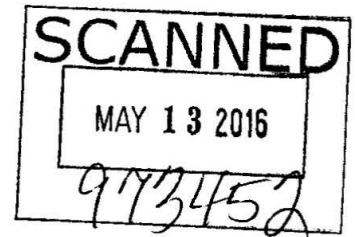


**CITY OF ST. LOUIS**  
**PROFESSIONAL SERVICE AGREEMENT FOR**  
**WEBSITE DEVELOPMENT SERVICES**  
**LAMBERT- ST. LOUIS INTERNATIONAL AIRPORT®**



**CONTRACT NO.:**

**CONTRACT NOT-TO- EXCEED AMOUNT:   \$ 36,000.00**

**CONSULTANT:**     Seafoam Media  
                      7320 Manchester Rd.  
                      Suite 221  
                      St. Louis, MO 63143

**FEDERAL I.D. : 27-2914054**

**ESTIMATED ANNUAL ENCUMBRANCES:**

<b>FY 2015-2016</b>	<b>\$36,000.00</b>
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**CONTRACT AUTHORIZED BY:**                   **ORDINANCE NO.   69985**  
   **BUDGET ACCOUNT: 5659**

**LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT**  
**ST. LOUIS, MISSOURI**

**CITY OF ST. LOUIS**  
**PROFESSIONAL SERVICE AGREEMENT FOR**  
**WEBSITE DEVELOPMENT SERVICES**  
**LAMBERT- ST. LOUIS INTERNATIONAL AIRPORT**

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016 ("**Agreement**"), by and between the City of St. Louis, a municipal corporation of the State of Missouri (the "**City**") and Seafoam Media, LLC ("**Consultant**").

**WITNESSETH THAT:**

**WHEREAS**, City owns and operates Lambert-St. Louis International Airport (the "**Airport**"); and

**WHEREAS**, City seeks to contract with the Consultant for Website Development Services as more fully described herein.

**NOW, THEREFORE**, in consideration of the payments, terms, conditions, agreements, hereinafter set forth, to be made and performed by City, the Consultant hereby promises and agrees that it will faithfully perform all the services called for by this Agreement, in the manner and under the terms, covenant, and conditions hereinafter set forth.

**CITY OF ST. LOUIS  
LAMBERT - ST. LOUIS INTERNATIONAL AIRPORT**

**PROFESSIONAL SERVICE AGREEMENT FOR  
WEBSITE DEVELOPMENT SERVICES**

**1.0    DEFINITIONS**

The following terms and definitions are used in this solicitation:

- A.    **"Agreement"** means the contract to be executed between the City of St. Louis and the Contractor for Emergency Pavement Repair Services.
- B.    **"Airport"** means the property owned by the City at Lambert-St. Louis International Airport.
- C.    **"Airport Representative"** means the Airport Public Relations Manager or his/her authorized or designated representative.
- D.    **"City"** means the City of St. Louis, owner and operator of Lambert-St. Louis International Airport.
- E.    **"Commencement Date"** means the date the term of the Agreement begins which is May 1, 2016 as provided for in Appendix A, Section 9.
- F.    **"Contractor"** used herein means the successful bidder.
- H.    **"days"** means consecutive calendar days unless otherwise expressly stated.
- I.    **"Director"** as used herein refers to the Director of Airports of the City of St. Louis and to his/her authorized representatives or designated representative.
- J.    **"Expiration Date"** means the date the term of the Agreement ends which is July 31, 2016 as provided for in Appendix A, Section 9.
- K.    **"Extras"** means additional service work or modifications, additions, or extras ordered in writing by the Director, as more fully described in Appendix A, Section 8 entitled "Extra Work."
- L.    **"Holiday"** means New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.
- M.    **"Provision"** means the terms, covenants, conditions, warranties, and provisions of the Agreement.

## 2.0 SCOPE OF WORK

- A. The Consultant, subject to and in accordance with the Provisions of this Agreement, will be responsible for performing the Website Development Services in a timely manner as directed and ordered in writing by the Manager. The Website Development Services consists of:
1. “Airport Community Website” The audience for the Airport Community Website consists of approximately 5,000 users consisting of employees of tenants, vendors, airlines, contractors, service providers, etc. See **Exhibit D**, entitled, “Community Website Development Sitemap”.
2. Technical Specifications:
1. The Consultant shall use the latest available version of Craft CMS (Content Management System) <https://craftcms.com>
  2. The Consultant shall create responsive design website must be automatically scalable to each user’s particular computing device.
  3. Site must reflect Airport’s branding and missions in functionality, design, and look.
  4. Site must be easily navigable using the latest CMS and website design tools, design ideas, and trends.
  5. All key graphics, icons, and/or picture images not provided by the Airport will be provided by Consultant.
  6. The Consultant shall contribute new content or integrate existing content into new site.
  7. Site shall accommodate the latest standard website file formats (video, PDF, Images, graphics, etc.)
  8. Site shall accommodate standard website forms such as: “Contact us”; “Comments”, etc.
  9. Site shall be transferrable to the Airport’s preferred hosting site.
  10. Site shall allow for Airport access to a full suite of reporting and analytics.
  11. Site shall be ADA compliant.



12. The Airport Community Website shall have a login function to secure page(s) with the ability to create a transactional record of logins and downloaded files.
13. The Airport Authority site shall require active directory integration for secured pages.
14. Site shall not require any fee-based maintenance after sites are presented to the Airport.
15. All creative content, design, source files, and source code will become property of the City of St. Louis upon completion of the project.

### **3.0 EXTRA WORK**

- A. Consultant acknowledges and agrees that at the written request and direction of the Director, additional Website Development Services or modifications, additions, or Extras to the Website Development Services may be required. The fee or charge for Extras will be agreed upon up front in writing on a case by case basis as described in this Section 3.0. For all work conducted under this Agreement, the total amount to be paid to the Consultant will not exceed the total Contract Not-To-Exceed Amount of this Agreement. (See Section 8.D).
- B. Any work not herein specified which may be fairly implied as included in this Agreement, of which the Director will be the sole and absolute judge, will be done by the Consultant without extra charge. The Consultant shall do all Extras that may be requested or ordered by the Director in writing. No claim for Extras will be allowed in favor of the Consultant unless such Extras have been ordered in advance by written request of the Director. The Consultant shall furnish the Director with itemized bills for all items included under this heading, and such bills may be verified or audited by the City. All bills for Extras done in any month, will be submitted to the Director, in writing, before the 15<sup>th</sup> day of the following month, and the amounts therein must be in accordance with the daily time, material, and equipment statements duly approved by the Director. As proof of costs, the Consultant shall submit copies of itemized invoices received from the Consultant's approved subcontractor(s) which have been previously reviewed and approved by the Consultant. Extras will be paid for on the basis of a fixed amount or rate or charge to be agreed upon and approved by the Consultant and the Director in writing prior to such Extras being performed. (See Section 8.B.).

### **4.0 TERM**

The term of this Agreement will be for three (3) months beginning on the Commencement Date specified below and ending three (3) months thereafter unless terminated or cancelled as provided for in Section 25.0. This Agreement is expressly

subject to, and will not become effective or binding on the City until, fully executed by all signatories of the City. The commencement and expiration dates will be as follows:

**“Commencement Date”:** May 1, 2016 **“Expiration Date”:** July 31, 2016

## **5.0 ADMINISTRATIVE PROCEDURES**

- A. Before work under this Agreement commences, the Consultant shall designate, by written notice to the Airport Representative, an experienced, competent and knowledgeable, full time employee of the Consultant as the Consultant's **“Project Coordinator”**. The Project Coordinator will be fully authorized to act for the Consultant in all matters covered by this Agreement. The Consultant shall also furnish all supervisory personnel with copies of these specifications and will make certain that all such personnel understand the provisions thereof.
- B. When necessary, or as requested by the Airport Representative, the Consultant shall make periodic reports and recommendations to the Airport Representative with respect to conditions, transactions, situations or circumstances encountered by the Consultant relating to the services to be performed under this Agreement.
- C. The Consultant's performance hereunder will be in accordance with the highest standards of care, skill, and diligence provided by professionals who perform services similar to the services contemplated by this Agreement. All work must be executed in the most safe and substantial manner and everything must be furnished by Consultant that is necessary to complete and perfect the aforesaid work according to the design and intention, whether particularly specified or not which may be inferred from this Agreement and its specifications.
- D. The Consultant shall ensure that all equipment and temporary offices and trailers used on the job are conspicuously marked with both the name and telephone number of the Consultant (if applicable).
- E. The Consultant acknowledges, stipulates, and agrees that the City and its officers, agents, representatives, or employees are not responsible or liable for in any way whatsoever for any hazardous condition created by, arising out of, or incidental to the Website Development Services performed by the Consultant or its officers, employees, Consultants, representatives, or agents under this Agreement. (See Section 24.0 entitled “Insurance and Indemnification.”)
- F. The Consultant shall furnish, and have on the job at all times, ample equipment to properly and safely carry out the work contemplated herein including such tools or equipment as may be necessary to meet emergency requirements.
- G. The Consultant shall give personal attention to the performance of this Agreement and shall furnish to the Airport Representative a listing of all employees

(including subcontractor's employees) performing services under this Agreement. (See also Section 26.0 entitled "Assignment and Subcontracting") This listing of said employees must be updated and maintained by the Consultant throughout the term of this Agreement. The Consultant shall be present, either in person, or have a duly authorized representative (i.e., Project Coordinator or supervisory personnel) at the site of the work continuously during working hours, throughout the progress of the work, to receive directions or furnish information. Any instructions or directions given to the Project Coordinator or supervisory personnel of the Consultant will be considered the same as given to the Consultant in person.

- H. Consultant, at its cost, is required to secure all applicable permits and licenses and approvals required or necessary to fulfill the Provisions of this Agreement.
- I. The Consultant shall attend a pre-performance conference prior to commencement of any work under this Agreement. Said conference will be after the date of Agreement execution, and prior to start of the work.
- J. In case of an emergency, the Director, Operations Supervisor, or either of their representatives, will have authority to order the Consultant to immediately terminate work and clear the area of personnel and equipment. The Consultant shall immediately comply to such an order with all possible speed.
- K. The Airport Representative will determine the amount, classifications, acceptability, and fitness of all work to be done, and will decide all questions which may arise relative to the proper performance of this Agreement, and his decisions will be final and conclusive, except as provided for in Section 12.0.
- L. The City reserves the right to solicit bids and award contracts to other consultants for any modifications or additions to the Website Development Services. The City reserves the right to furnish components, parts, supplies, and materials at its discretion or to perform the work contemplated herein. (See Section 21.G).

## **6.0 RULES AND REGULATIONS**

- A. Consultant warrants, covenants, represents, stipulates, and agrees that the Consultant shall comply with all applicable rules and regulations including ordinances, resolutions, plans, operating directives, environmental plans or programs, Airport certification manual, and directives promulgated or established by the Airport Authority, the Airport Commission, the Director, or the City, as they may be amended from time to time, in performing the work or services contemplated herein or the Provisions of this Agreement. Consultant warrants, covenants, represents, stipulates, and agrees that the Consultant shall comply with all statutes, laws, ordinances, orders, judgments, decrees, permits, regulations, environmental plans and programs, environmental permits, directions, and

requirements of the City as may be amended from time to time, and all federal, state, city, local and other governmental authorities, now or hereafter applicable, in performing the Provisions of this Agreement and the work or services contemplated herein.

- B. The Consultant is responsible for compliance with all Airport Security Regulations, Airport Security procedures, and TSA 1500 as they may be amended from time to time. Any and all violations by the Consultant or its officers, employees, subcontractors, independent contractors, agents, or representatives pertaining to Airport Security resulting in a fine or penalty to the City or the Consultant, or its officers, employees, agents, or representatives, is the responsibility of the Consultant. City will be reimbursed (within ten (10) days of the City's request) for any such fines or penalties imposed on the City.
- C. The Consultant is responsible for the work of all subcontractors and agents, and all work will be kept under the Consultant's control. A complete list of all such subcontractors must be submitted to the Director for his/her prior written approval (See Section 26.0).
- D. The Consultant will not be entitled to any claim for damages or losses whatsoever against the City or its officers, employees, agents, representatives, due to hindrance or delay from any cause whatever in the progress of the work or any portion thereof including without limitation, loss of profits, and actual, consequential, special, or incidental damages.

## **7.0 REPAIR OF DAMAGE**

The Consultant shall promptly report any property of the City or third parties damaged by Consultant's operations or employees. The Consultant shall make no repairs or replacements to City property without the prior written approval of the Airport Director.

## **8.0 FEES & PAYMENTS**

- A. The Consultant shall submit to the Airport Representative for payment by the City, an itemized invoice for work performed under this Agreement at the rates and amounts outlined in **Attachment 1**, entitled "**Fees**", subject to and in accordance with the Provisions of this Agreement. The invoice shall state: a) Contract Number; b) Ordinance Number, c) a breakdown of the service(s) provided, and d) the fee for services. For Extras authorized in writing by the Director, the Consultant must invoice the City for the costs of the Extras authorized in writing by the Director as set out in Section 3.0. All payments will be contingent upon the appropriations of sufficient funds by the City annually.

- B. Nothing in this Agreement will be construed or interpreted to create a debt, liability, or obligation of any kind whatsoever on the City for the City to order or request any particular amount of work or services. (See also Section 5.L and Section 21.G).
- C. The Consultant warrants, covenants, represents, stipulates, and agrees to submit invoices for the services and work performed pursuant to this Agreement in a timely manner and as provided for in this Agreement. The Consultant hereby acknowledges and agrees that the City will not be required or obligated to pay any invoice submitted to the City by the Consultant more than six (6) months after the expiration or earlier termination of this Agreement or be responsible for any costs or expenses incurred by the Consultant for services or work performed pursuant to this Agreement for which invoices have not been submitted to the City for payment within six (6) months of the expiration or earlier termination of this Agreement.
- D. The total Contract Not-To Exceed Amount of this Agreement is \$36,000.00.
- E. The Consultant acknowledges, stipulates, and agrees that the City will not be obligated, responsible, or liable in any way whatsoever for any downtime, nor make any payment to the Consultant for any cost, expense, or loss of profit due to any such downtime.

## **9.0 CLAIMS OR LOSSES**

- A. The Consultant shall indemnify, defend and save harmless the City, its officers, employees, and agents from all suits or actions or losses brought against the City, its officers, employees or agents, for or on account of any injuries or damages received or sustained by any party or parties by or from the Consultant, his employees, representative, or agents, in the performance of the work herein specified, or in consequence of any negligence in guarding the same, or any defective materials or equipment used, or by or on account of any act or omission of the said Consultant.
- B. The Consultant shall indemnify, defend and save harmless the City, its officers, employees, representatives, and agents from the payment of any and all claims, demands, damages, or costs arising out of any infringement, or alleged infringement of intellectual property rights including, without limitation, the use of any patent or patented device, article, system, arrangement, material, photograph, or process used by the Consultant or its officers, employees, representative, or agent in the execution of this Agreement.
- C. The Consultant shall, within seven (7) days of service or demand, provide written notification to the Director of all claims, demands, suits, actions or losses arising out of this Agreement.

## **10.0 REPLACEMENT OF PERSONNEL**

Consultant agrees to promptly replace the manager or any employee working under this Agreement should the Airport Director feel and recommend that such should be done for the good of the Website Development Services being rendered. The Airport Director's decision will be final and binding.

## **11.0 PROHIBITED ACTS**

Consultant will not do or permit to be done any act which:

- A. Will invalidate or be in conflict with any insurance policies covering the Airport or the City, or any part thereof, or upon the contents of any building thereon;
- B. Will increase rates of any insurance, extended coverage or rental insurance on the Airport or the City, or any part thereof, or upon the contents of any building thereon;
- C. In the opinion of the Airport Representative, will constitute a hazardous condition, so as to increase risks normally attendant upon the operations enumerated in this Agreement;
- D. Will constitute a nuisance in or on the Airport or which may result in creation, commission, or maintenance of a nuisance in or on the Airport; or
- E. May interfere with the effectiveness or accessibility of the drainage of any sewage system, fire protection system, sprinkler system, alarm system, fire hydrants and hoses if any, installed or located in or on the Airport.
- F. If by reason of the Consultant's failure to comply with the provisions of this section, any fire insurance, extended coverage or rental insurance rate on the Airport, or any part thereof, or upon the contents of any building thereon will be at any time higher than it otherwise would be, then the Consultant will on demand, pay the City the increase in the cost of insurance premiums paid or payable by the Airport which will have been charged because of such violation by the Consultant. For the purpose of this section, "Airport" includes all structures or improvements located thereon.



## **12.0 RIGHT OF REVIEW**

Consultant has the right to take any decision or direction of the Airport Representative to the Director for his/her review and decision. The decision of the Director will be final and binding. All requests for review must be in writing and within 24 hours of the Airport Representative's decision in dispute, and must set forth clearly the cause for such request of review. No review will be allowed by the Director which has not first been considered by the Airport Representative. (See Section 5.K).

## **13.0 GOVERNING LAW AND FORUM SELECTION**

This Agreement is made and entered into in the State of Missouri, and Missouri law, the City's charter and ordinances, as they may be amended from time to time, govern and apply to this Agreement. Any cause of action, claim, suit, demand, or other case or controversy arising from or related to this Agreement must be brought only in a federal or state court in The City of St. Louis, Missouri. Consultant and the City hereby admit and consent to the jurisdiction and venue of such courts. The Provisions of this Section survive the expiration or early termination of this Agreement.

## **14.0 WAIVERS OF LIEN**

Upon completion of work contemplated herein, and if requested by the City, the Consultant will submit within five (5) business days of the City's request full waivers of lien from every entity involved in the performance of this Agreement. Lien waivers will be submitted on forms and executed in a manner acceptable to the Airport Representative. Consultant warrants, covenants, represents, stipulates, and agrees not to permit any mechanics' or materialmen's liens or any other lien or encumbrance to be attached or foreclosed upon the City's property or any part or parcel thereof, or on the improvements thereon, by reason of any work or labor performed or materials furnished by any mechanic, materialman, contractor, or any other reason.

## **15.0 FACILITIES PROVIDED BY THE AIRPORT**

City, subject to and in accordance with the Provisions of this Agreement, will provide the right of ingress and egress to all areas herein specified in order for the Consultant to perform the work and services contemplated herein.

## **16.0 PRECAUTIONARY MEASURES**

Consultant warrants, covenants, represents, stipulates, and agrees the Consultant will exercise every precaution to prevent injury to persons or damage to property and avoid inconvenience to the City's travelers, licensees, and invitees, or airlines operating at the

Airport, and other users of the Airport. Consultant shall without limiting the generality hereof, place such watchmen, erect such barricades and railings, give such warnings, display such lights, signals, or signs and exercise such precautions against fire, or electrocution, and take such other precautions as may be necessary, proper or desirable.

## **17.0 CUSTOMER SERVICE**

Consultant, on behalf of itself and all subcontractors, acknowledges that customer service to the traveling public is a primary concern for the City and that customer service is the shared responsibility of all employees at the Airport, no matter their role or function. Consultant agrees that all employees performing service pursuant to this Agreement shall:

- A. Demonstrate excellent customer service at all times to every user of the Airport, as applicable.
- B. Act in a courteous and helpful manner at all times with travelers, fellow employees, and all other users of the Airport.
- C. Behave in a businesslike and professional manner while on Airport property.
- D. Refrain from using foul or inappropriate language in public areas; smile and use a pleasant tone of voice when conversing with travelers and all other Airport users; be actively working while on duty.

## **19.0 PERFORMANCE & PAYMENT BOND**

- A. At or prior to the execution of this Agreement, the Consultant shall immediately execute a Performance Bond and a Payment Bond each in the amount of Two Thousand Dollars (\$2,000.00) with surety satisfactory to the City conditioned on the full and faithful performance of all Provisions of this Agreement to be executed. Affirmation by the Surety Company to execute the Performance Bonds and the Payment Bonds must be executed by Attorney-In-Fact for the surety company before a licensed Notary Public. The Payment Bonds must comply with the coverage requirements and conditions of Section 107.170 RSMo. The City will allow submittal of one year renewable bonds to meet the requirements of this Section 19. The Consultant shall notify the City no later than thirty (30) days prior to the termination, cancellation, or non-extension of the Performance Bonds and/or Payment Bonds and if the Consultant's Performance Bonds and/or Payment Bonds are terminated, cancelled, not renewed or extended, the Consultant shall promptly provide the City with a replacement bond(s) in full compliance with this Section 19. Any sum or sums derived from said Performance and/or Payment Bonds will be used for the completion of this Agreement and the payment of laborers and material suppliers, as the case may be.
- B. Copies of the Performance Bonds and the Payment Bonds, in a form acceptable to



the City, must be given to the Airport Representative for approval before the work of this Agreement begins.

## **20.0 MISSOURI UNAUTHORIZED ALIENS LAW**

As a condition precedent for the award of this Agreement and prior to performing any work or services under this Agreement, the Consultant, shall, pursuant to the applicable provisions of Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended (the “**Missouri Unauthorized Aliens Law**”), by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. The Consultant shall also affirm in said affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the Missouri Unauthorized Aliens Law. A copy of an affidavit in a form acceptable to the City is attached hereto and incorporated herein as **Exhibit “A”** entitled “Affidavit”. Consultant’s failure to comply at all times with the Missouri Unauthorized Aliens Law or the provisions of this Agreement related to the Missouri Unauthorized Aliens Law may result in the termination of this Agreement by the City and/or the City seeking other remedies available to the City at law or in equity. In addition, the State of Missouri may impose penalties or remedies for violations of the Missouri Unauthorized Aliens Law as set forth therein. The Consultant shall promptly and timely deliver to the City a fully executed original of the Affidavit (see **Exhibit “A”**) including any required documentation in accordance with the Missouri Unauthorized Aliens Law prior to performing any work under this Agreement.

## **21.0 GENERAL PROVISIONS**

- A. The Consultant is, and at all times hereunder, will be and remain an independent contractor and nothing herein will be interpreted or construed to mean that the Consultant or any of its employees or agents is an employee or agent of the City.
- B. The Consultant shall coordinate the services performed under this Agreement with the Airport Representative designated by the Airport Director.
- C. This Agreement is the entire agreement and no amendment or modification will be made (except as expressly provided for herein) unless in writing and signed by the parties hereto.
- D. The City of St. Louis and the Consultant agree that this Agreement and all contracts entered into under the Provisions of this Agreement are binding upon the parties hereto and their successors and permitted assigns.
- E. A waiver by either party of the Provisions hereto to be performed, kept, or observed

by the other party will not be construed as or operate as, a waiver of any subsequent default or breach of any of the terms, covenants, or conditions of this Agreement. Any waiver by either party must be in writing and signed by the party waiving.

- F. The Consultant shall keep and maintain such records and reports as are necessary for the City to determine compliance with the obligations of this Agreement. Such records must be maintained by the Consultant for at least three (3) years after the expiration or termination of this Agreement. The City reserves the right to investigate, audit, and review, upon written request, such records and documents, in order to determine compliance with this Agreement. (See Section 29 entitled "Right To Audit Clause").
- G. Consultant acknowledges, understands, stipulates, and agrees that the City retains the right to receive bids and award contracts on any modifications, deletions, or additions to the Website Development Services contemplated herein. In addition, the City will retain the right to furnish materials or supplies at its discretion, or perform for itself, any work contemplated herein. (See Section 5.L and Section 8.C).
- H. No alderman, commissioner, director, board member, officer, employee or other agent of the City will be personally liable under or in connection with this Agreement.
- I. Neither party will be deemed in violation of this Agreement, if it is prevented from performing any of the obligations hereunder by reason of strikes, boycotts, labor disputes, embargoes, shortage of material, acts of God, acts of a public enemy, acts of a superior governmental authority, riots, rebellion, or sabotage, or any other circumstances for which it is not responsible and which is not within its control. (See Article 21.K).
- J. In the event any Provision herein contained is held to be invalid by a court of competent jurisdiction, the invalidity of any such Provision will in no way affect any other Provision, herein contained, provided the invalidity of such Provision does not materially prejudice either party hereto in its respective rights and obligations contained in the valid Provisions of this Agreement.
- K. Time is of the essence in this Agreement. The parties agree that time will be of the essence in the performance of each and every obligation and understanding of this Agreement.
- L. Unless otherwise expressly provided for herein, when the consent, approval, waiver, release, or certification ("**Approval**") of either party is required under the terms of this Agreement, such Approval must be in writing and signed by the party making the Approval. Whenever the Approval of the City or the Director of Airports is required, the Approval must be from the City's Director of Airports or

his/her authorized or designated representative.

- M. The Parties affirm each has full knowledge of the Provisions and requirements contained in this Agreement. As such, the Provisions of this Agreement will be fairly construed and the usual rule of construction, if applicable to the effect that any ambiguities herein should be resolved against the drafting party, will not be employed, in the interpretation of this Agreement or any amendments, modifications, or exhibits thereto.

## **22.0 PREVAILING WAGE AND FRINGE BENEFITS**

The Consultant warrants, covenants, represents, stipulates, and agrees that all employees and subcontractor's employees performing any work under and subject to the terms of this Agreement at the Airport will be paid not less than the prevailing hourly rate of wages and fringe benefits as determined by the United States Secretary of Labor, or his/her authorized representative, in accordance with prevailing rates in the locality of the metropolitan St. Louis area pursuant to 41 U.S.C. 351 ex seq., as amended, except for any person engaged in an executive, administrative or professional capacity. This Section 22 is subject to and will be in accordance with City Ordinance No. 62124.

## **23.0 MEDIA INQUIRIES / ADVERTISING**

- A. If contacted by any media entity or other third party ("**Media Entity**") about this Agreement or the services or work performed by the Consultant under this Agreement ("**Airport Project**"), the Consultant will refer the Media Entity to the Airport's Public Relations Manager. This includes, without limitation, trade publications.
- B. Consultant acknowledges and agrees that any printed articles, press releases, web articles, social media communications or case studies about an Airport Project must be approved in writing by the Airport's Public Relations Manager prior to being made public by the Consultant. Consultant will have no right to use the trademarks, symbols, logos, trade names or the name of the City or the Airport, either directly or indirectly, in connection with any production, promotional service, publication or advertising without the prior written consent of the Airport's Public Relations Manager.
- C. Consultant will treat all knowledge of the City's intentions, operations or procedures, and business as confidential and at no time divulge such information without the prior written consent of the Director, unless otherwise required by a court order or subpoena. Consultant will timely inform the City of any such order or subpoena prior to releasing said confidential information.
- D. Advertisements discussing an Airport Project must be approved by the Airport's Public Relations Manager in writing prior to publication or must include a

prominent disclaimer that neither the City nor the Airport necessarily endorses the Consultant's work.

- E. Any quotes or testimonials from City or Airport staff may not be used unless pre-approved in writing by the Airport's Public Relations Manager.
- F. Photos taken by Consultant of Airport Projects must be pre-approved in writing by the Airport's Public Relations Manager. Consultant acknowledges and understands that some photos may contain security-sensitive information and publication may violate federal laws or regulations or Airport security rules or procedures.
- G. The Airport's Public Relations office must be given at least three (3) business days' notice to review request and materials. The Airport's Public Relations office coordinates media, web, postings, printed materials, advertisements and other public communication about Airport Projects. Public Relations main number is: 314-426-8125.

#### **24.0 INSURANCE AND INDEMNIFICATION**

- A. The Consultant, at its expense, at all times during the term hereof, shall cause St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents and the Consultant to be insured **on an occurrence basis** against all claims and demands by third persons for bodily injury (including wrongful death) and property damage arising or alleged to arise out of the activities or omissions of the Consultant, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors pursuant to this Agreement under the following types of coverage:
  - 1. Comprehensive General Liability (occurrence based)
- B. **The minimum limits of coverage for the above class of insurance will equal a single limit of Two Million Dollars (\$2,000,000.00) comprised of such primary and excess policies of insurance as the Consultant finds it feasible to purchase during the term of this Agreement** and will, by endorsement, name St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents (the "**CITY**" as used in this Section) as an "Additional Insured". Prior to execution of this Agreement, Consultant shall provide certificates of said insurance and all endorsements required pursuant to this Agreement to the Airport Representative in form and content satisfactory to the City. In addition, the Consultant shall also

mail or fax a copy of the Certificate of Insurance and all required endorsements to:

St. Louis Metropolitan Police Department  
P.O. Box 10212, Lambert Station  
St. Louis, Missouri 63145  
Attn: Sharon Wilson, Bureau of Security Operations  
Phone: 314-426-8002  
Fax: 314-890-1325

- C. Such liability insurance coverage must also extend to damage, destruction and injury to CITY owned or leased property and CITY personnel, and caused by or resulting from work, acts, operations, or omissions of Consultant, its officers, agents, employees, contractors, subcontractors, licensees, invitees, representatives, and independent contractors and, contractual liability insurance sufficient to cover Consultant's indemnity obligations hereunder. The CITY will have no liability for any premiums charged for such coverage, and the inclusion of the CITY as an Additional Insured is not intended to, and will not make the CITY a partner or joint venturer with Consultant in its operations hereunder. Each such insurance policy will provide primary coverage to the CITY when any policy issued to the CITY provides duplicate or similar coverage and in such circumstances, the CITY's policy will be excess over Consultant's policy.
- D. The Consultant shall protect, defend, and hold St. Louis County, the City, and its Board of Alderman and the Airport Commission, and their respective officers, employees, and agents completely harmless from and against all liabilities, losses, suits, claims, judgments, and fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Agreement and/or the use or occupancy of the City's premises and/or the acts or omissions of Consultant's officers, agents, employees, contractors, subcontractors, licensees, invitees, or independent contractors regardless of where the injury, death, or damage may occur, unless and to the extent such injury, death or damage is caused by the negligence of the City. The Director or his/her designee will give to Consultant reasonable notice of any such claims or actions. The Consultant will also use counsel reasonably acceptable to the City Counselor of the City or his/her designee, after consultation with the Director or his/her designee, in carrying out its obligations hereunder. The Provisions of this section will survive the expiration or early termination of this Agreement.
- E. The Consultant shall maintain Workers' Compensation and Employer's Liability Insurance at least at the statutory requirement and in accordance with Missouri laws and regulations. Consultant shall require that all of its subcontractors or licensees similarly provide such coverage. The City, its officers, employees, or agents will not be liable or responsible for any claims or actions occasioned by

Consultant's failure to comply with the provisions of this subsection. The indemnification provisions of this Agreement will apply to this subsection. It is expressly agreed that the employees of the Consultant are not employees of the City for any purpose, and that employees of the City are not employees of the Consultant.

## **25.0 CANCELLATION**

- A. The City retains the right to cancel this Agreement immediately upon written notice to the Contractor, if the Contractor should fail to properly keep any Provision of this Agreement; or, if the quality of service should fall below the specified standards as determined by the City; or, if the Contractor should fail or refuse to render the amount of service required.
- B. The Contractor has the right to cancel this Agreement if the City fails to keep, perform, or observe any material Provision of this Agreement for a period of thirty (30) Days after written notice by the Contractor specifying such material breach by the City; provided, however, that such material breach which can be cured, but which cannot with due diligence be cured within such thirty (30) Days, shall not give rise to the Contractor's right to terminate this Agreement if corrective action is instituted by the City within such thirty (30) Days and diligently pursued until the material breach is corrected.
- C. The Contractor retains the right to cancel this Agreement without cause upon (45) Days written notice to the City; provided the Contractor is not in default. There will be no liability to the Contractor and such a cancellation will be deemed a no fault cancellation.
- D. The City retains the right to cancel this Agreement without cause upon (10) Days written notice to the Contractor. There will be no liability to the City and such a cancellation will be deemed a no fault cancellation.
- E. Notwithstanding anything to the contrary herein, it is expressly understood by the parties hereto that this Agreement will terminate immediately upon the failure of budgetary appropriations with no resulting liability to the City.
- F. If requested in writing by the Airport Representative or in the event of cancellation, termination, or the expiration of this Agreement, all tools, parts, equipment, supplies, materials, maps, plans and specifications, manuals, schedules, records, files, logs, work product, or property paid for, supplied or owned by the City will be returned to the City by the Contractor within one (1) business day.



## **26.0 ASSIGNMENT AND SUBCONTRACTING**

- A. Consultant shall not assign or transfer this Agreement without the prior written approval of the City, as provided for in Ordinance 63687 approved in 1996. At least 90 days prior to any contemplated assignment of this Agreement, Consultant must submit a written request to the City along with a copy of the proposed assignment agreement. The City reserves the right to refuse without cause or justification, such requests. No assignment will be made or will be effective unless Consultant is not in default on any of the other terms, covenants, and conditions herein contained. The party to whom such assignment is made will expressly assume in writing the terms, covenants, and conditions of this Agreement. The parties to this Agreement understand and agree that the Consultant is and will remain responsible for the performance of its assigns under this Agreement. No assignment will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved assignment agreement as provided for above.
- B. Consultant shall not subcontract or transfer any part of the services or work to be performed hereunder without the prior written approval of the Director of Airports. At least days prior to any contemplated subcontracting of service or work or the transfer of any part of the services or work to be performed hereunder, Consultant must submit a written request to the Director of Airports. This request must include a copy of the proposed subcontract or agreement. The City reserves the right to refuse without cause or justification, such requests. At a minimum, any subcontractor agreement must expressly require strict compliance with the terms, covenants, and conditions of this Agreement. The Consultant shall furnish all authorized subcontractors or agents a copy of this Agreement. The parties understand and agree that the Consultant is responsible for the performance of its subcontractors or agents under this Agreement. No subcontract or any other agreement will be effective as it pertains to the City until such time as the City receives a fully executed copy of the approved subcontract or agreement as provided for above.
- C. Any such assignment or transfer or subcontracting of services without the consent of the City, as provided for above, will constitute default on the part of the Consultant under this Agreement. No action or failure to act on the part of any officer, agent, or employee of the City will constitute a waiver by the City of this provision.
- D. City has approved the following M/W/DBE subcontractors for participation under this Agreement at the percentage participation goals as set out below:
- |    |                                |     |     |
|----|--------------------------------|-----|-----|
| 1. | TurnGroup Technologies LLC     | MBE | 25% |
| 2. | Linda Goldstein Consulting LLC | WBE | 10% |

**27.0 AFFIRMATIVE ACTION PROGRAM AND NON-DISCRIMINATION**

- A. Consultant agrees during performance under this Agreement, that discrimination will not be permitted against any employee, worker, or applicant for employment because of race, creed, color, religion, sex, age, disability, national ancestry or origin.
- B. Consultant agrees during performance under this Agreement, that all printed or circulated solicitations, or other advertisement or publication for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive meaningful consideration for employment without regard to race, creed, color, religion, sex, age, disability, national origin or ancestry.
- C. Consultant agrees during performance under this Agreement, that should it be determined by the Consultant or City that Consultant will be unable to conform to the approved positive employment program, submitted to determine eligibility under the Fair Employment Division Practices Provisions of the City Code, will notify the Fair Employment Division of the St. Louis Council on Human Relations within ten days as to the steps to be taken by the Consultant to achieve the provisions of this program.
- D. Consultant will permit reasonable access by the City to such persons, reports and records as are necessary for the purpose of ascertaining compliance with fair employment practices.
- E. In the event of the Consultant's non-compliance with the nondiscrimination clauses of this Agreement, or to furnish information or permit records and accounts to be inspected, within twenty days from the date requested, this Agreement may be canceled, terminated, or suspended in whole or part and Consultant may be declared ineligible for further City contracts for a period of one year, by the option of the City; provided further in the event the contract is canceled, terminated, or suspended for failure to comply with fair employment practices, the Consultant will have no claim for any damages against the City.
- F. Consultant further agrees that these clauses (A through E) on discrimination and equal opportunity practices in all matters of employment and training for employment will be incorporated by Consultant in all contracts or agreements entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this Agreement.



- G. Whenever the Consultant is sued or threatened with litigation by a subcontractor, vendor, individual, group or association, as a result of compliance with the clauses (A through F) of these provisions relating to fair employment practices, such Consultant will notify the City Counselor in writing of such suit or threatened suit within ten days.
- H. The Consultant must submit evidence from the City's Civil Rights Enforcement Agency (**CREA**) stating that Consultant has complied with the City's requirements for an affirmative action program as required by the Mayor's Executive Order on Equal Opportunity in Employment.
- I. Consultant will comply with all applicable nondiscriminatory requirements that may be imposed pursuant to the Federal Aviation Act of 1958, as amended; Title VI of the Civil Rights Act of 1964, as amended; 49 C.F.R. Parts 21, 23, and 26, as said regulations may be amended; and state and local laws.

**28.0 MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE (MBE/WBE) PARTICIPATION**

**A. Definitions:**

As used in this requirement, "Minority Business Enterprise" or "MBE" and "Women Business Enterprise" or "WBE" are defined as follows:

- 1. **"Minority Business Enterprise" or "MBE"** means a minority business enterprise as defined in the Mayor's Executive Order #28, as amended.
- 2. **"Women Business Enterprise" or "WBE"** means a women's business enterprise as defined the Mayor's Executive Order #28, as amended.

**B. Policy:**

It is the policy of the City of St. Louis Airport Authority to ensure the maximum utilization of minority and women's business enterprises in contracting and the provision of goods and services to the City, its departments, agencies and authorized representative and to all entities receiving City funds or City-administered government funds while at the same time maintaining the quality of goods and services provided to the City and its subrecipients through the competitive bidding process. The provisions of this Policy will apply to all contracts awarded by the City, its departments and agencies and to all recipients of City funds or City-administered government funds and will be liberally construed for the accomplishments of its policies and purposes.

C. Goal:

A goal of 25 % MBE and 5 % WBE utilization has been established in connection with this Agreement. This goal is based on the original Agreement amount and remains in effect throughout the term of this Agreement. If an award of this Agreement is made and the MBE/WBE participation is less than this Agreement goal, the Consultant will continue good faith efforts throughout the term of this Agreement to increase MBE/WBE participation and to meet this Agreement goal.

**Please note: Contractors which have been certified as either an MBE or WBE are still required to fill both goals. In addition, contractors which have been certified as an MBE and a WBE can only be used to fulfill either the MBE goal or the WBE goal, not both goals.**

D. Obligation:

1. The Consultant agrees to take all reasonable steps to ensure that MBEs/WBEs have maximum opportunity to participate in contracts and subcontracts financed by the City of St. Louis Airport Authority provided under this Agreement. The Consultant will not discriminate on the basis of race, color, national origin, or sex in the award or in the performance of contracts financed by the City of St. Louis Airport Authority.
2. A current Directory of M/W/DBE certified firms is available online at <http://www.mwdbbe.org> under the Business Profile Directory link. A paper copy of the Directory may be requested at the Airport DBE Programs Office, Lambert – St. Louis International Airport, P.O. Box 10212, St. Louis, Missouri 63145 or by calling (314) 426-8111.

E. Eligibility:

Consultant should contact the City of St. Louis Airport Authority DBE Program Office to obtain a list of eligible MBEs/WBEs and to determine the eligibility of the MBE/WBE firms it intends to utilize in this Agreement.

F. Counting MBE/WBE Participation Toward Goals:

MBE/WBE participation towards the attainment of the goal will be credited on the basis of the total subcontract prices agreed to between the Consultant and subcontractors for the contract items being sublet as reflected on the MBE/WBE Utilization Plan. ***Firms must be certified prior to the bid opening in order to be used to fulfill the participation goals.***

G. Post Award Compliance:

If the contract is awarded on less than full MBE/WBE goal participation, such award will not relieve the Consultant of the responsibility to continue good faith

efforts to maximize participation of MBEs/WBEs during the term of this Agreement.

H. Substitution of MBE/WBE Firms After Award:

1. The Consultant will conform to the scheduled amount of MBE/WBE participation. When a listed MBE/WBE is unwilling or unable to perform the items of work or supply the goods or services specified in the MBE/WBE Utilization Plan, the Consultant will immediately notify the City of St. Louis Airport Authority DBE office prior to replacement of the firm.
2. Substitutions of MBE/WBE must be approved in writing by the Director. (See Section 26.B.) Substitutions of MBE/WBE will be allowed only when the MBE/WBE has failed to perform due to a default (material breach) of its subcontract or agreement. Consultant understands, warrants, and agrees that it will not cancel or terminate its agreement with the MBE/WBE without cause and will timely forward supporting documentation substantiating the cause of the default or termination to the Director for review.

I. Good Faith Efforts:

When the M/WBE goals cannot be met, the Consultant will document and submit justification utilizing the Consultant's Good Faith Efforts Report form and provide a statement as to why the goals could not be met. The quality and intensity of the Consultant's good faith efforts will be evaluated by the City. The Consultant must demonstrate the good faith efforts taken to meet the M/WBE goals, including but not limited to the following:

1. Efforts made to select portions of the work proposed to be performed by M/WBEs in order to increase the likelihood of achieving the stated goal, including, where appropriate, but not limited to, breaking down contracts into economically feasible units to facilitate M/WBE participation. Selection of portions of work are required to at least equal the goal for M/WBE utilization specified in the contract.
2. Written notification at least (14) calendar days prior to the opening of bids, soliciting individual M/WBEs interested in participation in the contract as a subcontractor, regular dealer, manufacturer, consultant, or service agency and for what specific items or type of work.
3. Written notification to disadvantaged economic development assistance agencies and organizations which provide assistance in recruitment and placement of M/WBEs, of the type of work, supplies, or services being considered for M/WBEs on this contract.

4. Efforts made to negotiate with M/WBEs for specific items of work including evidence on:
  - a. The names, addresses, telephone numbers of M/WBEs who were contacted, the dates of initial contact and whether initial solicitations of interest were followed up by contacting the M/WBEs to determine with certainty whether the M/WBE is interested. Personal or phone contacts are expected.
  - b. A description of the information provided the M/WBEs regarding the plans and specifications and estimated quantities for portions of the work to be performed.
  - c. A statement of why additional agreements with M/WBEs were not reached, and
  - d. Documentation of each M/WBE contacted but rejected and the reasons for the rejection.
5. Absence of any agreements between the Consultant and the M/WBE in which M/WBE promises not to provide subcontracting quotations to other contractors.
6. Efforts made to assist the M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit required by the Consultant.
7. Documentation that qualified M/WBEs are not available, or not interested.
8. Attendance at any meeting scheduled by the user department, or the SLDC to encourage better Consultant-subcontractor relationships, forthcoming M/WBE utilization opportunities (i.e. pre-bid, workshops, seminars), etc.
9. Advertisement, in general circulation media, trade association publications, disadvantaged-focused media, of interest in utilizing M/WBEs and area of interest.
10. Efforts to effectively use the services of available disadvantaged community organizations; disadvantaged contractor's groups; local, state and federal disadvantaged business assistance offices; and other organizations that provide assistance in recruitment and placement of M/WBEs.
11. Examples of actions not acceptable as reasons for failure to meet the M/WBE goal.

- a. M/WBE unable to provide performance and/or payment bonds.
  - b. Rejection of reasonable bid based on price.
  - c. M/WBE would not agree to perform items of work at the unit bid price.
  - d. Union versus nonunion status.
  - e. Consultant normally would perform all or most of the work of the contract.
  - f. Solicitation by mail only.
  - g. Restricting to only those general group of items which may be listed in Bid under such headings "Items Subcontractible to M/WBE firms".
12. The demonstration of good faith efforts by the Consultant must, in the end, prove the Consultant had actively and aggressively sought out M/WBEs to participate in the project.
13. The information provided will be evaluated to determine if the low Consultant is responsive. All the information provided must be accurate and complete in every detail. The apparent low Consultant's attainment of the M/WBE goal or demonstration of good faith effort will assist in determining the award of the contract.

J. Record Keeping Requirements:

The Consultant will keep such records (copies of subcontracts, paid invoices, documentation of correspondence) as are necessary for the City of St. Louis Airport Authority to determine compliance with the MBE/WBE contract obligations. The City of St. Louis Airport Authority reserves the right to investigate, monitor and/or review actions, statements, and documents submitted by any Consultant, subcontractor, or MBE/WBE.

K. Reporting Requirement:

The Consultant will submit quarterly reports on MBE/WBE involvement to the City of St. Louis Airport Authority DBE Office. Actual payments to MBEs/WBEs will be verified. These reports will be required until all MBE/WBE subcontracting activity is complete or the MBE/WBE goal has been achieved.

L. Applicability Of Provisions To MBE/WBE Contractors:

These provisions are applicable to all contractors including MBE/WBE contractors. If the MBE/WBE contractor intends to sublet any portion of this Agreement, the MBE/WBE contractor will comply with provisions regarding contractor and subcontractor relationships.

## **29.0 RIGHT TO AUDIT CLAUSE**

- A. The Consultant's "**records**" must be open to inspection and subject to audit and reproduction during normal working hours and kept within the greater St. Louis metropolitan area. A City representative may perform such audits or an outside representative engaged by the City. The City or its designee may conduct such audits or inspections throughout the term of this Agreement, and for a period of three years after the early termination or the expiration of this Agreement or longer if required by law.
- B. The Consultant's "**records**" as referred to in this Agreement include any and all information, materials, and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, communities, arrangements, notes, daily diaries superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in City's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by this Agreement. Such records subject to audit also include, but are not limited to, those records necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Agreement. Such records include (hard copy, as well as computer readable data if reasonably available), written policies and procedures; time sheets; payroll registers; cancelled checks; original estimates; estimating work sheets; correspondence; change order files (including documentation covering negotiated settlements); backcharge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other Consultant records which may have a bearing on matters of interest to the City in connection with the Consultant's work for the City (all foregoing hereinafter referred to as "records") to the extent necessary to adequately permit evaluation of:
  - 1. Consultant's compliance with the Provisions of this Agreement or the performance of the services contemplated herein; or
  - 2. Compliance with provisions for pricing, change orders, invoices or claims submitted by the Consultant or any of its payees or subcontractors, if any.



### **31.0 CONFLICT OF INTEREST**

- A. The Consultant warrants, represents, and agrees that given the nature of the work and services to be performed by the Consultant and its officers, employees, agents, representatives, and affiliates (hereinafter referred to in this section as “**Consultant**”) hereunder (i.e., Website Development Services), Consultant shall not engage in or perform any work or services under this Agreement which may conflict with or appear to conflict with the interest of the City. As used in this section the word “**affiliates**” includes any corporation, association, firm, partnership, proprietorship, or other business entity of any kind or character in which the Consultant, and its officers, employees, representatives, or agents has any ownership interest in or is an officer or employee of. Consultant warrants, represents, and agrees to avoid situations in which Consultant’s interest may conflict with or even appear to conflict with the interest of the City. Consultant shall, promptly upon discovery, advise the City in writing of any such conflict of interest or the appearance of a conflict of interest. Any dispute between the City and Consultant as to whether a conflict of interest or the appearance of a conflict of interest exists, shall be resolved by the City and its sole decision shall be final and conclusive.
- B. Consultant acknowledges and agrees that all materials, files, applications, reports, documents, manuals, records, logs, specifications, data, surveys, analyses, drawings, estimates, maps, and other related work products (“**Work Product**”), whether transmitted orally, in writing, or electronically provided by the City or produced by the Consultant under this Agreement, are confidential and will remain the property of the City. (See Section 25.E) Such Work Product must be returned promptly within three (3) working days of the City’s request, to the City at the early termination or expiration of this Agreement or when requested by the Manager. Further, Consultant warrants, represents, and agrees that the Consultant will not publish, distribute, or otherwise disclose, or permit to be disclosed or published any such Work Product without first notifying the City and securing the City’s written consent.
- C. For the breach or default of the terms, covenants, conditions, or warranties of this section, the City will have the right to immediately terminate this Agreement for cause upon written notice and will have all rights and remedies available at law or in equity. Consultant acknowledges and agrees that the Provisions of this section survive the early termination or expiration of this Agreement.

### **32.0 PURCHASE OF EQUIPMENT**

Any and all equipment, hardware, software, and materials purchased by the Consultant on behalf of the City in conjunction with this Agreement will become the property of the City upon payment by the City. All such purchases of equipment, hardware, software, and materials must be authorized in writing by the City. Consultant shall maintain a list describing all such equipment, software, and materials and provide the Manager with an up to date copy of the list at least annually or as requested by the Manager. (See Section 8.A).

**33.0 BUSINESS LICENSE**

The Consultant, and all proposed subcontractors prior to the execution of this Agreement, must have a business license with the City, which is valid. In addition, if applicable, the Consultant and any subcontractors must have the proper license to do business in Missouri issued by the Secretary of State, which is valid at the time of this Agreement's execution.

**34.0 NOTICE PROVISION**

Except as herein otherwise expressly provided, all notices required to be given to the City hereunder must be in writing and must be delivered personally or be sent by certified mail return receipt requested, or overnight courier to:

Rhonda Hamm Niebruegge  
Airport Director  
St. Louis Airport Authority  
P.O. Box 10212  
St. Louis, MO 63145

With a copy to:

Jeff Lea  
Public Relations Manager  
St. Louis Airport Authority  
P.O. Box 10212  
St. Louis, MO 63145

And a copy to:

Robert Salarano  
St. Louis Airport Authority  
P.O. Box 10212  
St. Louis, MO 63145

All notices, demands, and requests by the City to the Consultant must be sent to:

Nikki Bisel  
Seafoam Media, LLC  
7370 Manchester Rd, Ste 221  
St. Louis, MO 63143



The City or Consultant may designate in writing from time to time any changes in addresses or any addresses of substitutes or supplementary persons in connection with said notices. The effective date of service of any such notice shall be deemed received at the earlier of actual receipt or the dates such notice is mailed to the Consultant or the Airport Director.

Confidential  
garvinm@stlouis-mo.gov  
2020-01-16 13:32:58 +0000

IN WITNESS WHEREOF, the parties have hereunto affixed their hands and seals as set forth below:

Seafoam Media, LLC

BY: [Signature]

3/28/16

Date

ATTEST:

BY: [Signature]

3/28/16

Date

THE CITY OF ST. LOUIS, MISSOURI, OWNER AND OPERATOR OF  
LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT:

The foregoing Agreement was approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2016,  
by the Airport Commission.

BY: [Signature]

Director of Airports Date

4/6/16

The foregoing Agreement was approved by the Board of Estimate and Apportionment at its  
meeting on April 20, 2016.

BY: [Signature]

Secretary Date  
Board of Estimate & Apportionment

4-20-16

COMPTROLLER'S OFFICE  
DOCUMENT NUMBER 69951

APPROVED AS TO FORM BY:

[Signature]

City Counselor

Date

4-7-16

COUNTERSIGNED BY:

[Signature]

Comptroller

Date

ATTESTED TO BY:

[Signature]  
RCITY OF ST. LOUIS

LAMBERT ST. LOUIS INTERNATIONAL AIRPORT®

**CITY OF ST. LOUIS  
LAMBERT - ST. LOUIS INTERNATIONAL AIRPORT®**

**ATTACHMENT "1"**

**FEES**

**RATES & PAYMENTS**

Phase	Cost
1. Project Strategy & Organization	\$8,000
2. Website Development	\$16,000
3. Website Testing and Project Completion	\$8,000
4. Hourly Rate for additional services	\$100 Per hour

**Exhibit A**  
**Affidavit**  
**(Missouri Unauthorized Aliens Law)**

Confidential  
garvinm@stlouis-mo.gov  
2020-01-16 13:32:58 +0000

STATE OF MISSOURI )  
 )SS.  
COUNTY OF St Louis )

**AFFIDAVIT**

Before me, the undersigned Notary Public, personally appeared Nicole Bisel (Name of Affiant) who, by me being duly sworn, deposed as follows:

My name is Nicole Bisel (Name of Affiant), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the Managing Member (Position/Title) of Seafarm Media, LLC (Consultant).

I have the legal authority to make the following assertions:

1. Seafarm Media (Consultant) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with Website Development Services (the "Agreement"), as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.
2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, Seafarm Media (Consultant) does not knowingly employ any person who is an unauthorized alien in connection with the Agreement.

Nicole Bisel  
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this 26 day of February, 20 14

Heather E. Aehe  
Notary Public

My Commission Expires:

