawnee St.	Bloomfield	63825	LINCOLN JAMES & ASSOCIATES
Stoddard	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	401 Shawnee St.	Bloomfield	63825	LINCOLN JAMES & ASSOCIATES
Stoddard	Office	OFFICE ADMINISTRATION-LEAS	DFMDC-REAL ESTATE SERVICES	1003 Wildwood Dr	Dexter	63841	PBSH LIMITED LC
Stoddard	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	1003 Wildwood Dr	Dexter	63841	PBSH LIMITED LC
Stoddard	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	1003 Wildwood Dr	Dexter	63841	PBSH LIMITED LC
Stone	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	30832 State Hwy 413	Galena	65656	SMITH, CHARLES J
Stone	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	30832 State Hwy 413	Galena	65656	SMITH, CHARLES J
Stone	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	30832 State Hwy 413	Galena	65656	SMITH, CHARLES J
Sullivan	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	309 East 3rd Street	Milan	63556	DE LA PIEDRA PROPERTIES INC
Sullivan	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	309 East 3rd Street	Milan	63556	DE LA PIEDRA PROPERTIES INC
Sullivan	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHWEST REGION	309 East 3rd Street	Milan	63556	DE LA PIEDRA PROPERTIES INC
Sullivan	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	109 N. Main - Courthouse	Milan	63556	COUNTY OF SULLIVAN-RECORDER
Taney	Office	OFFICE ADMINISTRATION-LEAS	DIV OF INFORMATION SERVICES	2720 Shepherd Of The Hills	Branson	65616	PBTA LC
Taney	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	2720 Shepherd Of The Hills	Branson	65616	PBTA LC
Taney	Office	LABOR & INDUSTRIAL REL-LEAS	DES CONTR FIELD/BRANSON	2720 Shepherd Of The Hills	Branson	65616	PBTA LC

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Taney	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	2720 Shepherd Of The Hills	Branson	65616	PBTA LC
Taney	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	2720 Shepherd Of The Hills	Branson	65616	PBTA LC
Taney	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	2720 Shepherd Of The Hills	Branson	65616	PBTA LC
Taney	Office	ECONOMIC DEVELOPMENT-LEAS	WORKFORCE DEVELOPMENT	2720 Shepherd Of The Hills Exp	Branson	65616	CITY OF SPRINGFIELD-DEPARTMENT
Taney	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	275 Nw Outer Road #B	Branson	65616	MODOT
Taney	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	3044 Shepherd Of The Hills Exp	Branson	65616	LONE STAR DEVELOPMENTS LLC
Taney	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	3044 Shepherd Of The Hills Exp	Branson	65616	LONE STAR DEVELOPMENTS LLC
Texas	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	16798 Oak Hills Drive	Houston	65483	SWARTZ, JERRY J
Texas	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	16798 Oak Hills Drive	Houston	65483	SWARTZ, JERRY J
Texas	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	16798 Oak Hills Drive	Houston	65483	SWARTZ, JERRY J
Texas	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	16798 Oak Hills Drive	Houston	65483	SWARTZ, JERRY J
Texas	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1540 N Hwy 63	Houston	65483	MODOT
Vernon	Office	MENTAL HEALTH-LEASING	DIVISION OF CPS	2201 North Elm	Nevada	64772	WOESTMAN PROPERTIES LLC
Vernon	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	330 S. Prewitt	Nevada	64772	OLD CHARTER VENTURES LLC
Vernon	Office	ECONOMIC DEVELOPMENT-LEAS	WORKFORCE DEVELOPMENT	621 East Highland	Nevada	64772	MCKINNEY INVESTMENT PROPERTIES
Vernon	Office	ELEM & SEC EDUCATION-LEAS	OFFICE OF ADULT LEARNING & REH	621 East Highland	Nevada	64772	MCKINNEY INVESTMENT PROPERTIES
Vernon	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	621 East Highland	Nevada	64772	MCKINNEY INVESTMENT PROPERTIES
Vernon	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	621 East Highland	Nevada	64772	MCKINNEY INVESTMENT PROPERTIES
Vernon	Office	PUBLIC SAFETY-LEASING	MISSOURI VETERANS COMMISSION	621 East Highland	Nevada	64772	MCKINNEY INVESTMENT PROPERTIES
Vernon	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	621 East Highland	Nevada	64772	MCKINNEY INVESTMENT PROPERTIES
Vernon	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	621 East Highland	Nevada	64772	MCKINNEY INVESTMENT PROPERTIES
Vernon	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	29003 S. 1850 Road	Sheldon	64784	SPRENKLE, PAUL E
Vernon	Office	MENTAL HEALTH-LEASING	DIVISION OF DD	2041-A E. Hunter Road	Nevada	64772	LACLAIR INVESTMENTS III LLC
Warren	Office	OFFICE ADMINISTRATION-LEAS	DFMDC-REAL ESTATE SERVICES	3409 N. Highway 47	Warrenton	63383	INGRAM LEASING INC
Warren	Office	CORRECTIONS-LEASING	WARRENTON SATELLITE	3409 N. Highway 47	Warrenton	63383	INGRAM LEASING INC
Warren	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	513 West Booneslick	Warrenton	63383	LMD ASSOC LLC
Warren	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	513 West Booneslick	Warrenton	63383	LMD ASSOC LLC
Warren	Office	SOCIAL SERVICES-LEASING	FSD IM NORTHEAST REGION	513 West Booneslick	Warrenton	63383	LMD ASSOC LLC
Washington	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	10235 W State Hwy E	Potosi	63664	COURTOIS, PATSY L
Washington	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	10235 W State Hwy E	Potosi	63664	COURTOIS, PATSY L
Washington	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	10235 W State Hwy E	Potosi	63664	COURTOIS, PATSY L
Wayne	Office	HEALTH & SENIOR SERVICES-LEAS	DIV OF SENIOR & DISABILITY SRV	23 Southtowne Drive	Potosi	63664	SIMPSON, MARTY
Wayne	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	Hwy 49 Route 2 Box 26351	Piedmont	63957	FERGUSON, ARTHUR H
Wayne	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHEAST REGION	Hwy 49 Route 2 Box 26351	Piedmont	63957	FERGUSON, ARTHUR H
Wayne	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	Hwy 49 Route 2 Box 26351	Piedmont	63957	FERGUSON, ARTHUR H
Wayne	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	109 Walnut Street Courthouse	Piedmont	63957	FERGUSON, ARTHUR H
Webster	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	222 East Commercial	Greenville	63644	COUNTY OF WAYNE-CDBG
Webster	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	222 East Commercial	Marshfield	65706	HOKE BROTHERS ENTERPRISES
Webster	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	201 E. Washington	Marshfield	65706	HOKE BROTHERS ENTERPRISES
Webster	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	288 Pineak Loop	Marshfield	65706	SPRIGGS ENTERPRISES INC
Webster	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	100 W. Clinton Street	Marshfield	65706	MODOT
Webster	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	210 W. Maple	Marshfield	65706	CITY OF ROGERSVILLE
Worth	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	110 E 1st Street	Grant City	64456	MARSHFIELD LIONS CLUB
Wright	Office	HEALTH & SENIOR SERVICES-LEAS	FSD IM NORTHWEST REGION	110 E 1st Street	Grant City	64456	HOUK, SCOTT
Wright	Office	SOCIAL SERVICES-LEASING	CHILDREN'S DIVISION	1801 N. Talcott	Mountain Grove	65711	HOUK, SCOTT
Wright	Office	SOCIAL SERVICES-LEASING	FSD IM SOUTHWEST REGION	1801 N. Talcott	Mountain Grove	65711	SWARTZ, JERRY J
Wright	Office	PUBLIC SAFETY-LEASING	STATE HIGHWAY PATROL	1801 N. Talcott	Mountain Grove	65711	SWARTZ, JERRY J
Wright	Office	CORRECTIONS-LEASING	DIV OF PROBATION & PAROLE	8675 Old Route 60	Mountain Grove	65711	MODOT
Wright	Office	JUDICIARY-LEASING	COURT OF APPEALS	124 South Main Street	Hartsville	65667	PROGRESSIVE OZARK BANK
St Louis City	Office			815 Olive Street	St Louis	63101	ST LOUIS US CUSTOM HOUSE &

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St. Louis City	Office	ATTORNEY GENERAL	ATTORNEY GENERAL	815 Olive Street	St. Louis	63101-1531	ST LOUIS US CUSTOM HOUSE &
St. Louis City	Office	HEALTH & SENIOR SERVICES-LEAS	DEPT OF HEALTH & SENIOR SVS	815 Olive Street	St. Louis	63101	ST LOUIS US CUSTOM HOUSE &
St. Louis City	Office	ECONOMIC DEVELOPMENT-LEAS	MO COUNCIL ON THE ARTS	815 Olive Street	St. Louis	63101	ST LOUIS US CUSTOM HOUSE &
St. Louis City	Office	SECRETARY OF STATE-LEASING	SECRETARY OF STATE	1114 Market St.	St. Louis	63101	ST LOUIS US CUSTOM HOUSE &
St. Louis City	Office	SOCIAL SERVICES-LEASING	FSD IM ST LOUIS REGION	4525 S. Kingshighway Blvd.	St. Louis	63112-3434	BETTER FAMILY LIFE
St. Louis City	Office	ATTORNEY GENERAL-LEASING	ADJUTANT GENERAL	815 Olive Street	St. Louis	63101-1531	OLIVER PROPERTIES MANAGEMENT
St. Louis City	Office	ELEM & SEC EDUCATION-LEAS	DEPT ELEM & SEC EDUCATION	4041 Forest Park Ave	St. Louis	63108-3213	CENTER FOR EMERGING
St. Louis City	Office	OFFICE ADMINISTRATION-LEAS	DIV OF INFORMATION SERVICES	4240 Duncan Avenue	St. Louis	63110	CENTER FOR EMERGING
St. Louis City	Office	ECONOMIC DEVELOPMENT-LEAS	DEPT OF ECONOMIC DEVELOP	4240 Duncan Avenue	St. Louis	63110	CENTER FOR EMERGING
Camden	Recruiting Offices	REVENUE-LEASING	DEPARTMENT OF REVENUE	98 Hwy 5	Camden	65020	NELSON, JAMES L AND
Christian	Recruiting Offices	PUBLIC SAFETY-LEASING	ADJUTANT GENERAL	5499 N. 17Th Street	Ozark	65721	MARKET PLACE VENTURES LLC
Clay	Recruiting Offices	PUBLIC SAFETY-LEASING	ADJUTANT GENERAL	7829 North Oak Trafficway	Kansas City	64118	GREY OAKS INCORPORATED
Jackson	Recruiting Offices	PUBLIC SAFETY-LEASING	ADJUTANT GENERAL	3801 S Noland Rd.	Independence	64055	NOLAND VIEW BACELINE LLC
Johnson	Recruiting Offices	PUBLIC SAFETY-LEASING	ADJUTANT GENERAL	708 South Maguire	Warrensburg	64093	DELOZIER, VANCE A
Pulaski	Recruiting Offices	PUBLIC SAFETY-LEASING	ADJUTANT GENERAL	320 Ichor	Waynesville	65688	WARREN DAVIS PROPERTIES XV LLC
St. Louis	Recruiting Offices	PUBLIC SAFETY-LEASING	ADJUTANT GENERAL	5819 South Lindbergh Blvd.	St. Louis	63123	YALCIN, ENVER
Boone	Residential	SOCIAL SERVICES-LEASING	ADJUTANT GENERAL	2424 North Lindbergh	Floissant	63033	MISSION HILLS DEVELOPMENT
Callaway	Residential	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	1240 & 1250 East Brown School Rd	Columbia	65202	WBB PROPERTIES INC
Cape Girardeau	Residential	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	211 West 12Th Street	Fulton	65251	WILLIAM WOODS UNIVERSITY
Greene	Residential	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	609 N. Middle	Cape Girardeau	63702	SOUTHEAST MISSOURI UNIVERSITY
Greene	Residential	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	918 S. Jefferson	Springfield	65806	BRYAN PROPERTIES I LLC
Greene	Residential	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	3990 West Sunshine	Springfield	65802	BLANDWAL, INC
Vernon	Residential	SOCIAL SERVICES-LEASING	DYS DIVISION OF YOUTH SERVICES	914 S. Jefferson	Springfield	65806	BRYAN PROPERTIES I LLC
Dent	Residential	OFFICE ADMINISTRATION-LEAS	DYS DIVISION OF YOUTH SERVICES	3992 W. Sunshine	Springfield	64772	BLANDWAL, INC
Dunklin	School	ELEM & SEC EDUCATION-LEAS	NON-STATE AGENCY TENANT LEASES	2201 North Elm	Nevada	65660	WOESTMAN PROPERTIES III LLC
Howell	School	ELEM & SEC EDUCATION-LEAS	MO SCHOOLS FOR SEVER DISABLED	100 South Warfel Street Mtn	Salem	65660	STAUFFER PROPERTIES III LLC
Miller	School	ELEM & SEC EDUCATION-LEAS	MO SCHOOLS FOR SEVER DISABLED	111 Highway 162	Clarkton	63837	MACO MANAGEMENTCO INC
St. Francois	School	ELEM & SEC EDUCATION-LEAS	MO SCHOOLS FOR SEVER DISABLED	1715 Wayhaven Dr	West Plains	65775	STAUFFER PROPERTIES III LLC
Stoddard	School	ELEM & SEC EDUCATION-LEAS	MO SCHOOLS FOR SEVER DISABLED	114 N Spruce Mtn	Eldon	65026	AM-RB INVESTMENTS LLC
Wright	School	ELEM & SEC EDUCATION-LEAS	DIV OF HUMAN SERVICES	901 Progress Drive	Farmington	63640	PBSH LIMITED LC
			MO SCHOOLS FOR SEVER DISABLED	910 Nina Street	Dexter	63841	HOLDEN INVESTMENTS INC
			MO SCHOOLS FOR SEVER DISABLED	502 W 5Th St	Mt Grove	65711	STAUFFER PROPERTIES II LLC

SECTION 002413

SCOPE OF SERVICES AND PERFORMANCE REQUIREMENTS

GENERAL INFORMATION

This fixed unit price, indefinite quantity type contract is for the performance of telephone and data equipment premise wire installation and maintenance. Historically, the primary requirement for previous contracts for wiring/installation contracts has been for office moves and rearrangements; however, the Contractor may also be involved with major installations in state owned facilities as well as state leased office space due to office moves and rearrangements or may be requested to provide telephone and data wire and installation for any new facilities that are under construction. The specific work requirements will be identified in job orders issued by the Owner.

The state of Missouri desires to improve the efficiency in the provision of telecommunications and data wiring services to reduce overall costs, enhance project completion times, and reduce travel time and trip charges and to have access to the latest product technology.

BACKGROUND: Telephone services for state agencies in the state of Missouri are primarily provided by Centrex service; however, other service and line types can be ordered by agencies with offices where Centrex is not available, premise equipment throughout the state is predominately state-owned single-line and proprietary instruments behind Centrex or Private Branch Exchange (PBX) and electronic or digital key telephone systems (EKTS)/(DKTS) purchased under state contract. The EKTS/DKTS and PBX contracts provide installation and maintenance of the system which includes wiring services. The station equipment contracts under which standard and proprietary Nortel (DMS100) single-line and multi-line instruments are purchased do not provide for installation of the instruments or for the maintenance.

MOBILIZATION

The contractor's mobilization shall be complete and the contractor shall be fully capable of performing job orders within 15 working days of the date of notice to proceed.

DOCUMENTS

The following documents shall be used in the execution of work under this contract and are included herein by reference.

2. These specifications in their entirety.
3. All relevant National, State and Local laws, regulations and codes.
4. All information contained in the contractor's proposal to the Owner.

QUALITY ASSURANCE/QUALITY CONTROL PROGRAM

The contractor shall submit for Owner approval a Quality Control Plan within 15 calendar days of the notice of intent to award. This plan should address all aspects of quality control as presented in the bid, including responsibility for surveillance of work documentation, corrective action and interface with the State of Missouri inspectors.

JOB ORDER AUTHORIZATION

With the exception of emergencies, any work required under this contract shall be ordered by issuance of formal, written Work Authorizations per the following process.

1. The Owner's Representative will notify the contractor of an existing requirement by issuance of a request for proposal (RFP).
2. Upon receipt of the RFP, the contractor shall respond within five (5) working days, or as otherwise instructed by the Owner's Representative (two hours in emergencies) by contacting the Owner's Representative to schedule a site visit or to further define the scope of the requirement
3. The Contractor shall prepare a **Job Order Proposal** further defining and restating the scope and providing a line item proposal of the individual tasks, quantities, cost and completions schedule. Unit Price labor wage rates will be used to determine this cost.
4. The Unit Price rates shall serve as the basis for establishing the value of the work to be performed.
5. Upon receipt of the Contractor's proposal, the Owner will review the proposal for completeness and will reach agreement with the contractor on quantities, schedule and all other terms prior to issuance of a Work Authorization.
6. The Owner will issue a formal Work Authorization containing the Job Order Proposal and establishing the scope of work, start date, price and schedule. This Work Authorization will be the contractor's notice to proceed with an individual project.
7. In the event the Owner does not issue a formal work authorization after receipt of the contractor's proposal, the Owner is not obligated to reimburse the contractor for any costs incurred in the preparation of the contractor's proposal.
8. In the event of emergency requirements for service, the procedures above will be expedited upon receipt of a verbal work authorization from the Owner's Representative. Work will commence as required and documentation will be provided as soon as possible.
9. The Owner's Representative will determine on a project basis the requirements for liquidated damages.

1. PERFORMANCE REQUIREMENTS

- a. The contractor shall provide copper and fiber optic telecommunications and data wiring products and installation services required to satisfy the requirements contained herein for any department of the State of Missouri (referred to hereinafter as "state agency").
 - i. The contractor shall understand and agree that the State of Missouri cannot guarantee the use of any specific quantities of the contractor's services.
 - ii. The contractor shall understand and agree that the contract(s) shall not be construed to be an exclusive contract; that other contracts exist and will continue to be utilized for similar or identical services in the identified regions; and that other contracts may be established at the sole option of the State of Missouri, which may include similar or identical services.
- b. The awarded contract must provide the required services for all counties for the State of Missouri.
- c. The contractor shall provide the required services for projects that are considered by the state agency as "new construction", as well as projects that are considered expansions, modifications, or maintenance in current buildings.

2. CONTRACTOR STAFFING REQUIREMENTS:

- a. The contractor's organization and/or technicians be located within, or sub-contract with, other organizations that currently located within the county in which the contractor provides telecommunications and data wiring products and services.
- b. The contractor must have demonstrated successful experience in the installation of both telecommunications and data cabling in large commercial buildings or office complexes utilizing both copper and fiber optic products.
- c. The contractor shall provide competent personnel who shall be in charge of the work in progress. The name(s) of the individual(s) assigned and their supervisor(s) shall be verbally communicated to the State of Missouri's on-site coordinator, or in writing, if requested by the agency, prior to the start of work.
- d. The contractor must possess and maintain sufficient resources, including adequate staffing of trained personnel, to meet the requirements of the state agency as set forth herein.

3. INSTALLATION STANDARDS:

- a. The contractor must perform all services in compliance with Electronic Industries Association/Telecommunications Industry Association (EIA/TIA) standards.
- b. All work and materials shall comply with all State and Federal laws, municipal ordinances, regulations, and directions of inspectors appointed by proper authorities having jurisdiction. If the contractor's work is at anytime in violation of applicable codes, the contractor shall correct the situation at no cost to the State.
- c. All cabling, wiring, and/or other hardware installed shall be in accordance with the current National Electrical Code, National Electrical Safety Code, and state and local codes and ordinances and standard industrial practices.

4. WIRING INSTALLATION REQUIREMENTS:

- a. The contractor shall furnish all labor and materials, unless otherwise specified by the agency, required for the successful completion of the work described herein.
- b. The contractor shall be allowed access to state buildings, including docks and elevators (where available), in order to carry out the required work. However, the contractor must agree and understand that scheduling of work activity must not cause unnecessary disruption of state activities, including physical plant activities.
- c. The State of Missouri will make available secure space at each site for the use of the contractor to receive and store materials and/or equipment. This space will be provided only during the duration of a specific work order. The contractor or his designated employee shall be responsible to receive and accept any and all material and/or equipment upon delivery by common carrier.
- d. The contractor shall take necessary precautions at all times to protect and preserve all materials, supplies, and equipment, as well as work in progress, from damage due to theft or vandalism.
- e. The contractor shall adhere to all sign-in procedures as required by the state agency. If no procedures are in place, the contractor shall report to the state agency on-site coordinator when the work begins and when the job is finished.
- f. The contractor shall coordinate all work with the requesting state agency's on-site coordinator and, if requested by the state agency, the Office of Administration-Division of Facilities Management, Design and Construction, and/or the Information Technology Services Division.
- g. The contractor shall agree that prior to commencement of any installation, the State of Missouri on-site coordinator and, if requested by the state agency, the Division of Facilities Management, Design and Construction, and/or the Information Technology Services Division, shall review all cable routing plans for final approval.
- h. The contractor shall not drill any holes or make other openings in wall, floors, or ceilings without the consent of the building manager, facility landlord, or state agency coordinator. The contractor shall be responsible for such activities unless directed by the ordering state agency.

- i. The contractor shall replace, restore, or bring to original condition any damage to floors, ceilings, walls, furniture, grounds, pavement, etc, caused by the contractor's personnel and operations. Any damage or disfigurement shall be restored at the contractor's expense.
- j. The contractor shall install telephone or data wiring as specified by the authorized agency coordinator. The agency, with the assistance of the Division of Facilities Management, Design and Construction, and/or the Information Technology Services Division if requested, shall identify the application to be run on the wire and identify the type and category of cable to be installed. All materials used in a wiring run must meet or exceed the specified category.
- k. Voice termination in the telephone/data closet shall be on existing, if available, or contractor provided connecting blocks or patch panels as specified by the ordering agency. Data terminations in the telephone/data closet shall be on data blocks or patch panels as specified by the agency. All terminated wires shall be clearly labeled.
- l. The contractor shall terminate all wiring runs, providing all materials and labor necessary to meet the state agency requirements.

5. CABLE RECORDS AND TESTING REQUIREMENTS:

1. The contractor shall update current cable records, and establish new cable records where required.
2. The contractor shall agree and understand that existing cable records and those established by the contractor pursuant to the contract shall be the property of the State of Missouri.
3. The contractor shall test all installed circuits for continuity to the jack using appropriate test instruments. Any circuits failing such test shall be repaired or replaced by the contractor prior to acceptance.
4. The contractor shall test all newly installed telephone circuits by obtaining dial tone and completing a call using the new circuit, both inbound and outbound, from the station jack.
5. The contractor shall tag or otherwise identify both ends of all cable it installs.
6. Each wall plate shall be numbered and labeled by the contractor with a permanent type label. Wiring numbering should have an organized scheme and labeled at the block and jack.
7. All category 5e and category 6 installations must be certifiable by the contractor. Actual testing and certification shall only be required upon special request by agency. Any certifications required either at the time of installation or at a later time, shall be performed at the appropriate Unit Price rates (UPR).

6. SERVICE PREPARATION AND RESPONSE REQUIREMENTS:

- a. The contractor shall agree and understand that all orders for work shall be in writing, except as otherwise described herein, and shall be in the form of a properly approved order.

- i. Upon receipt of a request for services, the contractor shall perform all-inclusive wiring runs for approval by the authorized state agency coordinator prior to beginning work. In the event the state agency requests the contractor in writing to visit the site and assist the agency in determining the specific materials and labor needed for a task, the contractor may charge the state agency for the on-site time spent assisting at the price(s) per hour stated on UPR listed in 004322. If, however, the contractor visits the state agency location for the purpose of determining the materials and labor needed for a specific task without a written request from the state agency for such a visit, the contractor shall not charge for that service.
- b. The contractor shall complete all written orders for adds, moves and changes within five state workdays or less after receipt of the executed Job Order unless otherwise agreed to by the state agency.
- c. The contractor shall respond to requests for routine repair or maintenance service within eight (8) business hours after the request for service is made.
 - i. Response shall be defined as a technician qualified to perform the requested service on site.
 - ii. Response must be by 3:00 p.m. the following state workday.
 - iii. Requests for routine repair service made on Friday, or the day proceeding a State holiday, shall be responded to by 3:00 p.m. on the next following state workday.
- d. The contractor must respond to claims of unacceptable service within eight (8) business hours of notification by a state agency.
 - i. Response shall be defined as a technician qualified to correct the unacceptable condition on-site.
- e. The contractor must respond to requests for emergency repair service within four (4) business hours. Such requests may be made verbally by any authorized state agency coordinator and later confirmed in writing. The final determination of what constitutes an emergency shall be made by the state agency.
 - i. Response shall be defined as a technician qualified to correct the unacceptable condition on-site.

7. CROSS-CONNECTION REQUIREMENTS:

- a. The contractor shall provide the install cross-connecting wire between the telephone company network interface (demarcation) and the State's connecting block.
- b. The contractor shall provide and install required cable and punch-down blocks or patch panels to interconnect telecommunication closets and equipment rooms on an as needed, if needed basis.

8. REQUIREMENTS FOR ADDS, MOVES AND CHANGES:

- a. The contractor shall change cross-connect and line terminations on the connecting blocks to accommodate telephone relocations or re-configurations in accordance with the written instructions provided by the State.
- b. The contractor shall change circuits, cross-connects, or terminations to accommodate relocation or the addition of terminals in accordance with the written instructions provided by the State .

9. MAINTENANCE AND REPAIR REQUIREMENTS:

- a. The contractor shall, upon request or an authorized agency representative , troubleshoot and repair telephone and data cabling in state owned or leased buildings throughout the specified region.

10. INVOICING AND PAYMENT REQUIREMENTS:

- a. The contractor shall invoice the state agency in accordance with the provisions and requirements herein.
- b. The contractor shall understand and agree that all payments shall be the responsibility of the ordering state agency.
- c. The contractor shall not invoice, nor be reimbursed for travel time or expenses to or from the contractor's site and the state agency location, regardless of the type of work performed.

11. OTHER:

- a. **Single Point of Contact:** The contractor must function as the single point of contact for the state, regardless of any subcontract arrangements for all products and services. This shall include assuming responsibility and liabilities for all problems relating to all services provided.
- b. **Interface with land lords, other contractors, subcontractors, and trade unions:** In addition to coordination with state agency personnel, the contractor must successfully coordinate its assigned projects with land lords and their contractors, subcontractors, and trade unions in leased state facilities, as well as any other contractors concurrently performing work for the State of Missouri.

**STATE OF MISSOURI
CONSTRUCTION SERVICES CONTRACT**

THIS AGREEMENT, made this ____ day of _____, by and between _____, (hereinafter called the "Contractor") and the State of Missouri, (hereinafter called the "Owner"), represented by the Office of Administration, Division of Facilities Management, Design and Construction.

WITNESSETH, that the Contractor and the Owner, for the consideration stated herein, agree as follows:

ARTICLE 1 - GENERAL STATEMENT OF WORK

- A. The Contractor will perform an undetermined quantity of construction services, including maintenance, repair, and capital improvement projects, at State of Missouri facilities located in the following counties:

Statewide – all counties
- B. The Owner will issue a Request for Proposal for each project that will describe in detail the Work required, as set forth further below. The Contractor shall furnish all labor and materials necessary to complete the Work as set out in the Request for Proposal and any related drawings and specifications provided by the Owner at the prices set forth in the Contractor's proposal.
- C. The Owner may request that the Contractor complete several job orders simultaneously. The Owner may also request that the Contractor provide employees to perform services on an hourly basis.
- D. The Contractor shall perform all services in accordance with this Contract and the General Conditions, which are incorporated herein by reference. In the event that there is a conflict between the terms of this Contract and the General Conditions, this Contract shall prevail.
- E. Each job order performed under this contract shall not exceed \$74,999.99. The cumulative annual total of individual job orders under this contract shall not exceed \$1,000,000. The Contractor shall understand and agree that the Owner does not guarantee any specific usage of the Contractor's services.

ARTICLE 2 - REQUESTS FOR PROPOSALS AND JOB ORDER RELEASE PROCEDURES

- A. The Owner's Representative will issue a detailed description of each proposed job order to be performed under this contract on the Request for Proposal (RFP) form. If necessary, the description will include drawings and specifications.
- B. Various employees of the Owner may issue a Request for Proposal to the Contractor under this contract. Unless informed otherwise by the Owner, the Owner's Representative for that job order shall be the employee of the Owner who issues the Request for Proposal. The Contractor should direct all communication regarding a job order to the Owner's Representative for that job order.
- C. A Request for Proposal issued by the Owner's Representative is for information only. The Contractor should not begin any work until receiving a Notice to Proceed from the Owner.

- D. Within ten (10) working days after receipt of a Request for Proposal, the Contractor shall submit a proposal for the cost and the time necessary to execute the Work described therein. The Contractor shall submit its proposal on the appropriate Detailed Breakdown form. Subcontractors may use the appropriate Detailed Breakdown form or submit its proposal on letterhead, provided the same level of detail is included. All proposals shall include a Detailed Breakdown of costs using the contract rates.
- E. Within ten (10) working days after the Owner issues a Request for Proposal, the Contractor must inspect the job site and must present to the Owner a written proposal that contains the following information:
1. The type(s) of services required to complete the job order, including any work required off site.
 2. The number of man-hours of each type of service required to complete the job order.
 3. A complete list of building materials, supplies and/or tools and equipment, including specialty tools and equipment owned by the Contractor, that will be required to complete the job order.
 4. A firm, fixed price for all materials, supplies and/or tools and equipment the Contractor shall supply based on costs as indicated on the Bid Form. The list must be presented whether or not the Contractor shall provide some or all of the materials, supplies and/or tools and equipment for the project. Each item(s) supplied costing over one hundred dollars (\$100.00) each shall be itemized as a single line item on the Contractor's material list.
 5. A guaranteed not-to-exceed total price for completing the specific job order based on the number of hours required to complete the job order for each type of service, plus the cost of materials and supplies and/or owned, rented or leased tools and equipment provided based on the current National Rental Register or the percentage added to net cost as indicated on the Bid Form.
 6. A completion date of the project.
- F. The Owner reserves the right to accept or reject all or any portion of the Contractor's written proposal. If the Owner accepts the Contractor's written proposal, the Owner will communicate its acceptance by sending to the Contractor written Notice to Proceed with the project within the period mutually agreed upon.
- G. If the Owner is required to cancel a job order after receiving a proposal from the Contractor, a Cancellation Notice will be issued. The Owner shall pay the Contractor's cost to prepare the proposal at a rate of \$100.00 for each job order proposal not awarded within sixty days from the date of receipt of Contractor's written proposal. Should the Owner execute any job order within sixty days, the Contractor agrees and understands that costs to prepare its proposal will not be paid but will be considered part of the overhead and profit of the Contractor.
- H. If an emergency is declared, the Owner may issue an Emergency Service Authorization without having received a detailed proposal from the Contractor.
- I. The Owner will issue a Notice of Acceptance to the Contractor upon completion of a job order.

ARTICLE 3 - TIME OF COMPLETION

- A. This Contract shall be in effect for one year, beginning the date that Notice to Proceed is issued by the Owner. The Owner, at its sole discretion may extend the contract for one additional one-year period at the prices set forth in the Contractor's bid. A time for completion of each individual project shall be established in the Request for Proposal for that job order.

ARTICLE 4 - CONTRACT COMPENSATION

- A. The Owner shall pay the Contractor for the prompt, faithful and efficient performance of the conditions and undertakings of this Contract, as provided in approved proposals for each job order. The Owner shall pay the Contractor within thirty (30) days after presentation of the Contractor's statement of services rendered.

ARTICLE 5 - CONTRACTOR INVOICING

Article 5.4 of the General Conditions is inapplicable to this Contract. The Contractor shall invoice as follows:

- A. Building Projects: The Contractor must submit a monthly invoice itemizing each type of service in hours provided during that month and any materials and supplies provided.
 - 1. If the Contractor is working on more than one job order in a month, the Contractor must invoice each job order separately.
 - 2. The Contractor's total invoices for any job order shall not exceed the guaranteed not-to-exceed price stated in the Contractor's approved proposal or any Owner approved change orders thereto.
 - 3. The Owner will compensate the Contractor for the total amount of the invoice upon the Contractor's completion and the Owner and/or state agency's inspection and acceptance of the job order.
 - 4. The Contractor shall be paid for the number of hours (sixty (60) minutes equal one hour) required to complete each job order at the firm, fixed price per hour as bid on the pricing page for regular time, and contained in the Contractor's approved proposal for each type of service required.
 - 5. Overtime will be paid only if approved by the Owner's Representative in writing as part of the Contractor's written proposal or any written change orders thereto for a job order.
- B. Hourly Work: When providing services on an hourly basis (sixty (60) minutes equal one hour), the Contractor shall be compensated at the rate indicated on the Contractor's proposal for the particular type(s) of service(s) provided. Hourly work shall be regular time unless specifically authorized in writing by the Owner's Representative.
 - 1. The Contractor must submit a monthly invoice (separate from other job order invoices) itemizing each type of service in hours provided on an hourly basis during that month.

2. If the Owner's Representative requires the Contractor's qualified personnel to work overtime while providing service on an hourly basis, the Contractor may invoice those overtime hours at the firm fixed price as bid on the pricing page for overtime.
- C. Materials, Supplies, Tools and Equipment: In the event that the Contractor is providing building materials and supplies and/or rented or leased tools and equipment, then the Contractor shall be paid the Contractor's net cost, plus a firm, fixed percentage over net cost as quoted on the Bid Forms. In the event that the Contractor provides specialty tools or equipment that the Contractor owns, the Contractor shall be paid for the use of such specialty tools or equipment in accordance with the price(s) contained in the Contractor's original bid.
- D. The Contractor must submit invoices and all required paperwork to the Owner's Representative for each individual job order at the address provided by the Owner's Representative.

ARTICLE 6 - PERFORMANCE

- A. After receiving Notice to Proceed from the Owner, the Contractor shall provide the qualified personnel, tools, and equipment necessary for completing the job order and any or all materials and supplies required. Allowance will be made for materials and supplies, lead times, shipping schedules, etc., if needed.
- B. The Owner may or may not provide some or all building materials, supplies and/or tools and equipment required to complete the projects. The Contractor shall be required to provide all building materials, supplies and/or tools and equipment required for the projects that the Owner does not provide.
- C. Each day when coming to work on a project, the Contractor's employees must sign in with the Owner's Representative or the Building Manager to notify them of their arrival. Likewise when leaving for the day the Contractor's employees must sign out with the Owner's Representative or Building Manager. **The Contractor is responsible for providing its own sign-in sheet for each project and will only be reimbursed for hours actually worked as evidenced by the sign-in sheet.**
- D. Upon completion of a job order, the Owner's Representative shall inspect the project and provide the Contractor with a Notice of Acceptance to verify the completion date and acceptability of the completed project. If the project is not acceptable to the Owner's Representative, the Contractor shall take corrective action as determined necessary by the Owner's Representative.
- E. The Contractor shall agree and understand that the Owner may make changes in the scope of a project (size, configuration, etc.) prior to and during the Contractor's work on the project. When the Owner notifies the Contractor of such changes, the Contractor must submit a written change order request to the Owner if there are any changes in the types of services, the number of man-hours of each type of service, the building materials and supplies, the guaranteed not-to-exceed price, and/or the time frames for completion of the service project from the Contractor's approved proposal as a result of the Owner's changes in the scope of the project. The Contractor must receive the Owner's written approval to proceed with the changes specified in the change order before deviating from the Contractor's approved proposal on that particular project.
- F. The Owner reserves the right to require the Contractor to provide operations manuals, as built drawings, equipment warranties, etc., upon completion of each project.

- G. Submittals: As applicable for each job order, the Contractor will submit shop drawings, material and equipment lists and operating and service manuals in accordance with the General Conditions.
- H. Safety Requirements: Contractor and subcontractors at any tier shall comply with section 292.675, RSMo and Article 1.3, E, of the General Conditions.
- I. Hourly Services: Occasionally, the Owner may need the Contractor to provide one or more persons to assist the Owner's staff on a temporary, hourly basis.
 - 1. When requesting qualified personnel to provide service on an hourly basis, the Owner will tell the Contractor: (1) what type(s) of services are needed, and (2) approximately how many hours of each type of service are needed.
 - 2. The Contractor must provide qualified personnel at the facility within eight (8) hours after receiving the request for personnel to assist Owner's staff on an hourly basis, unless the Owner's Representative indicates that the Owner is requesting emergency services.
 - 3. The Contractor must provide qualified personnel at the facility within five (5) hours after receiving a request for emergency services. The Owner shall solely determine the definition of an emergency service.

ARTICLE 7 - CONTRACTOR USE OF PREMISES

- A. During the construction period, the Contractor shall have full use of the premises for construction operations, except as set forth below.
- B. The Contractor's use of the premises may be limited by the Owner's right to perform work or to retain other contractors to perform work on the premises.
- C. The Contractor shall limit its use of the Owner's premises and operations to areas indicated by each job order and the Owner's Representative. The Contractor shall not disturb portions of the site beyond the areas in which the Work is performed.
- D. The Contractor shall allow for Owner occupancy of the premises and use by the public.
- E. The Contractor shall keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees and emergency vehicles at all times. The Contractor shall not use driveways and entranceway for parking or storage of materials. The Contractor shall schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- F. The Contractor shall maintain the existing building in a weather tight condition throughout the construction period, and shall take all precautions necessary to protect the building and its occupants during the construction period. The Contractor shall repair any damage cause by construction operations.
- G. Storage of Materials: The Contractor shall store all materials within project limits. The Contractor shall confine apparatus, materials and operations of workers to locations established by the Owner's Representative. Storage trailer locations shall be subject to approval by the Owner's Representative and will be available to the Contractor at no cost.

- H. Utilities: Each job order will specify availability of utilities. Normally, utilities will be provided from the Owner's facility.
- I. Site Security: Each job order will specify the site security requirements for each project. The Contractor's employees may be required to undergo a background check and obtain a State identification card prior to beginning work.

ARTICLE 8 - OCCUPANCY REQUIREMENTS

- A. The Owner will occupy the site and existing building during the entire construction period. The Contractor shall cooperate with the Owner during construction operations to minimize conflicts and facilitate Owner usage. The Contractor shall perform the Work so as not to interfere with the Owner's operations.
- B. The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to substantial completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.

ARTICLE 9 - WARRANTIES

- A. The Contractor must guarantee all furnished parts and labor for a period of one (1) year from the date of substantial completion, as set forth in Article 3.4 of the General Conditions, unless the Contractor specifies a longer period in the proposal submitted by the Contractor for that job order.
- B. Any damage to the building or equipment because of defective parts and/or prosecution of the project shall be the responsibility of the Contractor.

ARTICLE 10 – COMPLIANCE WITH IMMIGRATION LAWS

- A. The Contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- B. If the Contractor is found to be in violation of this requirement or the applicable laws of the state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the Contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the Contractor from doing business with the state.
- C. The Contractor agrees to cooperate fully with any audit or investigation from federal, state or local law enforcement agencies.

ARTICLE 11 - BONDING AND INSURANCE REQUIREMENTS

- A. The Contractor shall furnish a floating performance and payment bond in the amount of \$300,000 to cover all work performed under this Contract. Should the Owner issue job orders to the Contractor totaling more than \$300,000 at any one time, the Contractor shall furnish an additional bond to

cover the total amount of the outstanding work until the time that the total amount of work falls below \$300,000. The bond shall comply with Article 6.1 of the General Conditions.

B. The Contractor shall furnish a standing Builder's Risk or Installation Floater insurance policy in the amount of \$300,000 to cover all work performed under this Contract. Should the Owner issue job orders to the Contractor totaling more than \$300,000 at any one time, the Contractor shall furnish additional Builder's Risk or Installation Floater coverage for the total amount of the outstanding work until the time that the total amount of work falls below \$300,000. The Builder's Risk or Installation Floater shall comply with Article 6.1 of the General Conditions.

C. The Contractor shall provide all other insurance required by Article 6.2 of the General Conditions.

ARTICLE 12 - CONTRACT DOCUMENTS

A. In addition to this document, as executed by the parties, the Contract shall consist of the following component parts:

1. Section 001116, Invitation for Bid
2. Section 002113, Instructions to Bidders
3. Section 004000, Procurement Forms and Supplements
4. Section 005000, Contracting Forms and Supplements
5. Section 007000, Conditions of the Contract
6. Division 1 – General Requirements
7. Contractor's completed Bid Form (Section 004113) and Unit Prices Form (Section 004322), as accepted by the Owner

ARTICLE 13 – WORK IN NON STATE-OWNED BUILDINGS

A. The State of Missouri has agencies located in buildings or portions of buildings that are privately owned. The property is not owned by the state, therefore the Contractor's work shall follow the laws and policies of the city and county. It shall be the Contractor's responsibility to acquire the required license(s) and permit(s) that the respective city and county may require prior to starting the work in a privately-owned building.

B. Cost for licenses and permits shall be the responsibility of the Contractor.

APPROVED:

Mark Hill, P.E., Director
Division of Facilities Management,
Design and Construction

I, _____, certify that I am
Secretary of the corporation above
named, that _____, who signed said
contract on behalf of the corporation, was
then *President* of said corporation; that
said contract was duly signed for and in
behalf of the corporation by authority of
its governing body, and is within the
scope of its corporate powers.

Secretary



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
AFFIDAVIT FOR AFFIRMATIVE ACTION

PROJECT NUMBER

NAME

First being duly sworn on oath states: that

he/she is the sole proprietor partner officer or manager or managing member of

NAME

a sole proprietorship partnership
 limited liability company (LLC)

or corporation, and as such, said proprietor, partner, or officer is duly authorized to make this

affidavit on behalf of said sole proprietorship, partnership, or corporation; that under the contract known as

PROJECT TITLE

Less than 50 persons in the aggregate will be employed and therefore, the applicable Affirmative Action requirements as set forth in Article 1.4 of the General Conditions of the State of Missouri have been met.

PRINT NAME & SIGNATURE

DATE

--

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSER SEAL	STATE OF	COUNTY (OR CITY OF ST. LOUIS)	USE RUBBER STAMP IN CLEAR AREA BELOW
	SUBSCRIBED AND SWORN BEFORE ME, THIS		
	DAY OF	YEAR	
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES	
NOTARY PUBLIC NAME (TYPED OR PRINTED)			

PERFORMANCE AND PAYMENT BOND FORM

Bond # _____

KNOW ALL MEN BY THESE PRESENTS, THAT we _____
as principal, and _____
_____ as Surety, are held and firmly bound unto the
STATE OF MISSOURI. in the sum of _____ Dollars (\$ _____)
for payment whereof the Principal and Surety bind themselves, their heirs, executors, administrators and successors,
jointly and severally, firmly by these presents.

WHEREAS, the Principal has, by means of a written agreement dated the _____
day of _____, 20_____, enter into a contract with
the State of Missouri for _____

(Insert Project Title and Number)

NOW, THEREFORE, if the Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the State of Missouri, with or without notice to the Surety and during the life of any guaranty required under the contract; and shall also faithfully perform and fulfill all undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said contract that may hereafter be made with or without notice to the Surety; and shall also promptly make payment for materials incorporated, consumed or used in connection with the work set forth in the contract referred to above, and all insurance premiums, both compensation and all other kinds of insurance, on said work, and for all labor performed on such work, whether by subcontractor or otherwise, at not less than the prevailing hourly rate of wages for work of a similar character (exclusive of maintenance work) in the locality in which the work is performed and not less than the prevailing hourly rate of wages for legal holiday and overtime work (exclusive of maintenance work) in the locality in which the work is performed both as determined by the Department of Labor and Industrial Relations or determined by the Court of Appeal, as provided for in said contract and in any and all duly authorized modifications of said contract that may be hereafter made, with or without notice to the Surety, then, this obligation shall be void and of no effect, but it is expressly understood that if the Principal should make default in or should fail to strictly, faithfully and efficiently do, perform and comply with any or more of the covenants, agreements, stipulations, conditions, requirements or undertakings, as specified in or by the terms of said contract, and with the time therein named, then this obligation shall be valid and binding upon each of the parties hereto and this bond shall remain in full force and effect; and the same may be sued on at the instance of any material man, laborer, mechanic, subcontractor, individual, or otherwise to whom such payment is due, in the name of the State of Missouri, to the use of any such person.

AND, IT IS FURTHER specifically provided that any modifications which may hereinafter be made in the terms of the contract or in the work to be done under it or the giving by the Owner of any extension of the time for the performance of the contract or any other forbearance on the part of either the Owner or the Principal to the other, shall not in any way release the Principal and the Surety, or either or any of them, their heirs, executors, administrators and successors, from their liability hereunder, notice to the Surety of any such extension, modifications or forbearance being hereby waived.

IN WITNESS WHEREOF, the above bounden parties have executed the within instrument this _____ day of _____, 20 ____.

AS APPLICABLE:

AN INDIVIDUAL

Name: _____

Signature: _____

A PARTNERSHIP

Name of Partner: _____

Signature of Partner: _____

Name of Partner: _____

Signature of Partner: _____

CORPORATION

Firm Name: _____

Signature of President: _____

SURETY

Surety Name: _____

Attorney-in-Fact: _____

Address of Attorney-in-Fact: _____

Telephone Number of Attorney-in-Fact: _____

Signature Attorney-in-Fact: _____

NOTE: Surety shall attach Power of Attorney



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF FACILITIES MANAGEMENT, DESIGN AND
 CONSTRUCTION
FINAL RECEIPT OF PAYMENT AND RELEASE

PROJECT NUMBER

KNOW ALL MEN BY THESE PRESENT THAT: hereinafter called "Subcontractor" who
 heretofore entered into an agreement with hereinafter called "Contractor", for the performance of
 work and/or furnishing of material for the construction of the project entitled

(PROJECT TITLE, PROJECT LOCATION, AND PROJECT NUMBER)

at

(ADDRESS OF PROJECT)

for the State of Missouri (Owner) which said subcontract is by this reference incorporated herein, in
 consideration of such final payment by Contractor.

DOES HEREBY:

1. ACKNOWLEDGE that they have been **PAID IN FULL** all sums due for work and materials
 contracted or done by their Subcontractors, Material Vendors, Equipment and Fixture
 Suppliers, Agents and Employees, or otherwise in the performance of the Work called for by
 the aforesaid Contract and all modifications or extras or additions thereto, for the construction
 of said project or otherwise.
2. RELEASE and fully, finally, and forever discharge the Owner from any and all suits, actions,
 claims, and demands for payment for work performed or materials supplied by Subcontractor in
 accordance with the requirements of the above referenced Contract.
1. REPRESENT that all of their Employees, Subcontractors, Material Vendors, Equipment and
 Fixture Suppliers, and everyone else has been **paid in full** all sums due them, or any of them,
 in connection with performance of said Work, or anything done or omitted by them, or any of
 them in connection with the construction of said improvements, or otherwise.

DATED this day of , 20 .

NAME OF SUBCONTRACTOR

BY (TYPED OR PRINTED NAME)

SIGNATURE

TITLE

ORIGINAL: FILE/Closeout Documents

[Name of Contractor]

[Company Letterhead (Optional)]

[Contact Information]

REQUEST FOR PROPOSAL FORM

Note: Per State of Missouri Telecom & Data State Wiring Contract, the contractor shall respond within ten (10) working days, or as otherwise instructed by the owners representative (5 hours in emergencies) by contacting the owners representative to schedule a site visit or to further define the scope of the requirement. The contractor shall prepare the job order proposal and return to the owner for approval within the ten (10) working days from receipt of work request. The owner will be responsible to issue a formal Work Authorization containing the Job Order Proposal and establishing the scope of work, start date, and agreed upon price and schedule. This work authorization will be the contractors notice to proceed with an individual project. The contractor's mobilization shall be complete and the contractor shall be fully capable of performing job orders within fifteen (15) working days of the date of the notice to proceed.

ALL Items below must be filled out for a timely response.

Order Date: _____ RFP Due Date: _____

Person Originating Request: _____ Telephone No: _____

P.O. Number: _____ E-mail Address: _____

Address of Building Location for Work _____

____ State Owned ____ Privately Owned (Check One)

BILLING INFORMATION:

Agency Name: _____

Billing Contact Name: _____ E-mail Address: _____

Telephone #: _____ Fax #: _____

Billing Address: _____

Department Requesting Service: _____

Service Address: _____ Floor and Room #: _____

State-Owned Privately-Owned
(Check One)

County: _____ Hours of Business: _____

On Site Contact: _____ E-mail Address: _____

Telephone #: _____ Fax #: _____

DESCRIPTION OF REQUESTED SERVICES



STATE OF MISSOURI
 OFFICE OF ADMINISTRATION
 DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
AFFIDAVIT – COMPLIANCE WITH PREVAILING WAGE LAW

PROJECT NUMBER _____

Before me, the undersigned Notary Public, in and for the County of _____
 State of _____ personally came and appeared _____

 _____ (NAME)
 of the _____
 _____ (POSITION) _____ (NAME OF THE COMPANY)
 (a corporation) (a partnership) (a proprietorship) and after being duly sworn did depose and say that all provisions
 and requirements set out in Chapter 290, Sections 290.210 through and including 290.340, Missouri Revised
 Statutes, pertaining to the payment of wages to workmen employed on public works project have been fully satisfied
 and there has been no exception to the full and completed compliance with said provisions and requirements
 and with Wage Determination No: _____ issued by the
 Department of Labor and Industrial Relations, State of Missouri on the _____ day of _____ 20 ____
 in carrying out the contract and working in connection with _____
 _____ (NAME OF PROJECT)
 Located at _____ in _____ County
 _____ (NAME OF THE INSTITUTION)
 Missouri, and completed on the _____ day of _____ 20 ____

SIGNATURE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSEY OR BLACK INK RUBBER STAMP SEAL	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	YEAR
	NOTARY PUBLIC SIGNATURE	MY COMMISSION EXPIRES
NOTARY PUBLIC NAME (TYPED OR PRINTED)		
USE RUBBER STAMP IN CLEAR AREA BELOW		

FILE: Closeout Documents

GENERAL CONDITIONS

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SECTION 007213 - GENERAL CONDITIONS

- A. These General Conditions apply to each section of these specifications. The Contractor is subject to the provisions contained herein.
- B. The General Conditions are intended to define the relationship of the Owner, the Designer and the Contractor thereby establishing certain rules and provisions governing the operation and performance of the work so that the work may be performed in a safe, orderly, expeditious and workmanlike manner.

ARTICLE 1 – GENERAL PROVISIONS

ARTICLE 1.1 - DEFINITIONS

- A. As used in these contract documents, the following terms shall have the meanings and refer to the parties designated in these definitions.
 - 1. **"COMMISSIONER"**: The Commissioner of the Office of Administration.
 - 2. **"CONSTRUCTION DOCUMENTS"**: The "Construction Documents" shall consist of the Project Manual, Drawings and Addenda.
 - 3. **"CONSTRUCTION REPRESENTATIVE:"** Whenever the term "Construction Representative" is used, it shall mean the Owner's Representative at the work site.
 - 4. **"CONTRACTOR"**: Party or parties who have entered into a contract with the Owner to furnish work under these specifications and drawings.
 - 5. **"DESIGNER"**: When the term "Designer" is used herein, it shall refer to the Architect, Engineer, or Consultant of Record specified and defined in Paragraph 2.0 of the Supplemental Conditions, or his duly authorized representative. The Designer may be either a consultant or state employee.
 - 6. **"DIRECTOR"**: Whenever the term "Director" is used, it shall mean the Director of the Division of Facilities Management, Design and Construction or his Designee, representing the Office of Administration, State of Missouri. The Director is the agent of the Owner.
 - 7. **"DIVISION"**: Shall mean the Division of Facilities Management, Design and Construction, State of Missouri.
 - 8. **"INCIDENTAL JOB BURDENS"**: Shall mean those expenses relating to the cost of work, incurred either in the home office or on the job-site, which are necessary in the course of doing

business but are incidental to the job. Such costs include office supplies and equipment, postage, courier services, telephone expenses including long distance, water and ice and other similar expenses.

- 9. **"JOINT VENTURE"**: An association of two (2) or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills and knowledge.
- 10. **"OWNER"**: Whenever the term "Owner" is used, it shall mean the State of Missouri.
- 11. **"PROJECT"**: Wherever the term "Project" is used, it shall mean the work required to be completed by the construction contract.
- 12. **"PROJECT MANUAL"**: The "Project Manual" shall consist of Introductory Information, Invitation for Bid, Instructions to Bidders, Bid Documents, Additional Information, Standard Forms, General Conditions, Supplemental General Conditions, General Requirements and Technical Specifications.
- 13. **"SUBCONTRACTOR"**: Party or parties who contract under, or for the performance of part or this entire Contract between the Owner and Contractor. The subcontract may or may not be direct with the Contractor.
- 14. **"WORK"**: Labor, material, supplies, plant and equipment required to perform and complete the service agreed to by the Contractor in a safe, expeditious, orderly and workmanlike manner so that the project shall be complete and finished in the best manner known to each respective trade.
- 15. **"WORKING DAYS"**: are all calendar days except Saturdays, Sundays and the following holidays: New Year's Day, Martin Luther King, Jr. Day, Lincoln Day, Washington's Birthday (observed), Truman Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day (observed), Thanksgiving Day, Christmas Day.

ARTICLE 1.2 DRAWINGS AND SPECIFICATIONS

- A. In case of discrepancy between drawings and specifications, specifications shall govern. Should discrepancies in architectural drawings, structural drawings and mechanical drawings occur, architectural drawings shall govern and, in case of conflict between structural and mechanical drawings, structural drawings shall govern.

- B. Specifications are separated into titled divisions for convenience of reference only and to facilitate letting of contracts and subcontracts. The Contractor is responsible for establishing the scope of work for subcontractors, which may cross titled divisions. Neither the Owner nor Designer will establish limits and jurisdiction of subcontracts.
- C. Figured dimensions take precedence over scaled measurements and details over smaller scale general drawings. In the event of conflict between any of the documents contained within the contract, the documents shall take precedence and be controlling in the following sequence: addenda, supplementary general conditions, general conditions, division 1 specifications, technical division specifications, drawings, bid form and instructions to bidders.
- D. Anything shown on drawings and not mentioned in these specifications or vice versa, as well as any incidental work which is obviously necessary to complete the project within the limits established by the drawings and specifications, although not shown on or described therein, shall be performed by the Contractor at no additional cost as a part of his contract.
- E. Upon encountering conditions differing materially from those indicated in the contract documents, the Contractor shall promptly notify the Designer and Construction Representative in writing before such conditions are disturbed. The Designer shall promptly investigate said conditions and report to the Owner, with a recommended course of action. If conditions do materially differ and cause an increase or decrease in contract cost or time required for completion of any portion of the work, a contract change will be initiated as outlined in Article 4 of these General Conditions.
- E. Only work included in the contract documents is authorized, and the Contractor shall do no work other than that described therein or in accordance with appropriately authorized and approved contract changes.

ARTICLE 1.3 - COMPLIANCE WITH LAWS, PERMITS, REGULATIONS AND INSPECTIONS

- A. Since the Owner is the State of Missouri, municipal or political subdivisions, zoning ordinances, construction codes (other than licensing of trades), and other like ordinances are not applicable to construction on Owner's property, and Contractor will not be required to submit drawings and specifications to any municipal or political subdivision, authority, obtain construction permits or any other licenses (other than licensing of trades) or permits from or submit to inspections by any municipality or political subdivision relating to the construction for this project. All permits or licenses

required by municipality or political subdivision for operation on property not belonging to Owner shall be obtained by and paid for by Contractor. Each Contractor shall comply with all applicable laws, ordinances, rules and regulations that pertain to the work of this contract.

- B. Contractors, subcontractors and their employees engaged in the businesses of electrical, mechanical, plumbing, carpentry, sprinkler system work, and other construction related trades shall be licensed to perform such work by the municipal or political subdivision where the project is located, if such licensure is required by local code. Local codes shall dictate the level (master, journeyman, and apprentice) and the number, type and ratio of licensed tradesmen required for this project within the jurisdiction of such municipal or political subdivision.
- C. Equipment and controls manufacturers and their authorized service and installation technicians that do not maintain an office within the jurisdiction of the municipal or political subdivision but are a listed or specified contractor or subcontractor on this project are exempt from Paragraph 1.3 B above.
- D. The Contractor shall post a copy of the wage determination issued for the project and included as a part of the contract documents, in a prominent and easily accessible location at the site of construction for the duration of the project, when prevailing wages are required.
- E. Any contractor or subcontractor to such contractor at any tier signing a contract to work on this project shall provide a ten-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 at least as stringent as an approved OSHA program. The contractor shall forfeit as a penalty to the public body on whose behalf the contract is made or awarded, two thousand five hundred dollars plus one hundred dollars for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training.

ARTICLE 1.4 - NONDISCRIMINATION IN EMPLOYMENT

- A. The Contractor and his subcontractors will not discriminate against individuals based on race, color, religion, national origin, sex, disability, or age, but may use restrictions which relate to bona fide occupational qualifications. Specifically, the

Contractor and his subcontractors shall not discriminate:

1. Against recipients of service on the basis of race, color, religion, national origin, sex, disability or age.
2. Against any employee or applicant, for employment on the basis of race, color, religion, national origin, sex or otherwise qualified disability status.
3. Against any applicant for employment or employee on the basis of age, where such applicant or employee is between ages 40 and 70 and where such Contractor employs at least 20 persons.
4. Against any applicant for employment or employee on the basis of that person's status as a disabled or Vietnam-era veteran.

The Contractor and his Subcontractors will take affirmative action to insure applicants for employment and employees are treated equally without regard to race, color, religion, national origin, sex, disability, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion and transfer; recruitment or recruitment advertising; and selection for training, including apprenticeship. The Contractor and his Subcontractors will give written notice of their commitments under this clause to any labor union with which they have bargaining or other agreements.

- B. The Contractor and his subcontractors shall develop, implement, maintain and submit in writing to the Owner an affirmative action program if at least fifty (50) persons in the aggregate are employed under this contract. If less than fifty (50) persons in the aggregate are to be employed under this contract, the Contractor shall submit, in lieu of the written affirmative action program, a properly executed Affidavit for Affirmative Action in the form included in the contract specifications. For the purpose of this section, an "affirmative action program" means positive action to influence all employment practices (including, but not limited to, recruiting, hiring, promoting and training) in providing equal employment opportunity regardless of race, color, sex, national origin, religion, age (where the person affected is between age 40 and 70), disabled and Vietnam-era veteran status, and disability. Such "affirmative action program" shall include:
 1. A written policy statement committing the total organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;

2. The identification of a person designated to handle affirmative action;
3. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to lay-off, recall, discharge, demotion and discipline;
4. The exclusion of discrimination from all collective bargaining agreements; and
5. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

In the enforcement of this non-discrimination clause, the Owner may use any reasonable procedures available, including, but not limited to: requests, reports, site visits and inspection of relevant documents of contractors and subcontractors.

- C. In the event of the Contractor's or his subcontractor's noncompliance with any provisions of this Article of the Contract, the Owner may cancel this contract in whole or in part or require the Contractor to terminate his contract with the subcontractor.

ARTICLE 1.5 - ANTI-KICKBACK

- A. No employee of the division, shall have or acquire any pecuniary interest, whether direct or indirect, in this contract or in any part hereof. No officer, employee, designer, attorney, or administrator of or for the Owner who is authorized in such capacity and on behalf of the Owner to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project, shall have or acquire any pecuniary interest, whether direct or indirect, in this contract, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the project.

ARTICLE 1.6 - PATENTS AND ROYALTIES

- A. The Contractor shall hold and save the Owner and its officers, agents, servants and employees harmless from liabilities of any nature or kind, including cost and expenses, for, or on account of, any patented or unpatented invention, process, article or appliance manufactured or used in the performance of this contract, including its use by the Owner, unless otherwise specifically stipulated in the contract documents.
- B. If the Contractor uses any design, device or materials covered by letters, patent or copyright, the Contractor shall provide for such use by suitable agreement with the Owner of such patented or copyrighted design, device or material. It is mutually agreed and

understood, without exception, that the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract and shall indemnify the Owner for any cost, expense or damage it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

ARTICLE 1.7 - PREFERENCE FOR AMERICAN AND MISSOURI PRODUCTS AND SERVICES

- A. By virtue of statutory authority a preference will be given to Missouri labor and to products of mines, forests and quarries of the state of Missouri when they are found in marketable quantities in the state, and all such materials shall be of the best quality and suitable character that can be obtained at reasonable market prices, all as provided for in Section 8.280, Missouri Revised Statutes and Cumulative Supplements.
- B. Furthermore, pursuant to Section 34.076 Missouri Revised Statutes and Cumulative Supplements, a preference shall be given to those persons 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. In addition, in order for a non-domiciliary bidder to be successful, his bid must be that same percentage lower than a domiciliary Missouri bidder's bid, as would be required for a Missouri bidder to successfully bid in the non-domiciliary state.
- C. In accordance with the Missouri Domestic Products Procurement Act Section 34.350 RSMo and Cumulative Supplements any manufactured goods or commodities used or supplied in the performance of this contract or any subcontract thereto shall be manufactured, assembled or produced in the United States, unless the specified products are not manufactured, assembled or produced in the United States in sufficient quantities to meet the agency's requirements or cannot be manufactured, assembled or produced in the United States within the necessary time in sufficient quantities to meet the contract requirements, or if obtaining the specified products manufactured, assembled or produced in the United States would increase the cost of this contract for purchase of the product by more than ten percent.

ARTICLE 1.8 - COMMUNICATIONS

- A. All notices, requests, instructions, approvals and claims must be in writing and shall be delivered to the Designer and copied to the Construction Representative for the project except as required by Article 1.12 Disputes and Disagreements, or as otherwise specified by the Owner in writing as stated in Section 012600. Any such notice shall be deemed to have been given as of the time of actual receipt.
- B. The Contractor shall attend on-site progress and coordination meetings, as scheduled by the Construction Representative, no less than once a month.
- C. The Contractor shall ensure that major subcontractors and suppliers shall attend monthly progress meetings as necessary to coordinate the work, and as specifically requested by the Construction Representative.

ARTICLE 1.9 - SEPARATE CONTRACTS AND COOPERATION

- A. The Owner reserves the right to let other contracts in connection with this work. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work and shall properly connect and coordinate his work with theirs.
- B. The Contractor shall consult the drawings for all other contractors in connection with this work. Any work conflicting with the above shall be brought to the attention of the Owner's Representative before the work is performed. If the Contractor fails to do this, and constructs any work which interferes with the work of another contractor, the Contractor shall remove any part so conflicting and rebuild same, as directed by the Owner's Representative at no additional cost to the Owner.
- C. Each contractor shall be required to coordinate his work with other contractors so as to afford others reasonable opportunity for execution of their work. No contractor shall delay any other contractor by neglecting to perform contract work at the proper time. If any contractor causes delay to another, they shall be liable directly to that contractor for such delay in addition to any liquidated damages which might be due the Owner.
- D. Should the Contractor or project associated subcontractors refuse to cooperate with the instructions and reasonable requests of other Contractors or other subcontractors in the overall coordinating of the work, the Owner may take such appropriate action and issue directions, as required, to avoid unnecessary and unwarranted delays.

- E. Each Contractor shall be responsible for damage done to Owner's or other Contractor's property by him/her or workers in his employ through their fault or negligence.
- F. Should a Contractor sustain any damage through any act or omission of any other Contractor having a contract with the Owner, the Contractor so damaged shall have no claim or cause of action against the Owner for such damage, but shall have a claim or cause of action against the other Contractor to recover any and all damages sustained by reason of the acts or omissions of such Contractor. The phrase "acts or omissions" as used in this section shall be defined to include, but not be limited to, any unreasonable delay on the part of any such contractors.

ARTICLE 1.10 - ASSIGNMENT OF CONTRACT

- A. No assignment by Contractor of any amount or any part of this contract or of the funds to be received there under will be recognized unless such assignment has had the written approval of the Director and the surety has been given due notice of such assignment and has furnished written consent thereto. In addition to the usual recitals in assignment contracts, the following language must be set forth: "It is agreed that the funds to be paid to the assignee under this assignment are subject to performance by the Contractor of this contract and to claims or liens for services rendered or materials supplied for the performance of the work called for in said contract in favor of all persons, firms or corporations rendering such services or supplying such materials."

ARTICLE 1.11 - INDEMNIFICATION

- A. Contractor agrees to indemnify and save harmless Owner and its respective commissioners, officers, officials, agents, consultants and employees and Designer, their agents, servants and employees, from and against any and all liability for damage arising from injuries to persons or damage to property occasioned by any acts or omissions of Contractor, any subcontractors, agents, servants or employees, including any and all expense, legal or otherwise, which may be incurred by Owner or Designer, its agents, servants or employees, in defense of any claim, action or suit.
- B. The obligations of the Contractor under this paragraph shall not extend to the liability of the Designer, his agents or employees, arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, contract changes, design or specifications, or (2) giving of or the failure to give directions or instructions by the Designer, his agents or employees as required by this contract

documents provided such giving or failure to give is the primary cause of the injury or damage.

ARTICLE 1.12 - DISPUTES AND DISAGREEMENTS

- A. It is hereby expressly agreed and understood that in case any controversy or difference of opinion arises during construction, best efforts will be given to resolution at the field level. Should those efforts be unsuccessful, the Contractor has the right to appeal in writing, the decision of the Director's Designee to the Director at Room 730 Truman Building, P.O. Box 809, Jefferson City, Missouri 65102. The decision of the Director shall be final and binding on all parties.

ARTICLE 2 -- OWNER/DESIGNER RESPONSIBILITIES

- A. The Owner shall give all orders and directions contemplated under this contract relative to the execution of the work. During progress of work the Owner will be represented at the project site by the Construction Representative and/or Designer, whose responsibilities are to see that this contract is properly fulfilled.
- B. The Owner shall at all times have access to the work whenever it is in preparation or progress. The Contractors shall provide proper facilities for such access and for inspection and supervision.
- C. All materials and workmanship used in the work shall be subject to the inspection of the Designer and Construction Representative, and any work which is deemed defective shall be removed, rebuilt or made good immediately upon notice. The cost of such correction shall be borne by the Contractor. Contractor shall not be entitled to an extension of the contract completion date in order to remedy defective work. All rejected materials shall be immediately removed from the site of the work.
- D. If the Contractor fails to proceed at once with the correction of rejected defective materials or workmanship, the Owner may, by separate contract or otherwise, have the defects remedied or rejected. Materials removed from the site and charge the cost of the same against any monies which may be due the Contractor, without prejudice to any other rights or remedies of the Owner.
- E. Failure or neglect on the part of Owner to observe faulty work, or work done which is not in accordance with the drawings and specifications shall not relieve the Contractor from responsibility for correcting such work without additional compensation.
- F. The Owner shall have the right to direct the Contractor to uncover any completed work.

1. If the Contractor fails to adequately notify the Construction Representative and/or Designer of an inspection as required by the Contract Documents, the Contractor shall, upon written request, uncover the work. The Contractor shall bear all costs associated with uncovering and again covering the work exposed.
 2. If the Contractor is directed to uncover work, which was not otherwise required by the Contract Documents to be inspected, and the work is found to be defective in any respect, no compensation shall be allowed for this work. If, however, such work is found to meet the requirements of this contract, the actual cost of labor and material necessarily involved in the examination and replacement plus 10% shall be allowed the Contractor.
- G. The Designer shall give all orders and directions contemplated under this contract relative to the scope of the work and shall give the initial interpretation of the contract documents.
- H. The Owner may file a written notice to the Contractor to dismiss immediately any subcontractors, project managers, superintendents, foremen, workers, watchmen or other employees whom the Owner may deem incompetent, careless or a hindrance to proper or timely execution of the work. The Contractor shall comply with such notice as promptly as practicable without detriment to the work or its progress.
- I. If in the Owner's judgment it becomes necessary at any time to accelerate work, when ordered by the Owner in writing, the Contractor shall redirect resources to such work items and execute such portions of the work as may be required to complete the work within the current approved contract schedule.

ARTICLE 3 -- CONTRACTOR RESPONSIBILITIES

ARTICLE 3.1 -- ACCEPTABLE SUBSTITUTIONS

- A. The Contractor may request use of any article, device, product, material, fixture, form or type of construction which in the judgment of the Owner and Designer is equal in all respects to that named. Standard products of manufacturers other than those specified will be accepted when, prior to the ordering or use thereof, it is proven to the satisfaction of the Owner and Designer that they are equal in design, strength, durability, usefulness and convenience for the purpose intended.
- B. Any changes required in the details and dimensions indicated on the drawings for the substitution of products other than those specified shall be properly made at the expense of the Contractor requesting the substitution or change.

- C. The Contractor shall submit a request for such substitutions in writing to the Owner and Designer within twenty (20) working days after the date of the "Notice to Proceed." Thereafter no consideration will be given to alternate forms of accomplishing the work. This Article does not preclude the Owner from exercising the provisions of Article 4 hereof.
- D. Any request for substitution by the Contractor shall be submitted in accordance with SECTION 002113 - INSTRUCTIONS TO BIDDERS.
- E. When a material has been approved, no change in brand or make will be permitted unless:
 1. Written verification is received from the manufacturer stating they cannot make delivery on the date previously agreed, or
 2. Material delivered fails to comply with contract requirements.

ARTICLE 3.2 -- SUBMITTALS

- A. The Contractor's submittals must be submitted with such promptness as to allow for review and approval so as not to cause delay in the work. The Contractor shall coordinate preparation and processing of submittals with performance of construction activities.

Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

Submit four (4) copies to the Designer and additional copies as required for the subcontractors and material suppliers. Also provide copies to meet the requirements for maintenance manuals.
- B. All subcontractors' shop drawings and schedules shall be submitted by the Contractor and shall bear evidence that Contractor has received, reviewed, and approved them. Any shop drawings and schedules submitted without this evidence will be returned to the Contractor for resubmission.
- C. The Contractor shall include with the shop drawing, a letter indicating any and all deviations from the drawings and/or specifications. Failure to notify the Designer of such deviations will be grounds for subsequent rejection of the related work or materials. If, in the opinion of the Designer, the deviations are not acceptable, the Contractor will be required to furnish the item as specified and indicated on the drawings.
- D. The Designer shall check shop drawings and schedules with reasonable promptness and approve them only if they conform to the design concept of the project and comply with the information given in the contract documents. The approval shall not relieve the

Contractor from the responsibility to comply with the drawings and specifications, unless the Contractor has called the Designer's attention to the deviation, in writing, at the time of submission and the Designer has knowingly approved thereof. An approval of any such modification will be given only under the following conditions:

1. It is in the best interest of the Owner
 2. It does not increase the contract sum and/or completion time
 3. It does not deviate from the design intent
 4. It is without prejudice to any and all rights under the surety bond.
- E. No extension of time will be granted because of the Contractor's failure to submit shop drawings and schedules in ample time to allow for review, possible resubmission, and approval. Fabrication of work shall not commence until the Contractor has received approval. The Contractor shall furnish prints of approved shop drawings and schedules to all subcontractors whose work is in any way related to the work under this contract. Only prints bearing this approval will be allowed on the site of construction
- F. The Contractor shall maintain a complete file on-site of approved shop drawings available for use by the Construction Representative.

ARTICLE 3.3 – AS-BUILT DRAWINGS

- A. The Contractor shall update a complete set of the construction drawings, shop drawings and schedules of all work monthly by marking changes, and at the completion of their work (prior to submission of request for final payment) note all changes and turn the set over to the Construction Representative. The updates shall show all addenda, all field changes that were made to adapt to field conditions, changes resulting from contract changes or supplemental instructions, and all locations of structures, buried installations of piping, conduit, and utility services. All buried and concealed items both inside and outside shall be accurately located as to depth and referenced to permanent features such as interior or exterior wall faces and dimensions shall be given in a neat and legible manner in a contrasting colored pencil or ink. If approved by the Designer, an electronic file format may be provided.

ARTICLE 3.4 – GUARANTY AND WARRANTIES

- A. General Guaranty
1. Neither the final certificate of payment nor any provision in the contract documents nor partial use or occupancy of the premises by the Owner

shall constitute an acceptance of work not done in accordance with contract requirements.

2. The Contractor or surety shall remedy any defects in the work and pay for any damage to property resulting there from which shall appear within a period of one (1) year from the date of substantial completion unless a longer period is otherwise specified or a differing guaranty period has been established in the substantial completion certificate. The Owner will give notice of observed defects with reasonable promptness.
3. In case of default on the part of the Contractor in fulfilling this part of this contract, the Owner may correct the work or repair the damage and the cost and expense incurred in such event shall be paid by or recoverable from the Contractor or surety.
4. The work will be free from defects not inherent in the quality required or permitted, and that the Work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Contractor's guaranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by the Owner, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment

B. Extended Warranty

Manufacturer's certificates of warranty shall be obtained for all major equipment. Warranty shall be obtained for at least one year. Where a longer period is offered at no additional cost or called for in the specific equipment specifications, the longer period shall govern.

ARTICLE 3.5 -- OPERATION AND MAINTENANCE MANUALS

- A. Immediately after equipment submittals are approved and no later than ten (10) working days prior to the substantial completion inspection, the Contractor shall provide to the Designer three (3) copies of operating instructions and service manuals, containing the following:
1. Start-up and Shut-down Procedures: Provide a step-by-step write up of all major equipment. When manufacturer's printed start-up, trouble shooting and shut-down procedures are available; they may be incorporated into the operating manual for reference.

2. Operating Instructions: Written operating instructions shall be included for the efficient and safe operation of all equipment.
 3. Equipment List: List of all major equipment as installed shall be prepared to include model number, capacities, flow rate, name place data, shop drawings and air and water balance reports.
 4. Service Instructions: Provide the following information for all pieces of equipment.
 - a. Recommended spare parts including catalog number and name of local supplier or factory representative.
 - b. Belt sizes, types, and lengths.
 - c. Wiring diagrams.
 5. Manufacturer's Certificate of Warranty as described in Article 3.4.
 6. Prior to the final payment, furnish to the Designer three (4) copies of parts catalogs for each piece of equipment furnished by him/her on the project with the components identified by number for replacement ordering.
- B. Submission of operating instructions shall be done in the following manner.
1. Manuals shall be in quadruplicate, and all materials shall be bound into volumes of standard 8½" x 11" hard binders. Large drawings too bulky to be folded into 8½" x 11" shall be separately bound or folded and in envelopes, cross referenced and indexed with the manuals.
 2. The manuals shall identify project name, project number, and include the name and address of the Contractor, subcontractors and manufacturers who were involved with the activity described in that particular manual.
 3. Internally subdivide the binder contents with permanent page dividers, logically organized with tab titles clearly printed under reinforced laminated plastic tabs.
 4. Contents: Prepare a Table of Contents for each volume, with each product or system description identified.

drawings, specifications and other instructions and shall promptly notify the Construction Representative and Designer, in writing, any error, inconsistency or omission which may be discovered. The superintendent shall coordinate all work on the project. Any change of the superintendent shall be approved by the Construction Representative.

- B. Contractor shall, at all times, enforce strict discipline and good order among his employees, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her.
- C. The Contractor shall supply sufficient labor, material, plant and equipment and pay when due any laborer, subcontractor or supplier for supplies furnished and otherwise prosecute the work with diligence to prevent work stoppage and insure completion thereof within the time specified.
- D. The Contractor and each of his subcontractors shall submit to the Construction Representative, through the Designer such schedules of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed under this contract.
- E. The Contractor, subcontractors, and material suppliers shall upon written request, give the Owner access to all time cards, material invoices, payrolls, estimates, profit and loss statements, and all other direct or indirect costs related to this work.
- F. The Contractor shall be responsible for laying out all contract work such as layout of architectural, structural, mechanical and electrical work, which shall be coordinated with layouts of subcontractors for general construction work. The Contractor is also responsible for unloading, uncrating and handling of all materials and equipment to be erected or placed by him/her, whether furnished by Contractor or others. No extra charges or compensation will be allowed as a result of failure to verify dimensions before ordering materials or fabricating items.
- G. The Contractor must notify the Construction Representative at least one working day before placing concrete or burying underground utilities, pipelines, etc.
- H. Contractors shall prearrange time with the Construction Representative for the interruption of any facility operation. Unless otherwise specified in these documents, all connections, alterations or relocations as well as all other portions of the work will be performed during normal working hours.
- I. The Contractor shall coordinate all work so there will not be prolonged interruptions of existing equipment

ARTICLE 3.6 – OTHER CONTRACTOR RESPONSIBILITIES

- A. The Contractor shall keep on site, during progress of the work, a competent superintendent satisfactory to the Construction Representative. The superintendent shall represent the Contractor and all agreements made by the superintendent shall be binding. The superintendent shall carefully study and compare all

operation. Any existing plumbing, heating, ventilating, air conditioning or electrical disconnections necessary for the project, which affect portions of this construction or building or any other building must be scheduled with the Construction Representative to minimize or avoid any disruption of facility operations. In no case, unless previously approved in writing by the Construction Representative, shall utilities be left disconnected at the end of a work day or over a weekend. Any interruption of utilities either intentionally or accidentally shall not relieve the Contractor responsible for the interruption from the responsibility to repair and restore the utility to normal service. Repairs and restoration shall be made before the workers responsible for the repair and restoration leave the job.

- J. Contractors shall limit operations and storage of materials to the area within the project, except as necessary to connect to existing utilities, and shall not encroach on neighboring property. The Contractor shall be responsible for repair of their damage to property on or off the project site occurring during construction of project. All such repairs shall be made to the satisfaction of the property owner.
- K. Unless otherwise permitted, all materials shall be new and both workmanship and materials shall be of the best quality.
- L. Unless otherwise provided and stipulated within these specifications, the Contractor shall furnish, construct, and/or install and pay for materials, devices, mechanisms, equipment, all necessary personnel, utilities including, but not limited to water, heat, light and electric power, transportation services, applicable taxes of every nature, and all other facilities necessary for the proper execution and completion of the work.
- M. Contractor shall carefully examine the plans and drawings and shall be responsible for the proper fitting of his material, equipment and apparatus into the building.
- N. The Contractor or subcontractors shall not overload, or permit others to overload, any part of any structure during the performance of this contract.
- O. All temporary shoring, bracing, etc., required for the removal of existing work and/or for the installation of new work shall be included in this contract. The Contractor shall make good, at no cost to the Owner, any damage caused by improper support or failure of shoring in any respect. Each Contractor shall be responsible for shoring required to protect his work or adjacent property and improvements of Owner and shall be responsible for shoring or for giving written

notice to adjacent property owners. Shoring shall be removed only after completion of permanent supports.

- P. The Contractor shall provide at the proper time such material as is required for support of the work. If openings are required, whether shown on drawings or not, the Contractor shall see that they are properly constructed.
- Q. During the performance of work the Contractor shall be responsible for providing and maintaining warning signs, lights, signal devices, barricades, guard rails, fences and other devices appropriately located on site which will give proper and understandable warning to all persons of danger of entry onto land, structure or equipment.
- R. The Contractor shall be responsible for protection, including weather protection, and proper maintenance of all equipment and materials.
- S. The Contractor shall be responsible for care of the finished work and shall protect same from damage or defacement until substantial completion by the Owner. If the work is damaged by any cause, the Contractor shall immediately begin to make repairs in accordance with the drawings and specifications. Contractor shall be liable for all damage or loss unless attributable to the acts or omissions of the Owner or Designer. Any claim for reimbursement shall be submitted in accordance with Article 4. After substantial completion the Contractor will only be responsible for damage resulting from acts or omissions of the Contractor or subcontractors through final warranty.
- T. In the event the Contractor encounters an unforeseen hazardous material, the Contractor shall immediately stop work in the area affected and report the condition to the Owner and Designer in writing. The Contractor shall not be required, pursuant to Article 4, to perform, any work relating to hazardous materials.
- U. In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 4.
- V. Before commencing work, Contractors shall confer with the Construction Representative and facility representative and review any facility rules and regulations which may affect the conduct of the work.
- W. Project signs will only be erected on major projects and only as described in the specifications. If no sign is specified, none shall be erected.

ARTICLE 3.7 -- SUBCONTRACTS

- A. Subcontractor assignments as identified in the bid form shall not be changed without written approval of the Owner. The Owner will not approve changes of a listed subcontractor unless the Contractor documents, to the satisfaction of the Owner that the subcontractor cannot or will not perform the work as specified.
- B. The Contractor is fully responsible to the Owner for the acts and omissions of all subcontractors and of persons either directly or indirectly employed by them.
- C. Every subcontractor shall be bound by the applicable terms and provisions of these contract documents, but no contractual relationship shall exist between any subcontractor and the Owner unless the right of the Contractor to proceed with the work is suspended or this contract is terminated as herein provided, and the Owner in writing elects to assume the subcontract.
- D. The Contractor shall upon receipt of "Notice to Proceed" and prior to submission of the first payment request, notify the Designer and Construction Representative in writing of the names of any subcontractors to be used in addition to those identified in the bid form and all major material suppliers proposed for all parts of the work.

ARTICLE 4 -- CHANGES IN THE WORK

4.1 CHANGES IN THE WORK

- A. The Construction Representative, without giving notice to the surety and without invalidating this contract, may order extra work or make changes by altering, adding to or deducting from the work, this contract sum being adjusted accordingly. All such work shall be executed under the conditions of the original contract. A claim for extension of time caused by any change must be adjusted at the time of ordering such change. No future request for time will be considered.
- B. Each Contract Change shall include all costs required to perform the work including all labor, material, equipment, overheads and profit, delay, disruptions, or other miscellaneous expenses. No subsequent requests for additional compensation including claims for delay, disruption, or reduced efficiency as a result of each change will be considered. Values from the Schedule of Values will not be binding as a basis for additions to or deductions from the contract price.
- C. The amount of any adjustment in this contract price for authorized changes shall be agreed upon before such changes become effective and shall be determined, through submission of a request for proposal, as follows:
 - 1. By an acceptable fixed price proposal from the Contractor. Breakdowns shall include all takeoff

- 2. sheets of each Contractor and subcontractor. Breakdown shall include a listing of each item of material with unit prices and number of hours of labor for each task. Labor costs per hour shall be included with labor burden identified, which shall be not less than the prevailing wage rate, etc. Overhead and profit shall be shown separately for each subcontractor and the Contractor.
- 3. By a cost-plus-fixed-fee (time and material) basis with maximum price, total cost not to exceed said maximum. Breakdown shall include a listing of each item of material with unit prices and number of hours of labor for each task. Labor costs per hour shall be included with labor burden identified, which shall be not less than the prevailing wage rate, etc. Overhead and profit shall be shown separately for each subcontractor and the Contractor.
- 4. By unit prices contained in Contractor's original bid form and incorporated in the construction contract.
- D. Overhead and Profit on Contract Changes shall be applied as follows:
 - 1. The overhead and profit charge by the Contractor and all subcontractors shall be considered to include, but is not limited to: incidental job burdens, small truck (under 1 ton) expense, mileage, small hand tools, warranty costs, company benefits and general office overhead. Project supervision including field supervision and job site office expense shall be considered a part of overhead and profit unless a compensable time extension is granted.
 - 2. The percentages for overhead and profit charged on Contract Changes shall be negotiated, and may vary according to the nature, extent, and complexity of the work involved. However, the overhead and profit for the Contractor or subcontractor actually performing the work shall not exceed 14%. When one or more tiers of subcontractors are used, in no event shall any Contractor or subcontractor receive as overhead and profit more than 3% of the cost of the work performed by any of his subcontractors. In no case shall the total overhead and profit paid by the Owner on any Contract Changes exceed twenty percent (20%) of the cost of materials, labor and equipment (exclusive of Contractor or any Subcontractor overhead and profit) necessary to put the contract change work in place.
 - 3. The Contractor will be allowed to add the cost of bonding and insurance to their cost of work. This bonding and insurance cost shall not exceed 2%

and shall be allowed on the total cost of the added work, including overhead and profit.

4. On proposals covering both increases and decreases in the amount of this contract, the application of overhead and profit shall be on the net change in the cost of the work.
 5. The percentage for overhead and profit to be credited to the Owner on Contract Changes that are solely decreases in the quantity of work or materials shall be negotiated, and may vary according to the nature, extent and complexity of the work involved, but in no case shall be less than ten percent (10%). If the percentage for overhead and profit charged for work added by Contract Changes for this contract has been negotiated to less than 10%, the negotiated rate shall then apply to credits as well.
- E. No claim for an addition to this contract sum shall be valid unless authorized as aforesaid in writing by the Owner. In the event that none of the foregoing methods are agreed upon, the Owner may order the Contractor to perform work on a time and material basis. The cost of such work shall be determined by the Contractor's actual labor and material cost to perform the work plus overhead and profit as outlined herein. The Designer and Construction Representative shall approve the Contractor's daily time and material invoices for the work involved.
- F. If the Contractor claims that any instructions involve extra cost under this contract, the Contractor shall give the Owner's Representative written notice thereof within a reasonable time after the receipt of such instructions, and in any event before proceeding to execute the work. No such claim shall be valid unless so made and authorized by the Owner, in writing.
- G. In an emergency affecting the safety of life or of the structure or of adjoining property, the Contractor, without special instruction or authorization from the Construction Representative, is hereby permitted to act at their discretion to prevent such threatened loss or injury. The Contractor shall submit a claim for compensation for such emergency work in writing to the Owner's Representative.

ARTICLE 4.2 – CHANGES IN COMPLETION TIME

- A. Extension of the number of work days stipulated in the Contract for completion of the work with compensation may be made when:
1. The contractor documents that proposed Changes in the work, as provided in Article 4.1, extends construction activities critical to contract completion date, OR

2. The Owner suspends all work for convenience of the Owner as provided in Article 7.3, OR
 3. An Owner caused delay extends construction activities critical to contract completion (except as provided elsewhere in these General Conditions). The Contractor is to review the work activities yet to begin and evaluate the possibility of rescheduling the work to minimize the overall project delay.
- B. Extension of the number of work days stipulated in the Contract for completion of the work without compensation may be made when:
1. Weather-related delays occur, subject to provisions for the inclusion of a specified number of "bad weather" days when provided for in Section 012100-Allowances, OR
 2. Labor strikes or acts of God occur, OR
 3. The work of the Contractor is delayed on account of conditions which were beyond the control of the Contractor, subcontractors or suppliers, and were not the result of their fault or negligence.
- C. No time extension or compensation will be provided for delays caused by or within the control of the Contractor, subcontractors or suppliers and for concurrent delays caused by the Owner.
- D. The Contractor shall notify the Owner promptly of any occurrence or conditions which in the Contractor's opinion results in a need for an extension of time. The notice shall be in writing and shall include all necessary supporting materials with details of any resultant costs and be submitted in time to permit full investigation and evaluation of the Contractor's claim. The Owner shall promptly acknowledge the Contractor's notice and, after recommendation from the Owner's Representative and/or Designer, shall provide a decision to the Contractor. Failure on the part of the Contractor to provide such notice and to detail the costs shall constitute a waiver by the Contractor of any claim. Requests for extensions of time shall be for working days only.

ARTICLE 5 - CONSTRUCTION AND COMPLETION

ARTICLE 5.1 – CONSTRUCTION COMMENCEMENT

- A. Upon receipt of the "Intent to Award" letter, the Contractor must submit the following properly executed instruments to the Owner:
1. Contract;

2. Performance/payment bond as described in Article 6.1;
3. Certificates of Insurance, or the actual policies themselves, showing that the Contractor has obtained the insurance coverage required by Article 6.2.
4. Written Affirmative Action Plans as required in Article 1.4.

Above referenced items must be received by the Owner within twelve (12) working days after the effective date of the contract. If not received, the Owner may treat the failure to timely submit them as a refusal by the Contractor to accept a contract for this work and may retain as liquidated damages the Contractor's bid bond, cashier's check or certified check as provided in the Instructions to Bidders. Upon receipt the Owner will issue a "Notice to Proceed" with the work to the Contractor.

- B. Within the time frame noted in Section 013200 - Schedules, following receipt of the "Notice to Proceed", the Contractor shall submit to the Owner a progress schedule and schedule of values, showing activities through the end of the contract period. Should the Contractor not receive written notification from the Owner of the disapproval of the schedule of values within fifteen (15) working days, the Contractor may consider it approved for purpose of determining when the first monthly Application and Certification for Payment may be submitted.
- C. The Contractor may commence work upon receipt of the Division of Facilities Management, Design and Construction's "Notice to Proceed" letter. Contractor shall prosecute the work with faithfulness and energy, and shall complete the entire work on or before the completion time stated in the contract documents or pay to the Owner the damages resulting from the failure to timely complete the work as set out within Article 5.4.

ARTICLE 5.2 -- PROJECT CONSTRUCTION

- A. Each Contractor shall submit for the Owner's approval, in reproducible form, a progress schedule showing the rate of progress and the order of the work proposed to carry on various phases of the project. The schedule shall be in conformance with the requirements outlined in Section 013200 – Schedules.
- B. Contractor shall employ and supply a sufficient force of workers, material, and equipment and shall pay when due, any worker, subcontractor or supplier and otherwise prosecute the work with such diligence so as to maintain the rate of progress indicated on the

progress schedule, prevent work stoppage, and insure completion of the project within the time specified.

ARTICLE 5.3 -- PROJECT COMPLETION

- A. Substantial Completion. A Project is substantially complete when construction is essentially complete and work items remaining to be completed can be done without interfering with the Owner's ability to use the Project for its intended purpose.
 1. Once the Contractor has reached what they believe is Substantial Completion, the Contractor shall notify the Designer and the Construction Representative of the following:
 - a. That work is essentially complete with the exception of certain listed work items. The list shall be referred to as the "Contractor's Punch."
 - b. That all Operation and Maintenance Manuals have been assembled and submitted in accordance with Article 3.5A.
 - c. That the Work is ready for inspection by the Designer and Construction Representative. The Owner shall be entitled to a minimum of ten working days notice before the inspection shall be performed.
 2. If the work is acceptable, the Owner shall issue a Certificate of Substantial Completion, which shall set forth the responsibilities of the Owner and the Contractor for utilities, security, maintenance, damage to the work and risk of loss. The Certificate shall also identify those remaining items of work to be performed by the Contractor. All such work items shall be complete within 30 working days of the date of the Certificate, unless the Certificate specifies a different time. If the Contractor shall be required to perform tests that must be delayed due to climatic conditions, it is understood that such tests and affected equipment will be identified on the Certificate and shall be accomplished by the Contractor at the earliest possible date. Performance of the tests may not be required before Substantial Completion can be issued. The date of the issuance of the Certificate of Substantial Completion shall determine whether or not the work was completed within the contract time and whether or not Liquidated Damages are due.
 3. If the work is not acceptable, and the Owner does not issue a Certificate of Substantial Completion, the Owner shall be entitled to

charge the Contractor with the Designer's and Owner's costs of re-inspection, including time and travel.

- B. Partial Occupancy. Contractor agrees that the Owner shall be permitted to occupy and use any completed or partially completed portions of the Project, when such occupancy and use is in the Owner's best interest. Owner shall notify Contractor of its desire and intention to take Partial Occupancy as soon as possible but at least ten (10) working days before the Owner intends to occupy. If the Contractor believes that the portion of the work the Owner intends to occupy is not ready for occupancy, the Contractor shall notify the Owner immediately. The Designer shall inspect the work in accordance with the procedures above. If the Contractor claims increased cost of the project or delay in completion as a result of the occupancy, he shall notify the Owner immediately but in all cases before occupancy occurs.
- C. Final Completion. The Project is finally complete when the Certificate of Substantial Completion has been issued and all work items identified therein as incomplete have been completed, and when all administrative items required by the contract have been completed. Final Completion entitles the Contractor to payment of the outstanding balance of the contract amount including all change orders and retainage. Within five (5) working days of the date of the Certificate of Substantial Completion, the Contractor shall identify the cost to complete any outstanding items of work. The Designer shall review the Contractor's estimate and either approve it or provide an independent estimate for all such items. If the Contractor fails to complete the remaining items within the time specified in the Certificate, the Owner may terminate the contract and go to the surety for project completion in accordance with Article 7.2 or release the contract balance to the Contractor less 150% of the approved estimate to complete the outstanding items. Upon completion of the outstanding items, when a final cost has been established, any monies remaining shall be paid to the Contractor. Failure to complete items of work does not relieve the Contractor from the obligation to complete the administrative requirements of the contract, such as the provisions of Article 5.3
- FAILURE TO COMPLETE ALL ITEMS OF WORK UNDER THE CONTRACT SHALL BE CONSIDERED A DEFAULT AND BE GROUNDS FOR CONTRACT TERMINATION AND DEBARMENT.**
- D. Liquidated Damages. Contractor agrees that the Owner may deduct from the contract price and retain

as liquidated damages, and not as penalty or forfeiture, the sum stipulated in this contract for each work day after the Contract Completion Day on which work is not Substantially Complete.

Assessment of Liquidated Damages shall not relieve the Contractor or the surety of any responsibility or obligation under the Contract. In addition, the Owner may, without prejudice to any other rights, claims, or remedies the Owner may have including the right to Liquidated Damages, charge the Contractor for all additional expenses incurred by the Owner and/or Designer as the result of the extended contract period through Final Completion. Additional Expenses shall include but not be limited to the costs of additional inspections.

- E. Early Completion. The Contractor has the right to finish the work before the contract completion date; however, the Owner assumes no liability for any hindrances to the Contractor unless Owner caused delays result in a time extension to the contract completion date. The Contractor shall not be entitled to any claims for lost efficiencies or for delay if a Certificate of Substantial Completion is given on or before the Contract Completion Date.

ARTICLE 5.4 -- PAYMENT TO CONTRACTOR

- A. Payments on account of this contract will be made monthly in proportion to the work which has been completed. Request for payment must be submitted on the Owner's forms. No other pay request will be processed. Supporting breakdowns must be in the same format as Owner's forms and must provide the same level of detail. The Designer will, within 5 working days from receipt of the contractor's request for payment either issue a Certificate for Payment to the Owner, for such amount as the Designer determines is properly due, or notify the Contractor in writing of reasons for withholding a Certificate. The Owner shall make payment within 30 calendar days after the "Application and Certification for Payment" has been received and certified by the Designer. The following items are to be attached to the contractor's pay request:
1. Updated construction schedule
 2. Certified payrolls consisting of name, occupation and craft, number of hours worked and actual wages paid for each individual employee, of the Contractor and all subcontractors working on the project
- B. The Owner shall retain 5 percent of the amount of each such payment application, except as allowed by Article 5.4, until final completion and acceptance of all work covered by this contract.

- C. Each payment made to Contractor shall be on account of the total amount payable to Contractor and all material and work covered by paid partial payment shall thereupon become the sole property of Owner. This provision shall not be construed as relieving Contractor from sole responsibility for care and protection of materials and work upon which payments have been made or restoration of any damaged work or as a waiver of the right of Owner to require fulfillment of all terms of this contract.
- D. Materials delivered to the work site and not incorporated in the work will be allowed in the Application and Certification for Payment on the basis of one hundred (100%) percent of value, subject to the 5% retainage providing that they are suitably stored on the site or in an approved warehouse in accordance with the following requirements:
1. Material has previously been approved through submittal and acceptance of shop drawings conforming to requirements of Article 3.2 of General Conditions.
 2. Delivery is made in accordance with the time frame on the approved schedule.
 3. Materials, equipment, etc., are properly stored and protected from damage and deterioration and remain so - if not, previously approved amounts will be deleted from subsequent pay applications.
 4. The payment request is accompanied by a breakdown identifying the material equipment, etc. in sufficient detail to establish quantity and value.
- E. The Contractor shall be allowed to include in the Application and Certification for Payment, one hundred (100%) of the value, subject to retainage, of major equipment and material stored off the site if all of the following conditions are met:
1. The request for consideration of payment for materials stored off site is made at least 15 working days prior to submittal of the Application for Payment including such material. Only materials inspected will be considered for inclusion on Application for Payment requests.
 2. Materials stored in one location off site are valued in excess of \$25,000.
 3. That a Certificate of Insurance is provided indicating adequate protection from loss, theft conversion or damage for materials stored off site. This Certificate shall show the State of Missouri as an additional insured for this loss.
 4. The materials are stored in a facility approved and inspected, by the Construction Representative.
5. Contractor shall be responsible for, Owner costs to inspect out of state facilities, and any delays in the completion of the work caused by damage to the material or for any other failure of the Contractor to have access to this material for the execution of the work.
- F. The Owner shall determine the amount, quality and acceptability of the work and materials which are to be paid for under this contract. In the event any questions shall arise between the parties, relative to this contract or specifications, determination or decision of the Owner or the Construction Representative and the Designer shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question.
- G. Payments Withheld: The Owner may withhold or nullify in whole or part any certificate to such extent as may be necessary to protect the Owner from loss on account of:
1. Defective work not remedied. When a notice of noncompliance is issued on an item or items, corrective action shall be undertaken immediately. Until corrective action is completed, no monies will be paid and no additional time will be allowed for the item or items. The cost of corrective action(s) shall be borne by the Contractor.
 2. A reasonable doubt that this contract can be completed for the unpaid balance.
 3. Failure of the Contractor to update as-built drawings monthly for review by the Construction Representative.
 4. Failure of the Contractor to update the construction schedule.
- When the Construction Representative is satisfied the Contractor has remedied above deficiencies, payment shall be released.
- H. Final Payment: Upon receipt of written notice from the Contractor to the Designer and Project Representative that the work is ready for final inspection and acceptance, the Designer and Project Representative, with the Contractor, shall promptly make such inspection. If the work is acceptable and the contract fully performed, the Construction Representative shall complete a final acceptance report and the Contractor will be directed to submit a final Application and Certification for Payment. If the Owner approves the same, the entire balance shall be due and payable, with the exception of deductions as provided for under Article 5.4.

1. Where the specifications provide for the performance by the Contractor of (certain tests for the purpose of balancing and checking the air conditioning and heating equipment and the Contractor shall have furnished and installed all such equipment in accordance with the specifications, but said test cannot then be made because of climatic conditions, such test shall may be considered as required under the provisions of the specifications, Section 013300 and this contract may be substantial Full payment will not be made until the tests have been made and the equipment and system is finally accepted. If the tests are not completed when scheduled, the Owner may deduct 150% of the value of the tests from the final payment.
2. The final payment shall not become due until the Contractor delivers to the Construction Representative:
 - a) A complete file of releases, on the standard form included in the contract documents as "Final Receipt of Payment and Release Form", from subcontractors and material suppliers evidencing payment in full for services, equipment and materials, as the case may require, if the Owner approves, or a consent from the Surety to final payment accepting liability for any unpaid amounts.
 - b) An Affidavit of Compliance with Prevailing Wage Law, in the form as included in this contract specifications, properly executed by each subcontractor, and the Contractor
 - c) Certified copies of all payrolls
 - d) As-built drawings
3. If any claim remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all monies that the latter may be compelled to pay in discharging such a claim including all costs and a reasonable attorney's fee.
4. Missouri statute requires prompt payment from the Owner to the Contractor within thirty calendar days and from the Contractor to his subcontractors within fifteen calendar days. Failure to make payments within the required time frame entitles the receiving party to charge interest at the rate of one and one half percent per month calculated from the expiration of the statutory time period until paid.
5. The value of all unused unit price allowances and/or 150% of the value of the outstanding work items, and/or liquidated damages may be

deducted from the final pay request without executing a Contract Change. Any unit price items which exceed the number of units in the contract may be added by Contract Change.

ARTICLE 6 -- INSURANCE AND BONDS

ARTICLE 6.1 -- BOND

- A. Contractor shall furnish a performance/payment bond in the amount set forth in the Contract to guarantee faithful performance and payment of all persons performing labor on the project and furnishing materials in connection therewith under this contract as set forth in the standard form of performance and payment bond included in the contract documents. The surety on such bond shall be issued by a surety company authorized by the Missouri Department of Insurance to do business in the state of Missouri.
- B. All Performance/Payment Bonds furnished in response to this provision shall be provided by a bonding company with a rating of B+ or higher as established by A.M. Best Company, Inc. in their most recent publication.

ARTICLE 6.2 – INSURANCE

- A. The successful Contractor shall procure and maintain for the duration of the contract issued a policy or policies of insurance for the protection of both the Contractor and the Owner and their respective officers, officials, agents, consultants and employees. The Owner requires certification of insurance coverage from the Contractor prior to commencing work.
- B. Minimum Scope and Extent of Coverage
 1. General Liability

Commercial General Liability, ISO coverage form number or equivalent CG 00 01 ("occurrence" basis), or I-SO coverage form number CG 00 02, or ISO equivalent.

If ISO equivalent or manuscript general liability coverage forms are used, minimum coverage will be as follows: Premises/Operations; Independent Contractors; Products/Completed Operations; personal Injury; Broad Form Property Damage including Completed Operations; Broad Form Contractual Liability Coverage to include Contractor's obligations under Article 1.11 Indemnification and any other Special Hazards required by the work of the contract.
 2. Automobile Liability

Business Automobile Liability Insurance, ISO Coverage form number or equivalent CA 00 01

covering automobile liability, code 1 "ANY AUTO".

- 3. Workers' Compensation and Employer's Liability
Statutory Workers' Compensation Insurance for Missouri and standard Employer's Liability Insurance, or the authorization to self-insure for such liability from the Missouri Division of Workers' Compensation.

- 4. Builder's Risk or Installation Floater Insurance
Insurance upon the work and all materials, equipment, supplies, temporary structures and similar items which may be incident to the performance of the work and located at or adjacent to the site, against loss or damage from fire and such other casualties as are included in extended coverage in broad "All Risk" form, including coverage for Flood and Earthquake, in the amount not less than the replacement cost of the work or this contract price, whichever is greater, with loss payable to Contractor and Owner as their respective interests may appear.

Contractor shall maintain sufficient insurance to cover the full value of the work and materials as the work progresses, and shall furnish Owner copies of all endorsements. If Builder's Risk Reporting- Form of Endorsement is used, Contractor shall make all reports as required therein so as to keep in force an amount of insurance which will equal the replacement cost of the work, materials, equipment, supplies, temporary structures, and other property covered thereby; and if, as a result of Contractor's failure to make any such report, the amount of insurance so recoverable shall be less than such replacement cost, Contractor's interest in the proceeds of such insurance, if any, shall be subordinated to Owner's interest to the end that Owner may receive full reimbursement for its loss.

C. Minimum Limits of Insurance

1. General Liability

Contractor

\$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage

\$2,000,000 annual aggregate

2. Automobile Liability

\$2,000,000 combined single limit per occurrence for bodily injury and property damage

- 3. Workers' Compensation and Employers Liability
Workers' Compensation limits as required by applicable State Statutes (generally unlimited) and minimum of \$1,000,000 limit per accident for Employer's Liability.

General Liability and Automobile Liability insurance may be arranged under individual policies for the full limits required or by a combination of underlying policies with the balance provided by a form-following Excess or Umbrella Liability policy.

D. Deductibles and Self-Insured Retentions

All deductibles, co-payment clauses, and self-insured retentions must be declared to and approved by the Owner. The Owner reserves the right to request the reduction or elimination of unacceptable deductibles or self-insured retentions, as they would apply to the Owner, and their respective officers, officials, agents, consultants and employees. Alternatively, the Owner may request Contractor to procure a bond guaranteeing payment of losses and related investigations, claims administration, and defense expenses.

E. Other Insurance Provisions and Requirements

The respective insurance policies and coverage, as specified below, must contain, or be endorsed to contain the following conditions or provisions:

1. General Liability

The Owner, and its respective commissioners, officers, officials, agents, consultants and employees shall be endorsed as additional insured's by ISO form CG 20 26 Additional Insured - Designated Person or Organization. As additional insured's, they shall be covered as to work performed by or on behalf of the Contractor or as to liability which arises out of Contractor's activities or resulting from the performance of services or the delivery of goods called for by the Contract.

Contractor's insurance coverage shall be primary with respect to all additional insured's. Insurance of self-insurance programs maintained by the designated additional -insured's shall be excess of the Contractor's insurance and shall not contribute with it.

Additionally, the Contractor and Contractor's general liability insurer shall agree to waive all rights of subrogation against the Owner and any of their respective officers, officials, agents, consultants or employees for claims, losses, or expenses which arise out of Contractor's activities

or result from the performance of services or the delivery of goods called for by the Contract.

Contractor's failure to comply with the terms and conditions of these insurance policies shall not affect or abridge coverage for the Owner, or for any of their officers, officials, agents, consultants or employees.

2. Automobile Insurance

The Owner, and their respective officers, officials, agents, consultants and employees shall be endorsed as additional insured's by ISO form CG 20 26 - Additional Insured Designated Person or Organization. As additional insured's, they shall be covered as to work performed by or on behalf of the Contractor or as to liability which arises out of Contractor's activities or resulting from the performance of services or the delivery of goods called for by the Contract.

Contractor's insurance coverage shall be primary with respect to all additional insured's. Insurance or self-insurance programs maintained by the designated additional insured's shall be in excess of the Contractor's insurance and shall not contribute with it.

Additionally, the Contractor and Contractor's automobile insurer shall agree to waive all rights of subrogation against the Owner and any of their respective officers, officials, agents, consultants or employees for claims, losses, or expenses which arise out of Contractor's activities or result from the performance of services or the delivery of goods called for by the Contract.

Contractor's failure to comply with the terms and conditions of these insurance policies shall not affect or abridge coverage for the Owner or for any of its officers, officials, agents, consultants or employees.

3. Workers' Compensation/Employer's Liability

Contractor's workers' compensation insurance shall be endorsed with NCCI form WC 00 03 01 A - Alternative Employer Endorsement. The Alternative Employer Endorsement shall designate the Owner as "alternate employers."

4. All Coverages

Each insurance policy required by this section of the Contract shall contain a stipulation, endorsed if necessary, that the Owner will receive a minimum of a thirty (30) calendar day advance notice of any policy cancellation. Ten (10) calendar days advance notice is required for

policy cancellation due to non-payment of premium.

F. Insurer Qualifications and Acceptability

Insurance required hereunder shall be issued by an A.M. Best, "B+" rated, Class IX insurance company approved to conduct insurance business in the state of Missouri.

G. Verification of Insurance Coverage

Prior to Owner issuing a Notice to Proceed, the Contractor shall furnish the Owner with Certificate(s) of Insurance and with any applicable original endorsements evidencing the required insurance coverage. The insurance certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements received by the Owner are subject to review and approval by the Owner. The Owner reserves the right to require certified copies of all required policies at any time. If the scope of this contract will exceed one (1) year - or, if any of Contractor's applicable insurance coverage expires prior to completion of the work or services required under this contract - the Contractor will provide a renewal or replacement certificate before continuing work or services hereunder. If the Contractor fails to provide documentation of required insurance coverage, the Owner may issue a stop work order and no additional contract completion time and/or compensation shall be granted as a result thereof.

ARTICLE 7 – SUSPENSION OR TERMINATION OF CONTRACT

ARTICLE 7.1 - FOR SITE CONDITIONS

- A. When conditions at the site of the proposed work are considered by the Owner to be unsatisfactory for prosecution of the work, the Contractor may be ordered in writing to suspend the work or any part thereof until reasonable conditions exist. When such suspension is not due to fault or negligence of the Contractor, time allowed for completion of such suspended work will be extended by a period of time equal to that lost due to delay occasioned by ordered suspension. This will be a no cost time extension.

ARTICLE 7.2 - FOR CAUSE

- A. Termination or Suspension for Cause:
 - 1. If the Contractor shall file for bankruptcy, or should make a general assignment for the benefit of the creditors, or if a receiver should be

appointed on account of insolvency, or if the contractor should persistently or repeatedly refuse or fail to supply enough properly skilled workers or proper materials, or if the contractor should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, ordinances or the instructions of the Owner, or otherwise be guilty of a substantial violation of any provision of this contract, then the Owner may serve notice on the Contractor and the surety setting forth the violations and demanding compliance with this contract. Unless within ten (10) consecutive calendar days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the Owner may suspend the Contractor's right to proceed with the work or terminate this contract.

2. In the event the Owner suspends Contractor's right to proceed with the work or terminates the contract, the Owner may demand that the Contractor's surety take over and complete the work on this contract, after the surety submits a written proposal to the Owner and receives written approval and upon the surety's failure or refusal to do so within ten (10) consecutive calendar days after demand therefore, the Owner may take over the work and prosecute the same to completion by bid or negotiated contract, or the Owner may elect to take possession of and utilize in completing the work such materials, supplies, appliances and plant as may be on the site of the work, and all subcontractors, if the Owner elects, shall be bound to perform their contracts.

B. The Contractor and its surety shall be and remain liable to the Owner for any excess cost or damages occasioned to the Owner as a result of the actions above set forth.

C. The Contractor in the event of such suspension or termination shall not be entitled to receive any further payments under this contract until the work is wholly finished. Then if the unpaid balance under this contract shall exceed all expenses of the Owner as certified by the Director, such excess shall be paid to the Contractor; but, if such expenses shall exceed the unpaid balance as certified by the Director, the Contractor and their surety shall be liable for and shall pay the difference and any damages to the Owner.

D. In exercising Owner's right to secure completion of the work under any of the provisions hereof, the Director shall have the right to exercise Owner's sole discretion as to the manner, methods and reasonableness of costs of completing the work.

E. The rights of the Owner to suspend or terminate as herein provided shall be cumulative and not exclusive and shall be in addition to any other remedy provided by law.

F. The Contractor in the event of such suspension or termination may be declared ineligible for Owner contracts for a minimal period of twelve (12) months. Further, no contract will be awarded to any Contractor who lists in their bid form any subcontractor whose prior performance has contributed, as determined by the Owner, to a breach of a contract. In order to be considered for state-awarded contracts after this period, the Contractor/subcontractor will be required to forward acceptance reports to the Owner regarding successful completion of non-state projects during the intervening twelve (12) months from the date of default. No contracts will be awarded to a subcontractor/Contractor until the ability to perform responsibly in the private sector has been proven to the Owner.

ARTICLE 7.3 -- FOR CONVENIENCE

A. The Owner may terminate or suspend the Contract or any portion of the Work without cause at any time, and at the Owner's convenience. Notification of a termination or suspension shall be in writing and shall be given to the Contractor and their surety. If the Contract is suspended, the notice will contain the anticipated duration of the suspension or the conditions under which work will be permitted to resume. If appropriate, the Contractor will be requested to demobilize and re-mobilize and will be reimbursed time and costs associated with the suspension.

B. Upon receipt of notification, the Contractor shall:

1. Cease operations when directed.
2. Take actions to protect the work and any stored materials.
3. Place no further subcontracts or orders for material, supplies, services or facilities except as may be necessary to complete the portion of the Contract that has not been terminated. No claim for payment of materials or supplies ordered after the termination date shall be considered.
4. Terminate all existing subcontracts, rentals, material, and equipment orders.
5. Settle all outstanding liabilities arising from termination with subcontractors and suppliers.
6. Transfer title and deliver to the Owner, work in progress, completed work, supplies and other material produced or acquire for the work terminated, and completed or partially completed

plans, drawings information and other property that, if the Contract had been completed, would be required to be furnished to the Owner.

- C. For termination without cause and at the Owner's convenience, in addition to payment for work completed prior to date of termination, the Contractor may be entitled to payment of other documented costs directly associated with the early termination of the contract. Payment for anticipated profit and unapplied overhead will not be allowed.

SECTION 013513.10 – SITE SECURITY AND HEALTH REQUIREMENTS (OA)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor's employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.
- D. All construction personnel shall visibly display issued identification cards.

3.2 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

- A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.
 - 1. Onsite burning is prohibited.
 - 2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.
 - 3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In

areas of flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.

- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
- C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
- D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
- E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
- F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
- G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
- H. Alcoholic beverages or illegal substances shall not be brought upon the Facility premises. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.3 SECURITY CLEARANCES AND RESTRICTIONS

A. FMDC REQUIRED FINGERPRINTING FOR CRIMINAL BACKGROUND AND WARRANTS CHECK

1. All employees of the Contractor are required to submit fingerprints to the Missouri State Highway Patrol to enable the Office of Administration, Division of Facilities Management, Design and Construction (FMDC) to receive state and national criminal background checks on such employees. FMDC reserves the right to prohibit any employee of the Contractor from performing work in or on the premises of any facility owned, operated, or utilized by the State of Missouri for any reason.
2. The Contractor shall ensure all of its employees submit fingerprints to the Missouri State Highway Patrol and pay for the cost of such background checks. The Contractor shall submit to FMDC via email to FMDCSecurity@oa.mo.gov a list of the names of the Contractor's employees who will be fingerprinted and a signed Missouri Applicant Fingerprint Privacy Notice, Applicant Privacy Rights and Privacy Act Statement for each employee. All employees of the Contractor approved by FMDC to work at a State facility must obtain a contractor ID badge from FMDC prior to beginning work on-site, unless the Director of FMDC, at the Director's discretion, waives the requirement for a contractor ID badge. The Contractor and its employees must comply with the process for background

checks and contractor ID badges found on FMDC's website at: <https://oa.mo.gov/fmdc-contractor-id-badges>.

3. Pursuant to section 43.540, RSMo, FMDC participates in the Missouri Rap Back and National Rap Back programs as of August 28, 2018. This means that the Missouri State Highway Patrol, Central Records Repository, and the Federal Bureau of Investigation will retain the fingerprints submitted by each of the Contractor's employees, and those fingerprints will be searched against other fingerprints on file, including latent fingerprints. While retained, an employee's fingerprints may continue to be compared against other fingerprints submitted or retained by the Federal Bureau of Investigation, including latent fingerprints.
4. As part of the Missouri and National Rap Back programs, FMDC will receive notification if a new arrest is reported for an employee whose fingerprints have been submitted for FMDC after August 28, 2018. If the employee is performing work on a State contract at the time of the arrest notification, FMDC will request and receive the employee's updated criminal history records. If the employee is no longer performing work on a State contract, FMDC will not obtain updated criminal records.
5. Pursuant to section 43.540, RSMo, the Missouri State Highway Patrol will provide the results of the employee's background check directly to FMDC. FMDC may NOT release the results of a background check to the Contractor or provide the Contractor any information obtained from a background check, either verbally or in writing. FMDC will notify the Contractor only whether an employee is approved to work on State property.
6. Each employee who submits fingerprints to the Missouri State Highway Patrol has a right to obtain a copy of the results of his or her background check. The employee may challenge the accuracy and completeness of the information contained in a background check report and obtain a determination from the Missouri State Highway Patrol and/or the FBI regarding the validity of such challenge prior to FMDC making a final decision about his or her eligibility to perform work under a State contract.
7. The Contractor shall notify FMDC via email to FMDCSecurity@oa.mo.gov if an employee is terminated or resigns from employment with the Contractor. If the Contractor does not anticipate performing work on a State contract in the future, the Contractor may request that FMDC remove its employees from the Rap Back programs. However, if removed from the Rap Back programs, employees will be required to submit new fingerprints should the contractor be awarded another State contract.
8. Upon award of a Contract, the Contractor should contact FMDC at FMDCSecurity@oa.mo.gov to determine if its employees need to provide a new background check. If a Contractor's employee has previously submitted a fingerprint background check to FMDC as part of the Missouri and National Rap Back programs, the employee may not need to submit another fingerprint search for a period of three to six years, depending upon the circumstances. The Contractor understands and agrees that FMDC may require more frequent background checks without providing any explanation to the Contractor. The fact that an additional background check is requested by FMDC does not indicate that the employee has a criminal record.

3.4 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and the Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and Facility Representative before closing any access drives, and shall make temporary access available, if possible. The Contractor shall not obstruct streets, walks, or parking.

END OF SECTION 013513.10

SECTION 013513.13 – SITE SECURITY AND HEALTH REQUIREMENTS (DESE)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.
 - 4. “No Asbestos and No Lead” certification.
 - 5. Drug testing program and certification.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor’s employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.

3.2 RULES OF THE FACILITY

- A. No alcohol, drugs, guns, or other weapons are permitted anywhere at the Facility (i.e., inside or outside buildings, or anywhere on school grounds); violators will be referred to local law enforcement for prosecution.
- B. No tobacco or smoking products may be used anywhere at the Facility.

- C. Sexual harassment, offensive or fraternizing behavior, or foul language around or towards students or staff will not be tolerated. Violations by workers will result in one warning from the Facility Representative. Subsequent infractions will require permanent ejection of offending worker(s) from the jobsite, with no change to the contract schedule or additional cost to the State.
- D. The Contractor shall consider the safety of the Facility's students at all times, and shall maintain excavations, scaffolding/ladders, equipment, tools, and materials in as safe a manner as possible during and after working hours.
- E. Vehicles should be locked and parked in areas designated by the Facility Representative.
- F. Neither the Owner nor DESE assumes responsibility for the Contractor's vehicles, equipment, tools, or materials.
- G. The Contractor shall coordinate and communicate planned daily work activities with the Facility Representative at least two (2) working days in advance. This will allow time for the Facility Representative to consider temporarily relocating special education students whose health could be adversely affected by loud noises, chemical odors, temperature extremes, etc.

3.3 SECURITY CLEARANCES AND RESTRICTIONS

A. FMDC REQUIRED FINGERPRINTING FOR CRIMINAL BACKGROUND AND WARRANTS CHECK

1. All employees of the Contractor are required to submit fingerprints to the Missouri State Highway Patrol to enable the Office of Administration, Division of Facilities Management, Design and Construction (FMDC) to receive state and national criminal background checks on such employees. FMDC reserves the right to prohibit any employee of the Contractor from performing work in or on the premises of any facility owned, operated, or utilized by the State of Missouri for any reason.
2. The Contractor shall ensure all of its employees submit fingerprints to the Missouri State Highway Patrol and pay for the cost of such background checks. The Contractor shall submit to FMDC via email to FMDCSecurity@oa.mo.gov a list of the names of the Contractor's employees who will be fingerprinted and a signed Missouri Applicant Fingerprint Privacy Notice, Applicant Privacy Rights and Privacy Act Statement for each employee. All employees of the Contractor approved by FMDC to work at a State facility must obtain a contractor ID badge from FMDC prior to beginning work on-site, unless the Director of FMDC, at the Director's discretion, waives the requirement for a contractor ID badge. The Contractor and its employees must comply with the process for background checks and contractor ID badges found on FMDC's website at: <https://oa.mo.gov/fmdc-contractor-id-badges>.
3. Pursuant to section 43.540, RSMo, FMDC participates in the Missouri Rap Back and National Rap Back programs as of August 28, 2018. This means that the Missouri State Highway Patrol, Central Records Repository, and the Federal Bureau of Investigation will retain the fingerprints submitted by each of the Contractor's employees, and those fingerprints will be searched against other fingerprints on file, including latent fingerprints. While retained, an employee's

fingerprints may continue to be compared against other fingerprints submitted or retained by the Federal Bureau of Investigation, including latent fingerprints.

4. As part of the Missouri and National Rap Back programs, FMDC will receive notification if a new arrest is reported for an employee whose fingerprints have been submitted for FMDC after August 28, 2018. If the employee is performing work on a State contract at the time of the arrest notification, FMDC will request and receive the employee's updated criminal history records. If the employee is no longer performing work on a State contract, FMDC will not obtain updated criminal records.
5. Pursuant to section 43.540, RSMo, the Missouri State Highway Patrol will provide the results of the employee's background check directly to FMDC. FMDC may NOT release the results of a background check to the Contractor or provide the Contractor any information obtained from a background check, either verbally or in writing. FMDC will notify the Contractor only whether an employee is approved to work on State property.
6. Each employee who submits fingerprints to the Missouri State Highway Patrol has a right to obtain a copy of the results of his or her background check. The employee may challenge the accuracy and completeness of the information contained in a background check report and obtain a determination from the Missouri State Highway Patrol and/or the FBI regarding the validity of such challenge prior to FMDC making a final decision about his or her eligibility to perform work under a State contract.
7. The Contractor shall notify FMDC via email to FMDCSecurity@oa.mo.gov if an employee is terminated or resigns from employment with the Contractor. If the Contractor does not anticipate performing work on a State contract in the future, the Contractor may request that FMDC remove its employees from the Rap Back programs. However, if removed from the Rap Back programs, employees will be required to submit new fingerprints should the contractor be awarded another State contract.
8. Upon award of a Contract, the Contractor should contact FMDC at FMDCSecurity@oa.mo.gov to determine if its employees need to provide a new background check. If a Contractor's employee has previously submitted a fingerprint background check to FMDC as part of the Missouri and National Rap Back programs, the employee may not need to submit another fingerprint search for a period of three to six years, depending upon the circumstances. The Contractor understands and agrees that FMDC may require more frequent background checks without providing any explanation to the Contractor. The fact that an additional background check is requested by FMDC does not indicate that the employee has a criminal record.

3.4 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

- A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.
 1. Onsite burning is prohibited.
 2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.

3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.
- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
- C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
- D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
- E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
- F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
- G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
- H. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.5 NO ASBESTOS AND NO LEAD CERTIFICATION REQUIREMENTS

- A. No asbestos containing material (> 1.0% asbestos by dry weight) or lead containing material (> 0.06% or 600ppm/10,000ppm lead by dry weight) shall be included in any project submittals or physically installed during construction work on this project.
- B. USEPA regulations exclude local education agencies (i.e., DESE MSB, MSD, & SSSH) from the requirements of inspection, sampling, and analysis of homogenous areas that have been newly constructed or repaired/replaced in special education school buildings; where an Architect or Project Engineer responsible for the construction, or an Accredited Inspector, provides a signed statement that no asbestos (or lead) was specified, or used, as a building material (or system component) in any project construction documents, or physically installed as part of the project work. It is recommended that the Contractor research each material/component used on the job to verify that it contains no asbestos or lead (i.e., look at manufacturer's cut-sheet specifications, Material Safety Data Sheets, DOT shipping classification, or even contact the manufacturer for their verification); then, the Contractor should write on each project submittal: "To the best of my knowledge, items covered by this submittal contain no asbestos or lead containing material".
- C. Contractor Certification Requirement
 1. Prior to final payment, the Contractor shall submit a signed letter on company letterhead certifying that, to the best of its knowledge, no asbestos or lead

containing materials were used or installed during the work. The Contractor shall address the letter to the Service Level Manager/ Designated Person for FMDC, at P.O. Box 809, Jefferson City, MO 65102, and (if applicable) to the Architect or Project Engineer. The letter shall reference the Site/Facility Name, Project Number, Project Title, and shall include the following statement:

“The Contractor certifies, to the best of its knowledge, that no asbestos containing material (> 1.0% asbestos by dry weight) or lead containing material (> 0.06% or 600ppm/10,000ppm lead by dry weight) was included in any project submittals or physically installed during construction work on this project. Contractor agrees to pay all costs incurred by the Owner discovering, abating, and/or restoring any component or portion of the work that is later found to include an asbestos or lead containing material in excess of these limitations.”

D. Architect or Project Engineer Certification

1. As part of the final as-built/close-out document submittal requirements, it is requested that the Project Architect or Engineer (or Accredited Inspector as a last resort) responsible for design and submittal approval, submit a signed letter on company letterhead that references the Site/Facility Name, Project Number, Project Title, and includes the following statement:

“As the Designer, or Accredited Inspector, I certify, to the best of my knowledge, that no asbestos containing material (> 1.0% asbestos by dry weight) or lead containing material (> 0.06%, or, 600ppm/10,000ppm lead by dry weight) was specified in the construction documents, or approved for installation by the Contractor during construction work, on this project.”

**3.6 DRUG & ALCOHOL TESTING PROGRAM CONTRACTUAL REQUIREMENT -
(1 CSR 30-7.010)**

A. BASIS AND LEGAL REQUIREMENTS

1. In an effort to create safe and healthy schools and workplaces, the State of Missouri requires that Contractors and Subcontractors shall maintain and enforce a written substance abuse testing program for public works construction projects on public and charter elementary and secondary education construction projects that are subject to the control of the State of Missouri. This policy is not intended to be a substitute for the Contractor’s or Subcontractor’s complete written substance abuse policy. These requirements shall be the minimum requirements for complying with Section 161.371, RSMo, and may be supplemented at the discretion of the Contractor or Subcontractor.
2. The State of Missouri has a vital interest in protecting the safety of students and maintaining safe, healthful, and efficient working conditions for both the state and its’ Contractors’ and Subcontractors’ employees; and has determined that the educational and work environment is safer and more productive without the presence of illegal or inappropriate drugs, alcohol, or other substances in the body or on state property on which any state elementary or secondary school is located or being constructed or improved.
3. The use of illegal drugs, on or off duty, is inconsistent with law-abiding behavior expected of all persons. The use of illegal drugs, or abuse of alcohol or prescription drugs, may impair the ability of employees to perform tasks that are critical to proper work performance. The result is an increase in accidents and failures that pose a serious threat to the safety of all students, employees, visitors and the general public. Impaired employees also tend to be less productive, less reliable

and prone to greater absenteeism, resulting in the potential for increased cost and delays in the timely completion of contracts.

B. CONTRACTUAL REQUIREMENTS

1. Each contract entered into for the performance of work on any public and charter elementary or secondary project subject to the control of the State of Missouri shall require that each Contractor and each Subcontractor have in place a drug and alcohol testing program consistent with this rule. These contractual requirements shall apply to Contractor and Subcontractor employees on public and charter elementary and secondary education construction projects that are subject to the control of the State of Missouri, including workers, new hires, replacements, and supervisory personnel. The Contractor and all Subcontractors shall comply with this contractual requirement. The State of Missouri shall determine, in its sole discretion, when this contractual requirement shall be applicable; and in such instances, any bid submitted in response to a request for proposal shall comply with this contractual requirement.
2. In order to be eligible to perform work on public and charter elementary and secondary education construction projects that are subject to the control by the State of Missouri, a Contractor must have and enforce a written drug and alcohol testing program incorporating the following testing requirements, terms and conditions applicable to all its employees, prospective employees and Subcontractors. Neither employee nor prospective employee of a Contractor or Subcontractor shall be permitted to work on public and charter elementary and secondary education construction projects that are subject to this rule unless such employee submits to testing as required by the contractual requirement required by this rule.
3. Each Contractor and Subcontractor subject to this rule shall train its' supervisory employees in methods that will allow them to recognize the signs and symptoms of substance abuse and to take action provided by this contractual requirement in a manner consistent with generally accepted safety training procedures.
4. Each Contractor and Subcontractor subject to this rule is responsible for the cost of developing, implementing, and enforcing its drug and alcohol testing program, including the cost of drug and alcohol testing of its employees provided by the contractual requirement required by this rule.
5. Each Contractor shall furnish a copy of its drug and alcohol testing program and certify that it and its' Subcontractors are in compliance with the provisions of this rule to the State of Missouri at the time it submits a bid for any contract with the State of Missouri for work on public and charter elementary and secondary education construction projects that are subject to the control of the State of Missouri. Additionally, each Subcontractor shall furnish a copy of its substance abuse testing program to the Contractor prior to commencement of work on public and charter elementary and secondary education construction projects that are subject to this contractual requirement. The Contractor may reject a Subcontractor's program as noncompliant with the contractual requirement required by this rule.

C. TESTING REQUIREMENTS

1. **PRE-ENGAGEMENT TESTING:** Testing for all substances other than alcohol as described in this rule shall be conducted by each Contractor and Subcontractor for its employees or prospective employees within 120 days prior to any employee's appearance on a public and charter elementary and secondary education

construction project that is subject to this contractual requirement. Contractors' or Subcontractors' employees that can provide certification of a previous drug test occurring within 120 days or employees that have been subject during the preceding consecutive two (2) years to a random and periodic selection program that meets the standards as set forth in this rule and, if the employee actually has been tested, that indicates a negative result for each of the substances listed herein, may be exempted from pre-engagement testing provided by this rule. If the employee was not employed by the Contractor or Subcontractor that is his or her current employer at the time of the previous test, the employee may be exempted from pre-engagement testing only upon certification of the non-negative test directly from the administrator of the testing program that conducted the previous test.

2. **RANDOM TESTING:** All employees of the Contractor and Subcontractor shall be subject to random testing by the Contractor or Subcontractor. For employees holding a commercial driver license, the annualized drug and alcohol testing rate shall comply with 49 CFR Part 382, as may be amended from time to time and similar applicable regulations of the Federal Highway Administration. All other employees of the Contractor or Subcontractor shall be subject to testing for all substances other than alcohol at the random annualized selection rate of fifty (50) percent of the Contractor's or Subcontractor's employees. Employees selected for random testing shall report in a timely manner to the drug and alcohol testing laboratory or collection site where directed for drug and/or alcohol testing.
3. **PERIODIC TESTING:** All employees working on public and charter elementary and secondary education construction projects that are subject to this rule shall be subject to periodic and random testing for all substances other than alcohol on at least a biannual basis. Employees subject to periodic testing shall report in a timely manner as directed to the drug and alcohol testing laboratory or collection site for drug testing.
4. **REASONABLE SUSPICION TESTING:** All employees of the Contractor and Subcontractor on public and charter elementary and secondary education construction projects that are subject to this rule shall be subject to a drug and alcohol test when an employee is acting in an abnormal manner that leads a supervisory employee of the Contractor or Subcontractor to have reasonable suspicion that the employee is under the influence of alcohol or controlled substances. Reasonable suspicion means suspicion based on specific personal observations by the supervisory employee concerning the appearance, behavior, speech or breath odor of the employee.
5. **POST-ACCIDENT/INCIDENT TESTING:** All employees of Contractors and Subcontractors on public and charter elementary and secondary education construction projects who are subject to this rule shall be subject to a drug and alcohol test following an on-the-job injury requiring medical treatment or following a serious or potentially serious incident, including near misses, during which safety precautions were violated, persons were or could have been injured, unsafe instructions or orders were given, vehicles, equipment, or property was damaged, careless acts were performed, or when prescribed personal protective or safety equipment was not worn. Employees involved or who may have contributed to the incident, shall be subject to a drug and alcohol test. If it is impossible or impractical, because of the physical condition of the person involved in the accident to be subjected to drug and alcohol testing; and if in subsequent medical treatment, that person's blood or other bodily fluid will be drawn, then that blood or other bodily fluids may be analyzed for drugs and alcohol.

D. SUBSTANCE ABUSE TESTING PROTOCOLS

1. A Contractor or Subcontractor subject to the provisions of this rule shall perform pre-engagement, random, periodic, reasonable suspicion, and post-accident/incident testing in the following manner:
 - a. Drug Testing
 - 1) All urine samples collected under this program shall be analyzed by a laboratory certified by the National Institute on Drug Abuse/Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services and shall include an initial Enzyme Multiplied Immunoassay Screening Test (EMIT) and, when necessary, confirmed by a Gas Chromatography /Mass Spectrometry (GC/MS) confirmation test. All samples confirmed by the laboratory as non-negative shall be interpreted as positive or negative by a Medical Review Officer licensed by the American Association of Medical Review Officers, American College of Occupational and Environmental Medicine, Medical Review Officer Certification Council, or American Society of Addiction Medicine.
 - b. Alcohol Testing
 - 1) The initial screening tests for alcohol shall be performed by using either a saliva test or a DOT approved breathalyzer.
 - 2) Alcohol confirmatory tests shall be performed by either a blood alcohol test or a DOT approved breathalyzer.
2. Testing for the presence of drugs or alcohol in an employee's system and the handling of test specimens shall be conducted in accordance with guidelines for laboratory testing procedures and chain-of-custody procedures established by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.
3. The program shall require notification to the employer and employee of the results of any non-negative drug and alcohol test and the Division of Facilities Management, Design and Construction shall be notified of the action taken to protect the safety of students as a result of such positive test, provided that no requirement of individual confidentiality of test results provided by federal law or regulation or state statute shall be violated in providing such notifications.

E. THRESHOLD LIMITS

1. All samples collected shall be analyzed by a laboratory certified by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services, and shall include an initial Enzyme Multiplied Immunoassay Screening Test (EMIT) and, when necessary, confirmed by a Gas Chromatography/Mass Spectrometry (GC/MS) Confirmation Test. Said testing must screen, at a minimum, for the substances and levels of such substances provided by 49 CFR Part 40 and for alcohol as provided by 49 CFR Part 382, as may be amended from time to time. The levels that shall be deemed to result in a negative test result shall be defined by 49 CFR Part 40 and 49 CFR Part 382, as may be amended from time to time; provided that if such regulations shall no longer define substances and testing levels in the future, testing as required by this rule

shall screen for the following substances that shall not exceed the following levels in order to be deemed a negative test result:

(EMIT) Confirmed Initial Level (ng/ml)	Cut-Off Level (ng/ml)	(GC/MS) Confirmation Test
Drugs tested -----		
*Amphetamines	500	250
Barbiturates	300	200
Benzodiazepines	300	200
Cocaine Metabolite	150	100
Cannabinoids (Marijuana THC)	50	15
Methadone	300	200
Opiates:		
Codeine/Morphine	2000	2000
Heroin Metabolite	10	10
Phencyclidine (PCP)	25	25
Propoxyphene	300	200
Breath/Blood Alcohol Content (BAC)	.04%	.04%
Removal from jobsite (BAC)	.0200-.0399%	.0200%-.0399%

*Note – includes Amphetamines, Methamphetamines and Ecstasy (MDMA).

F. REFUSAL TO SUBMIT TO TESTING/CONFIRMED POSITIVE RESULTS

1. Any employee of a Contractor or Subcontractor performing any duties or work that are subject to this rule who refuses to submit to testing or receives a confirmed positive test result for any of the substances indicated in Section E shall be required to immediately leave the construction site and be prohibited from returning to any construction site subject to control of the State of Missouri until evidence is provided of the completion of the reinstatement procedures as set forth in section G.
2. Determination for Violation of Policy
 - a. A confirmed positive drug or alcohol test.
 - b. Failure to contact the Medical Review Officer as directed.
 - c. Failure to report as directed for random testing.
 - d. The use, possession, sale or distribution of alcohol or a controlled illegal or unauthorized substance, or the presence of any employee with such ingested substances for non-medical reasons on a public and charter elementary and secondary education construction project subject to the control of the State of Missouri.
 - e. Working, reporting to work, being on a public and charter elementary and secondary education construction project that is subject to the control of the State of Missouri, or in a state or employer owned, leased or rented vehicle, while under the influence of alcohol (0.04% BAC or greater).

- f. Switching, adulterating or attempting to tamper with any sample submitted for drug or alcohol testing or otherwise interfering or attempting to interfere with the testing process.
- g. Refusal to submit a specimen for testing shall be deemed to be a positive test result and shall be subject to the same consequences as specimens tested and confirmed as positive.
- h. The use of a controlled substance by an individual other than the individual for whom the controlled substance was prescribed or the abuse of a controlled substance by the individual for whom it was prescribed.

G. REINSTATEMENT PROCEDURES

- 1. An employee receiving a confirmed positive test result for any of the substances indicated in Section 5 may return to work on a public and charter elementary and secondary education construction project that is subject to the control of the State of Missouri only after the following conditions have been satisfied:
 - a. Evidence is submitted to the Contractor or Subcontractor that the employee has completed or is actively participating in an approved drug/alcohol assessment, treatment, and/or counseling program. The costs of this assessment, treatment or program need not be borne by the Contractor or Subcontractor.
 - b. Evidence is submitted of the employee passing of a drug and alcohol test that meets the requirements of Sections E and F of this rule. The costs of this subsequent retesting need not be borne by the Contractor or Subcontractor.
 - c. The employee shall be subject to additional random drug and alcohol testing on a monthly basis while on any public and charter elementary and secondary education construction project that is subject to the control of the State of Missouri. The costs of this additional testing, treatment or program need not be borne by the Contractor or Subcontractor.
 - d. An employee known by the Contractor or Subcontractor to have previously had a positive test result who receives a second or subsequent confirmed positive test result in connection with subsequent testing required by this Section H of this rule shall be removed by the Contractor or Subcontractor from all public and charter elementary and secondary education construction projects that are subject to the control of the State of Missouri. The employee shall not return to work on any public and charter elementary and secondary education construction project subject to this rule until that the employee has completed an approved drug/alcohol assessment, treatment, and/or counseling program; and until after evidence is submitted of the employee passing of a drug and alcohol test that meets the requirements of sections E and F of this rule and that indicates a blood alcohol concentration of less than 0.02 percent.

H. COMPLIANCE DETERMINATION

- 1. The State of Missouri may audit any substance abuse testing program implemented pursuant to this contractual requirement to verify compliance, upon at least 24 hours notice by the State to the Contractor of its intent to audit. The State shall have free access to all relevant records of the Contractor and its Subcontractors for this purpose.

2. Any portion of this program that is in violation of applicable federal or state law or regulation shall be deemed unenforceable.

3.7 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of 72 hours written notice to the Construction Representative and Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The contractor shall give a minimum of 72 hours written notice to the Construction Representative and Facility Representative before closing any access drives and shall make temporary access available if possible. The contractor shall not obstruct streets, walks, or parking.

END OF SECTION 01 35 13.13

SECTION 013513.16 – SITE SECURITY AND HEALTH REQUIREMENTS (DOC)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. Revise list to include all required submittals.
 - 4. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.
 - 5. Tuberculin skin test results for all employees required to be tested as set forth below.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor's employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.
- D. The Contractor shall provide Facility Representatives notice twenty-four (24) hours prior to any possible vehicle entry and/or required escort. The Contractor shall maintain a time log of any delays in gaining entrance to the Facility due to lack of an escort, which is to be submitted monthly with the Contractor's pay request materials. The purpose of this log is to establish a basis for a contract change, if required. The log shall contain the date and time of delay, date and time of request of entry, workers delayed (name and occupation), and name of the Facility Representative to whom the request was made, if possible. Any delay in entry must be validated by sallyport and pass office personnel at the Facility. Only delays greater than thirty (30) minutes will be considered for a contract change. A 30-minute delay upon arrival with a vehicle to enter the sallyport should be expected.

3.2 RULES OF THE FACILITY

A. The Contractor and its workers shall observe the following rules:

1. There shall be no fraternization with inmates.
2. No intoxicating beverages or illegal drugs shall be brought onto Facility grounds.
3. No firearms, other weapons, or explosives shall be carried onto Facility grounds.
4. No prescription drugs above one day's dosage shall be carried on Facility grounds.
5. Any vehicle or individual is subject to search at any time while on Facility grounds.
6. The vehicles of the Contractor and its workers shall be locked whenever unattended.
7. All tools and equipment shall be tightly secured during non-working hours in the Contractor's storage trailer or assigned area.
8. The Facility will not be responsible for the Contractor's tools, equipment, or materials. **The Contractor shall keep and maintain a current tool inventory.** The tool inventory shall be made available to Facility Representatives and the Owner upon request.
9. The Contractor shall report any missing tools to Facility Representatives immediately.
10. Smoking shall be permitted only in accordance with the regulations of the Facility.
11. Possession or use of smokeless tobacco or smokeless non-tobacco alternatives is strictly prohibited.

B. All workers shall be required to sign an acknowledgement of receipt of these rules.

3.3 SECURITY CLEARANCES AND RESTRICTIONS

A. DOC SECURITY CLEARANCE REQUIREMENTS

1. Prior to the commencement of any onsite work, the Contractor shall submit a list containing the name, date of birth, and Missouri driver's license number or social security number of all construction personnel to the Missouri Department of Corrections for the purpose of obtaining security clearances. The required information shall be submitted at the pre-construction meeting, or as otherwise directed by Department of Corrections' personnel. Any construction personnel with pending warrants or felony convictions within the last five (5) years or other offenses deemed to create a security risk by Department of Corrections shall not be allowed onsite. The Department of Corrections reserves the right to refuse admission to any individual they feel may be detrimental to the security of the Facility.

3.4 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.

1. Onsite burning is prohibited.
2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.

3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.
- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
- C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
- D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
- E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
- F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
- G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
- H. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.5 TUBERCULOSIS TESTING REQUIREMENTS

- A. All workers who will be in the confines of the Facility for more than ten (10) consecutive working days must provide proof of a negative tuberculin skin test. The test results must be no more than six (6) months old at the commencement of construction. The Contractor or the worker, not the Owner, shall pay the cost of the test.
- B. The Contractor shall submit to Facility Representatives current tuberculin skin test results for all workers who are required to have such a test in accordance with paragraph A above. If the contract period extends for more than twelve (12) months, the Contractor must provide new test results for all workers prior to the anniversary of the contract commencement date.
- C. Any worker required to have a tuberculin skin test under paragraph A above who fails or refuses to do so will be denied admission to the facility until such time as proof of the test results are provided.
- D. If any worker has a tuberculin skin test with positive results, the worker shall be denied access to the facility until the worker produces a certification from a physician licensed to practice in the State of Missouri that the worker does not have infectious tuberculosis.
- E. The Contractor shall not be entitled to any additional time or compensation if any of its workers are denied access to the facility because of failure to produce negative tuberculin skin test results.

- F. Failure or refusal of the Contractor to maintain and produce the required tuberculin skin test records shall be a material breach of this contract, which shall subject the Contractor to a declaration of default.

3.6 PREA FOR CONTRACTORS AND EMPLOYEES

- A. The contractor and all of the contractor's employees and agents providing services in any Department of Corrections institution must be at least 18 years of age. A Missouri Uniform Law Enforcement System (MULES) check or other background investigation may be required on the contractor, the contractor's employees and agents before they are allowed entry into the institution. The contractor, its employees and agents understand and agree that the Department may complete criminal background records checks annually for the contractor and the contractor's employees and agents that have the potential to have contact with inmates.
- B. The institution shall have the right to deny access into the institution for the contractor and any of the contractor's employees and agents for any reason, at the discretion of the institution.
- C. The contractor, its employees and agents under active federal or state felony or misdemeanor supervision must receive written division director approval prior to providing services pursuant to a Department contract. Similarly, contractors/employees/agents with prior felony convictions and not under active supervision must receive written division director approval in advance.
- D. The contractor, its employees and agents shall at all times observe and comply with all applicable state statutes, Department rules, regulations, guidelines, internal management policies and procedures, and general orders of the Department that are applicable, regarding operations and activities in and about all Department property. Furthermore, the contractor, its employees and agents, shall not obstruct the Department or any of its designated officials from performing their duties in response to court orders or in the maintenance of a secure and safe correctional environment. The contractor shall comply with the Department's policies and procedures relating to employee conduct.
 - 1. The Department has a zero tolerance policy for any form of sexual misconduct to include staff/contractor/volunteer on offender, or offender on offender, sexual harassment, sexual assault, sexual abuse and consensual sex.
 - a) Any contractor or contractor's employee or agent who witnesses any form of sexual misconduct must immediately report it to the warden of the institution. If a contractor or contractor's employee or agent fails to report or knowingly condones sexual harassment or sexual contact with or between offenders, the Department may cancel the contract, or at the Department's sole discretion, require the contractor to remove the employee/agent from providing services under the contract.
 - b) Any contractor or contractor's employee or agent who engages in sexual abuse shall be prohibited from entering the institution and shall be reported to law enforcement agencies and licensing bodies, as appropriate.
- E. The contractor, its employees and agents shall not interact with the offenders except as is necessary to perform the requirements of the contract. The contractor, its employees and agents shall not give anything to nor accept anything from the offenders except in the normal performance of the contract.
- F. If any contractor or contractor's employee or agent is denied access into the institution for any reason or is denied approval to provide service to the Department for any reason stated herein, it shall not relieve the contractor of any requirements of the contract. If the contractor is unable to

perform the requirements of the contract for any reason, the contractor shall be considered in breach.

3.7 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and the Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and Facility Representative before closing any access drives, and shall make temporary access available, if possible. The Contractor shall not obstruct streets, walks, or parking.

3.8 CELL PHONES AND ELECTRONIC DEVICES

- A. Cell phones, pagers, smart watches (that can send/receive messages), fitness wrist bands (that can send/receive messages) or other electronic devices are not permitted.
 - 1. Contractors, repairpersons, or information technology services department staff may be permitted to bring in a cell phone and portable wireless router (Wi-Fi, MiFi, etc.) if approved by the Chief Administrative Officer (CAO) when the phone is necessary to complete job duties relating to repairs on a case by case basis.
 - 2. Tablets (iPad, etc.) are not allowed with the exception of for re-entry purposes and approved via the division of adult institutions (DAI) director and the re-entry manager.
 - 3. Lap top computers may be permitted by the CAO on a case by case basis.

END OF SECTION 013513.16

SECTION 013513.19 – SITE SECURITY AND HEALTH REQUIREMENTS (DMH)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor's employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.
- D. All construction personnel shall visibly display issued identification cards.

3.2 RULES OF THE FACILITY

- A. All workers and supervisors employed by the Contractor or any Subcontractors shall be made aware that the buildings and grounds are part of a Department of Mental Health facility and that:
 - 1. The residents/patients are to be treated with dignity.

2. All work performed in/at DMH facilities is to be completed in strict compliance with HIPPA regulations. Resident/patient privacy and confidentiality shall be maintained at all times. Photographic or audio recording of any nature and any discussion/disclosure regarding residents/patients is strictly prohibited.
 3. Construction activities shall not interfere with normal facility operation, except as otherwise arranged with and approved by the Facility Representative.
 4. Access to the Facility by emergency responders shall not be compromised at any time.
 5. Smoking is not permitted in State-operated buildings. Smoking on grounds shall be in accordance with Facility regulations and only as approved by Facility Management.
 6. Explosives or firearms and other weapons shall not be allowed onsite.
 7. Keys shall not be left in unattended vehicles. Vehicles shall be locked when not in use.
- B. Because of the persistent risk that residents/patients may cause harm to themselves or others, extreme caution and special care must be taken in the interest of safety.
1. Materials, tools, equipment and other construction apparatus, including, but not limited to, ropes, ladders, and flammable liquids, shall not be left unattended during working hours, and shall be securely stored during non-working hours. Secure storage includes lockable cabinets, rooms, trailers, and rigid fenced areas. The Construction Representative and the Facility Representative shall approve the location and use of exterior storage areas prior to their use.
 2. The Contractor shall submit an inventory of tools, equipment, and materials to the Construction Representative in advance.
 3. The Contractor shall report any missing tools, equipment, or material to the Construction Representative and Facility Representative. Unattended or unsecured tools, equipment, or material that poses a potential risk may be confiscated by Facility staff and returned only after completion of the appropriate request documents by the Contractor.
 4. Access to construction areas must be controlled at all times. Appropriate barriers must be erected to secure trenches, pits, wiring, etc.
 5. Construction debris and trash must be securely stored in approved containers or removed from the site at least daily.
- C. If the safety of residents/patients or staff is jeopardized because safety guidelines are not properly observed, the Facility Representative will notify the Construction Representative, who may stop the Work until the situation is resolved. In such case, the Work will resume only after the unsafe conditions have been corrected, and the Contractor is notified by the Construction Representative to resume the Work.

3.3 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

- A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.
1. Onsite burning is prohibited.

2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.
 3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.
- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
 - C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
 - D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
 - E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
 - F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
 - G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
 - H. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.4 SECURITY CLEARANCES AND RESTRICTIONS

A. FMDC REQUIRED FINGERPRINTING FOR CRIMINAL BACKGROUND AND WARRANTS CHECK

1. All employees of the Contractor are required to submit fingerprints to the Missouri State Highway Patrol to enable the Office of Administration, Division of Facilities Management, Design and Construction (FMDC) to receive state and national criminal background checks on such employees. FMDC reserves the right to prohibit any employee of the Contractor from performing work in or on the premises of any facility owned, operated, or utilized by the State of Missouri for any reason.
2. The Contractor shall ensure all of its employees submit fingerprints to the Missouri State Highway Patrol and pay for the cost of such background checks. The Contractor shall submit to FMDC via email to FMDCSecurity@oa.mo.gov a list of the names of the Contractor's employees who will be fingerprinted and a signed Missouri Applicant Fingerprint Privacy Notice, Applicant Privacy Rights and Privacy Act Statement for each employee. All employees of the Contractor

approved by FMDC to work at a State facility must obtain a contractor ID badge from FMDC prior to beginning work on-site, unless the Director of FMDC, at the Director's discretion, waives the requirement for a contractor ID badge. The Contractor and its employees must comply with the process for background checks and contractor ID badges found on FMDC's website at: <https://oa.mo.gov/fmdc-contractor-id-badges>.

3. Pursuant to section 43.540, RSMo, FMDC participates in the Missouri Rap Back and National Rap Back programs as of August 28, 2018. This means that the Missouri State Highway Patrol, Central Records Repository, and the Federal Bureau of Investigation will retain the fingerprints submitted by each of the Contractor's employees, and those fingerprints will be searched against other fingerprints on file, including latent fingerprints. While retained, an employee's fingerprints may continue to be compared against other fingerprints submitted or retained by the Federal Bureau of Investigation, including latent fingerprints.
4. As part of the Missouri and National Rap Back programs, FMDC will receive notification if a new arrest is reported for an employee whose fingerprints have been submitted for FMDC after August 28, 2018. If the employee is performing work on a State contract at the time of the arrest notification, FMDC will request and receive the employee's updated criminal history records. If the employee is no longer performing work on a State contract, FMDC will not obtain updated criminal records.
5. Pursuant to section 43.540, RSMo, the Missouri State Highway Patrol will provide the results of the employee's background check directly to FMDC. FMDC may NOT release the results of a background check to the Contractor or provide the Contractor any information obtained from a background check, either verbally or in writing. FMDC will notify the Contractor only whether an employee is approved to work on State property.
6. Each employee who submits fingerprints to the Missouri State Highway Patrol has a right to obtain a copy of the results of his or her background check. The employee may challenge the accuracy and completeness of the information contained in a background check report and obtain a determination from the Missouri State Highway Patrol and/or the FBI regarding the validity of such challenge prior to FMDC making a final decision about his or her eligibility to perform work under a State contract.
7. The Contractor shall notify FMDC via email to FMDCSecurity@oa.mo.gov if an employee is terminated or resigns from employment with the Contractor. If the Contractor does not anticipate performing work on a State contract in the future, the Contractor may request that FMDC remove its employees from the Rap Back programs. However, if removed from the Rap Back programs, employees will be required to submit new fingerprints should the contractor be awarded another State contract.
8. Upon award of a Contract, the Contractor should contact FMDC at FMDCSecurity@oa.mo.gov to determine if its employees need to provide a new background check. If a Contractor's employee has previously submitted a fingerprint background check to FMDC as part of the Missouri and National Rap Back programs, the employee may not need to submit another fingerprint search for a period of three to six years, depending upon the circumstances. The Contractor understands and agrees that FMDC may require more frequent

background checks without providing any explanation to the Contractor. The fact that an additional background check is requested by FMDC does not indicate that the employee has a criminal record.

3.4 SPECIFICATION OF REQUIRED INFECTION CONTROL PRECAUTIONS BY CLASS

- A. This Section includes requirements for infection control in environments that residents/patients are housed in, dine in, or participate in program activities in or adjacent to the work area.
- B. The Contractor shall have the applicable measures specified below in-place any time demolition or construction activities occur in occupied or non-occupied work areas.
- C. The Contractor shall complete all specified cleaning procedures and receive clearance from the Construction Representative prior to removing any barriers and other precautionary measures – even for areas that the residents/patients do not occupy during construction.
- D. Class I – Inspection/minor maintenance activities
 - 1. Class I work includes, but is not limited to, removal of ceiling tiles for visual inspection, painting (but not sanding), wall covering, electrical trim work, minor plumbing and activities that do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.
 - 2. For all Class I work, the Contractor shall employ the following precautionary measures during the project:
 - a) Perform work using methods appropriate to the work to minimize dust.
 - b) Immediately replace any ceiling tile displaced for visual inspection.
- E. Class II – Small-scale, short duration activities that create minimal dust
 - 1. Class II work includes, but is not limited to, installation of telephone and computer cables, access to chase spaces, cutting of walls or ceilings where dust migration can be easily controlled.
 - 2. For all Class II work, the Contractor shall employ the following precautionary measures during the project:
 - a) Provide at least two (2), fully charged, ten pound (10#), ABC fire extinguishers in the work area for the duration of the project.
 - b) Shut down or isolate the HVAC system in the area where the work is being performed.
 - c) Seal unused doors with duct tape.
 - d) Place “sticky mat” at entrance and exit of work area.
 - e) Provide active means to prevent airborne dust from dispersing into the atmosphere.
 - f) Water-mist work surfaces while cutting to control dust.

- g) Wet mop and /or vacuum with HEPA-filtered vacuum before leaving the work area.
 - h) Securely contain construction waste before transport in tightly covered containers.
- F. Class III – Work that generates a moderate to high level of dust or requires demolition or removal of any fixed building components
 - 1. Class III work includes, but not limited to, sanding walls for painting or wall coverings, removing any floor coverings, ceiling tiles and casework; new wall construction, minor ductwork, or electrical work above ceiling; major cabling activities and any activity that cannot be completed within a single work shift.
 - 2. For all Class III work, the Contractor shall employ the following precautionary measures during the project:
 - a) Provide at least two (2), fully charged, ten pound (10#), ABC fire extinguishers in the work area for the duration of the project.
 - b) Shut down or isolate the HVAC system in the area where the work is being performed to prevent contamination of the duct system.
 - c) Complete all critical barriers BEFORE construction begins, and maintain for duration of the work.
 - d) Maintain negative air pressure within the worksite.
 - e) Upon completion of the work vacuum the work area with HEPA filtered vacuums.
 - f) Wipe down all hard surfaces and wet mop with disinfectant.
 - g) Remove barrier materials from the work area carefully to minimize spreading dirt and debris associated with construction. Remove barriers ONLY AFTER the complete project has been thoroughly cleaned.
 - h) Securely contain construction waste before transport in tightly covered containers.
- G. Class IV – Activities involving heavy demolition and construction
 - 1. Class IV work includes, but not limited to, heavy demolition or removal of a complete ceiling system, and any new construction, etc., and activities that require consecutive work shifts.
 - 2. For all Class IV work, the Contractor shall employ the following precautionary measures during the project:
 - a) Provide at least two (2), fully charged, ten pound (10#), ABC fire extinguishers in the work area for the duration of the project.

- b) Shut down or isolate the HVAC system in area where the work is being performed to prevent contamination of duct system.
- c) Complete all critical barriers BEFORE construction begins, and maintain for duration of the work.
- d) Seal holes, pipes, conduits, and punctures appropriately.
- e) Maintain negative air pressure within the worksite.
- f) Construct an anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum before leaving the worksite; OR they can wear cloth or paper coveralls that are removed each time they leave the worksite.
- g) All personnel entering the worksite are required to wear shoe covers.
- h) Upon completion of the work vacuum the work area with HEPA filtered vacuums.
- i) Wipe down all hard surfaces and wet mop with disinfectant.
- j) Remove barrier materials from the work area carefully to minimize spreading dirt and debris associated with construction. Remove barriers ONLY AFTER the complete project has been thoroughly cleaned.
- k) Securely contain construction waste before transport in tightly covered containers.

3.5 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of 72 hours written notice to the Construction Representative and Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The contractor shall give a minimum of 72 hours written notice to the Construction Representative and Facility Representative before closing any access drives and shall make temporary access available if possible. The contractor shall not obstruct streets, walks, or parking.

END OF SECTION 013513.19

SECTION 013513.22 – SITE SECURITY AND HEALTH REQUIREMENTS (DYS)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor's employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.

3.2 RULES OF THE FACILITY

- A. Construction personnel shall not fraternize with the youths.
- B. The Contractor shall be aware that youths are circulating on the Facility grounds at all times, and shall take necessary steps to prevent the youths from having unauthorized contact with equipment, tools, or work areas.
- C. Prior to commencing any work at the Facility, the Contractor shall consult with the Construction Representative and Facility Representative regarding aspects of this Work that might impact safety of the youths, and establish procedures for the controlled entry of construction personnel, equipment, and materials into the work area

- D. The Contractor shall ensure that materials, tools, and construction apparatus are stored in a manner inaccessible to residents during non-working hours. During working hours, these items shall be under the observation of or in personal possession of the Contractor's personnel at all times.
- E. The Facility will not be responsible for the Contractor's tools, equipment, or materials. The Contractor shall report any missing tools or materials to the facility immediately.
- F. No intoxicating beverages or illegal drugs shall be brought onto Facility grounds.
- G. No firearms, other weapons, or explosives shall be carried onto Facility grounds.
- H. No prescription drugs above one day's dosage shall be carried on Facility grounds.
- I. The vehicles of the Contractor and its workers shall be locked whenever unattended, and shall have the keys removed.

3.3 SECURITY CLEARANCES AND RESTRICTIONS

A. FMDC REQUIRED FINGERPRINTING FOR CRIMINAL BACKGROUND AND WARRANTS CHECK

1. All employees of the Contractor are required to submit fingerprints to the Missouri State Highway Patrol to enable the Office of Administration, Division of Facilities Management, Design and Construction (FMDC) to receive state and national criminal background checks on such employees. FMDC reserves the right to prohibit any employee of the Contractor from performing work in or on the premises of any facility owned, operated, or utilized by the State of Missouri for any reason.
2. The Contractor shall ensure all of its employees submit fingerprints to the Missouri State Highway Patrol and pay for the cost of such background checks. The Contractor shall submit to FMDC via email to FMDCSecurity@oa.mo.gov a list of the names of the Contractor's employees who will be fingerprinted and a signed Missouri Applicant Fingerprint Privacy Notice, Applicant Privacy Rights and Privacy Act Statement for each employee. All employees of the Contractor approved by FMDC to work at a State facility must obtain a contractor ID badge from FMDC prior to beginning work on-site, unless the Director of FMDC, at the Director's discretion, waives the requirement for a contractor ID badge. The Contractor and its employees must comply with the process for background checks and contractor ID badges found on FMDC's website at: <https://oa.mo.gov/fmdc-contractor-id-badges>.
3. Pursuant to section 43.540, RSMo, FMDC participates in the Missouri Rap Back and National Rap Back programs as of August 28, 2018. This means that the Missouri State Highway Patrol, Central Records Repository, and the Federal Bureau of Investigation will retain the fingerprints submitted by each of the Contractor's employees, and those fingerprints will be searched against other fingerprints on file, including latent fingerprints. While retained, an employee's fingerprints may continue to be compared against other fingerprints submitted or retained by the Federal Bureau of Investigation, including latent fingerprints.
4. As part of the Missouri and National Rap Back programs, FMDC will receive notification if a new arrest is reported for an employee whose fingerprints have

been submitted for FMDC after August 28, 2018. If the employee is performing work on a State contract at the time of the arrest notification, FMDC will request and receive the employee's updated criminal history records. If the employee is no longer performing work on a State contract, FMDC will not obtain updated criminal records.

5. Pursuant to section 43.540, RSMo, the Missouri State Highway Patrol will provide the results of the employee's background check directly to FMDC. FMDC may NOT release the results of a background check to the Contractor or provide the Contractor any information obtained from a background check, either verbally or in writing. FMDC will notify the Contractor only whether an employee is approved to work on State property.
6. Each employee who submits fingerprints to the Missouri State Highway Patrol has a right to obtain a copy of the results of his or her background check. The employee may challenge the accuracy and completeness of the information contained in a background check report and obtain a determination from the Missouri State Highway Patrol and/or the FBI regarding the validity of such challenge prior to FMDC making a final decision about his or her eligibility to perform work under a State contract.
7. The Contractor shall notify FMDC via email to FMDCSecurity@oa.mo.gov if an employee is terminated or resigns from employment with the Contractor. If the Contractor does not anticipate performing work on a State contract in the future, the Contractor may request that FMDC remove its employees from the Rap Back programs. However, if removed from the Rap Back programs, employees will be required to submit new fingerprints should the contractor be awarded another State contract.
8. Upon award of a Contract, the Contractor should contact FMDC at FMDCSecurity@oa.mo.gov to determine if its employees need to provide a new background check. If a Contractor's employee has previously submitted a fingerprint background check to FMDC as part of the Missouri and National Rap Back programs, the employee may not need to submit another fingerprint search for a period of three to six years, depending upon the circumstances. The Contractor understands and agrees that FMDC may require more frequent background checks without providing any explanation to the Contractor. The fact that an additional background check is requested by FMDC does not indicate that the employee has a criminal record.

3.4 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

- A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.
 1. Onsite burning is prohibited.
 2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.
 3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.

- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
- C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
- D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
- E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
- F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
- G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
- H. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.5 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and the Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and Facility Representative before closing any access drives, and shall make temporary access available, if possible. The Contractor shall not obstruct streets, walks, or parking.

END OF SECTION 013513.22

SECTION 013513.25 – SITE SECURITY AND HEALTH REQUIREMENTS (MSHP)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor's employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.
- D. All construction personnel shall visibly display issued identification cards.

3.2 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

- A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.
 - 1. Onsite burning is prohibited.
 - 2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.

3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.
- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
- C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
- D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
- E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
- F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
- G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
- H. Alcoholic beverages or illegal substances shall not be brought upon the Facility premises. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.3 SECURITY CLEARANCES AND RESTRICTIONS

A. FMDC REQUIRED FINGERPRINTING FOR CRIMINAL BACKGROUND AND WARRANTS CHECK

1. All employees of the Contractor are required to submit fingerprints to the Missouri State Highway Patrol to enable the Office of Administration, Division of Facilities Management, Design and Construction (FMDC) to receive state and national criminal background checks on such employees. FMDC reserves the right to prohibit any employee of the Contractor from performing work in or on the premises of any facility owned, operated, or utilized by the State of Missouri for any reason.
2. The Contractor shall ensure all of its employees submit fingerprints to the Missouri State Highway Patrol and pay for the cost of such background checks. The Contractor shall submit to FMDC via email to FMDCSecurity@oa.mo.gov a list of the names of the Contractor's employees who will be fingerprinted and a signed Missouri Applicant Fingerprint Privacy Notice, Applicant Privacy Rights and Privacy Act Statement for each employee. All employees of the Contractor approved by FMDC to work at a State facility must obtain a contractor ID badge from FMDC prior to beginning work on-site, unless the Director of FMDC, at the Director's discretion, waives the requirement for a contractor ID badge. The

Contractor and its employees must comply with the process for background checks and contractor ID badges found on FMDC's website at: <https://oa.mo.gov/fmdc-contractor-id-badges>.

3. Pursuant to section 43.540, RSMo, FMDC participates in the Missouri Rap Back and National Rap Back programs as of August 28, 2018. This means that the Missouri State Highway Patrol, Central Records Repository, and the Federal Bureau of Investigation will retain the fingerprints submitted by each of the Contractor's employees, and those fingerprints will be searched against other fingerprints on file, including latent fingerprints. While retained, an employee's fingerprints may continue to be compared against other fingerprints submitted or retained by the Federal Bureau of Investigation, including latent fingerprints.
4. As part of the Missouri and National Rap Back programs, FMDC will receive notification if a new arrest is reported for an employee whose fingerprints have been submitted for FMDC after August 28, 2018. If the employee is performing work on a State contract at the time of the arrest notification, FMDC will request and receive the employee's updated criminal history records. If the employee is no longer performing work on a State contract, FMDC will not obtain updated criminal records.
5. Pursuant to section 43.540, RSMo, the Missouri State Highway Patrol will provide the results of the employee's background check directly to FMDC. FMDC may NOT release the results of a background check to the Contractor or provide the Contractor any information obtained from a background check, either verbally or in writing. FMDC will notify the Contractor only whether an employee is approved to work on State property.
6. Each employee who submits fingerprints to the Missouri State Highway Patrol has a right to obtain a copy of the results of his or her background check. The employee may challenge the accuracy and completeness of the information contained in a background check report and obtain a determination from the Missouri State Highway Patrol and/or the FBI regarding the validity of such challenge prior to FMDC making a final decision about his or her eligibility to perform work under a State contract.
7. The Contractor shall notify FMDC via email to FMDCSecurity@oa.mo.gov if an employee is terminated or resigns from employment with the Contractor. If the Contractor does not anticipate performing work on a State contract in the future, the Contractor may request that FMDC remove its employees from the Rap Back programs. However, if removed from the Rap Back programs, employees will be required to submit new fingerprints should the contractor be awarded another State contract.
8. Upon award of a Contract, the Contractor should contact FMDC at FMDCSecurity@oa.mo.gov to determine if its employees need to provide a new background check. If a Contractor's employee has previously submitted a fingerprint background check to FMDC as part of the Missouri and National Rap Back programs, the employee may not need to submit another fingerprint search for a period of three to six years, depending upon the circumstances. The Contractor understands and agrees that FMDC may require more frequent background checks without providing any explanation to the Contractor. The fact that an additional background check is requested by FMDC does not indicate that the employee has a criminal record.

B. MSHP SECURITY CLEARANCE REQUIREMENTS

1. In addition to the fingerprint background check conducted by FMDC, prior to the commencement of any onsite work, the General Contractor shall submit to the Missouri State Highway Patrol a list containing the full name of each contractor and subcontractor employee as displayed on his/her driver's license, date of birth, and social security number.
2. The Contractor shall designate a single point of contact for submittal of all contractor and subcontractor employee information. All information shall be submitted to Lieutenant Steven Frisbie at steven.frisbie@mshp.dps.mo.gov.
3. No Contractor personnel will be allowed on Highway Patrol property without first obtaining the appropriate security clearance. The Missouri State Highway Patrol reserves the right to deny admission to any individual they feel may be detrimental to the security of the agency.
4. The Contractor will not incur any costs related to background checks conducted by the Missouri State Highway Patrol.
5. The Missouri State Highway Patrol will issue contractor identification cards to all approved personnel. All issued cards shall be returned to the agency upon completion of the project.

3.4 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and the Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and Facility Representative before closing any access drives, and shall make temporary access available, if possible. The Contractor shall not obstruct streets, walks, or parking.

END OF SECTION 013513.25

SECTION 013513.28 – SITE SECURITY AND HEALTH REQUIREMENTS (Veterans, State Fair, MONG)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor's employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.
- D. All construction personnel shall visibly display issued identification cards.

3.2 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

- A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.
 - 1. Onsite burning is prohibited.
 - 2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.
 - 3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of

flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.

- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
- C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
- D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
- E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
- F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
- G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
- H. Alcoholic beverages or illegal substances shall not be brought upon the Facility premises. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.3 SECURITY CLEARANCES AND RESTRICTIONS

A. FMDC REQUIRED FINGERPRINTING FOR CRIMINAL BACKGROUND AND WARRANTS CHECK

1. All employees of the Contractor are required to submit fingerprints to the Missouri State Highway Patrol to enable the Office of Administration, Division of Facilities Management, Design and Construction (FMDC) to receive state and national criminal background checks on such employees. FMDC reserves the right to prohibit any employee of the Contractor from performing work in or on the premises of any facility owned, operated, or utilized by the State of Missouri for any reason.
2. The Contractor shall ensure all of its employees submit fingerprints to the Missouri State Highway Patrol and pay for the cost of such background checks. The Contractor shall submit to FMDC via email to FMDCSecurity@oa.mo.gov a list of the names of the Contractor's employees who will be fingerprinted and a signed Missouri Applicant Fingerprint Privacy Notice, Applicant Privacy Rights and Privacy Act Statement for each employee. All employees of the Contractor approved by FMDC to work at a State facility must obtain a contractor ID badge from FMDC prior to beginning work on-site, unless the Director of FMDC, at the Director's discretion, waives the requirement for a contractor ID badge. The Contractor and its employees must comply with the process for background checks

and contractor ID badges found on FMDC's website at: <https://oa.mo.gov/fmdc-contractor-id-badges>.

3. Pursuant to section 43.540, RSMo, FMDC participates in the Missouri Rap Back and National Rap Back programs as of August 28, 2018. This means that the Missouri State Highway Patrol, Central Records Repository, and the Federal Bureau of Investigation will retain the fingerprints submitted by each of the Contractor's employees, and those fingerprints will be searched against other fingerprints on file, including latent fingerprints. While retained, an employee's fingerprints may continue to be compared against other fingerprints submitted or retained by the Federal Bureau of Investigation, including latent fingerprints.
4. As part of the Missouri and National Rap Back programs, FMDC will receive notification if a new arrest is reported for an employee whose fingerprints have been submitted for FMDC after August 28, 2018. If the employee is performing work on a State contract at the time of the arrest notification, FMDC will request and receive the employee's updated criminal history records. If the employee is no longer performing work on a State contract, FMDC will not obtain updated criminal records.
5. Pursuant to section 43.540, RSMo, the Missouri State Highway Patrol will provide the results of the employee's background check directly to FMDC. FMDC may NOT release the results of a background check to the Contractor or provide the Contractor any information obtained from a background check, either verbally or in writing. FMDC will notify the Contractor only whether an employee is approved to work on State property.
6. Each employee who submits fingerprints to the Missouri State Highway Patrol has a right to obtain a copy of the results of his or her background check. The employee may challenge the accuracy and completeness of the information contained in a background check report and obtain a determination from the Missouri State Highway Patrol and/or the FBI regarding the validity of such challenge prior to FMDC making a final decision about his or her eligibility to perform work under a State contract.
7. The Contractor shall notify FMDC via email to FMDCSecurity@oa.mo.gov if an employee is terminated or resigns from employment with the Contractor. If the Contractor does not anticipate performing work on a State contract in the future, the Contractor may request that FMDC remove its employees from the Rap Back programs. However, if removed from the Rap Back programs, employees will be required to submit new fingerprints should the contractor be awarded another State contract.
8. Upon award of a Contract, the Contractor should contact FMDC at FMDCSecurity@oa.mo.gov to determine if its employees need to provide a new background check. If a Contractor's employee has previously submitted a fingerprint background check to FMDC as part of the Missouri and National Rap Back programs, the employee may not need to submit another fingerprint search for a period of three to six years, depending upon the circumstances. The Contractor understands and agrees that FMDC may require more frequent background checks without providing any explanation to the Contractor. The fact that an additional background check is requested by FMDC does not indicate that the employee has a criminal record.

3.4 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and the Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and Facility Representative before closing any access drives, and shall make temporary access available, if possible. The Contractor shall not obstruct streets, walks, or parking.

END OF SECTION 013513.28

SECTION 013513.31 – SITE SECURITY AND HEALTH REQUIREMENTS (DNR)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUBMITTALS

- A. List of required submittals:
 - 1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.
 - 2. Schedule of proposed shutdowns, if applicable.
 - 3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

- A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.
- B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.
- C. The Contractor shall provide the name and phone number of the Contractor's employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.
- D. All construction personnel shall visibly display issued identification cards.

3.2 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

- A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.
 - 1. Onsite burning is prohibited.
 - 2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.
 - 3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of

flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.

- B. The Contractor shall not obstruct streets or walks without permission from the Owner's Construction Representative and Facility Representatives.
- C. The Contractor's personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.
- D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.
- E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.
- F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner's Construction Representative and the appropriate Facility Representative at least twenty-four (24) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.
- G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.
- H. Alcoholic beverages or illegal substances shall not be brought upon the Facility premises. The Contractor's workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.3 DISRUPTION OF UTILITIES

- A. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and the Facility Representative before disconnecting electric, gas, water, fire protection, or sewer service to any building.
- B. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and Facility Representative before closing any access drives, and shall make temporary access available, if possible. The Contractor shall not obstruct streets, walks, or parking.

END OF SECTION 013513.31

SECTION 017400 – CLEANING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract including General and Supplementary Conditions, Bid Form, and other Division 1 Specification Sections apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for cleaning during the Project.
- B. Environmental Requirements: Conduct cleaning and waste-disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and anti-pollution regulations.
 - 1. Do not dispose of volatile wastes such as mineral spirits, oil, or paint thinner in storm or sanitary drains.
 - 2. Burning or burying of debris, rubbish, or other waste material on the premises is not permitted.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by the manufacturer or fabricator for the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 PROGRESS CLEANING

- A. General
 - 1. Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials.
 - 2. Do not allow the accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
 - 3. At least <once><twice> each month, and more often if necessary, completely remove all scrap, debris, and waste material from the jobsite.
 - 4. Provide adequate storage for all items awaiting removal from the jobsite, observing all requirements for fire protection and protection of the ecology.
- B. Site
 - 1. Daily, inspect the site and pick up all scrap, debris, and waste material. Remove all such items to the place designated for their storage.
 - 2. Weekly, inspect all arrangements of materials stored onsite. Re-stack, tidy, or otherwise service all material arrangements.

3. Maintain the site in a neat and orderly condition at all times.

C. Structures

1. Daily, inspect the structures and pick up all scrap, debris, and waste material. Remove all such items to the place designated for their storage.
2. Weekly, sweep all interior spaces clean. "Clean" for the purposes of this paragraph, shall be interpreted as meaning free from dust and other material capable of being removed by use of reasonable effort and handheld broom.
3. In preparation for installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using all equipment and materials required to achieve the required cleanliness.
4. Following the installation of finish floor materials, clean the finish floor daily while work is being performed in the space in which finish materials have been installed. "Clean" for the purposes of this subparagraph, shall be interpreted as meaning free from all foreign material which, in the opinion of the Construction Representative, may be injurious to the finish of the finish floor material.

3.2 FINAL CLEANING

- A. General: Provide final cleaning operations when indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to the condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer's instructions.
- B. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for the entire Project or a portion of the Project.
 1. Clean the Project Site, yard and grounds, in areas disturbed by construction activities including landscape development areas, of rubbish, waste material, litter, and foreign substances.
 2. Sweep paved areas broom clean. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 3. Remove petrochemical spills, stains, and other foreign deposits.
 4. Remove tools, construction equipment, machinery, and surplus material from the site.
 5. Remove snow and ice to provide safe access to the building.
 6. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 7. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 8. Broom clean concrete floors in unoccupied spaces.
 9. Vacuum clean carpet and similar soft surfaces removing debris and excess nap. Shampoo, if required.
 10. Clean transparent material, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-

obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.

11. Remove labels that are not permanent labels.
 12. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 13. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 14. Clean plumbing fixtures to a sanitary condition free of stains, including stains resulting from water exposure.
 15. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 16. Clean ducts, blowers, and coils if units were operated without filters during construction
 17. Clean food-service equipment to a sanitary condition, ready and acceptable for its intended use.
 18. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs and defective and noisy starters in fluorescent and mercury vapor fixtures.
 19. Leave the Project clean and ready for occupancy.
- C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid the Project of rodents, insects, and other pests. Comply with regulations of local authorities.
- D. Removal of Protection: Remove temporary protection and facilities installed during construction to protect previously completed installations during the remainder of the construction period.
- E. Compliances: Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of lawfully.
1. Where extra materials of value remain after Final Acceptance by the Owner, they become the Owner's property.

END OF SECTION 017400