

INVITATION TO BID

Purchasing Department
PO Box 1630
132 David Street
Forsyth, MO 65653

Bid Number 201009-115

The Taney County Purchasing Department will be accepting sealed bids for Propane until the closing date and time of October 22nd, 2010 at 3:00p.m. Bids will be opened at the Taney County Courthouse in the Commission Hearing Room in Forsyth, MO 65653 at 9:00 a.m. on the 25th day of October 2010. Bids must be submitted on the form furnished by the County and in accordance with said specifications.

It is the intent and purpose of the County of Taney that this Invitation to Bid promotes competitive bidding.

INSTRUCTIONS FOR SUBMITTING BID IN RESPONSE TO INVITATION**PROPANE****Preparation of Bids:**

1. All prices and notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
2. Bidders are expected to examine this form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Bidder's risk.
3. It will be the duty of each officer to see that his/her proposal is delivered by the time designated in this invitation.
4. Proposals may be withdrawn on written requests received from the bidder prior to the time fixed for opening. Requests may be submitted by telefax, e-mail or telegram. Negligence on the part of the bidder in preparing his/her proposal confers no right to withdraw his/her proposal after it has been opened.
5. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

Bid Check List:

Bidders are cautioned to please check their bid very carefully, using the following Check List:

1. Any additional information, specifications, drawings, etc. should be attached.

2. Bid should be signed and dated.

Mailing Instructions:

Each bid must be enclosed in a sealed envelope, marked and addressed as follows:

Bid #201009-115

Taney County Commission Office
Attention: Linda Gifford
PO Box 1086
132 David Street
Forsyth, MO 65653

Bid Closing:

Bids will be accepted until the closing date and time of October 22nd, 2010 at 3:00p.m. in the Taney County Commission Office. Bids may be hand delivered, mailed or sent by a courier service. Bids will be opened and read aloud on Monday, October 25th, 2010 at 9:00a.m. at the Taney County Courthouse in the Commission Hearing Room in Forsyth, MO 65653.

Non-Exclusivity:

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements with other vendors or from acquiring, equal or like goods and/or services from other entities or sources.

Length of Bid:

The initial contract period will be a twelve (12) month period which will begin on the date designated in the written notification document.

Delivery:

Delivery will be provided to each county owned facility and are listed below.

1. Taney County Road & Bridge West – 274 Buchanan Rd, Branson, MO 65616
2. Taney County Road & Bridge East – 194 Gilbert Lane, Hilda, MO 65680
3. Taney County Sign Shop – State Hwy F, Branson, MO 65616
4. Taney County Extension Office – 122 Felkins Ave, Forsyth, MO 65653

Payments:

Invoices will be submitted to each county office. Payment will be made within 30 days from receipt of accurate invoice.

Billing:

Taney County reserves the right to make payment for goods and/or services with a County credit card without incurring any additional fees from the vendor.

Additional Information:

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-546-7281. Information requests may also be e-mailed to lindag@co.taney.mo.us. This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

Response Clarification:

We reserve the right to request additional written or oral information from bidders in order to obtain clarification of their responses.

Refusal of Bid:

The Taney County Commission reserves the right to reject any or all bids either in whole or in part.

**Thank you for your consideration of this Invitation to Bid,
THE TANAY COUNTY COMMISSION**

The Taney County Purchasing Department is seeking bids for propane, propane tanks and delivery of propane to various locations including, but not limited to Taney County Road & Bridge West, Taney County Road & Bridge East, Taney County Sign Shop and the Taney County Extension Office. Estimated usage of propane at the various locations stated above is approximately 7,327 gallons in a one year period.

RESPONSE FORM:

Company Name:

Address:

City/Zip:

Phone Number:

Fax Number:

Federal Tax ID:

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Representative (Sign by Hand)

Type or Print Signed Name:

Today's Date:

Propane:

Price per Gallon: _____

Additional price (if any) for tanks: _____

Additional price (if any) for deliver: _____

Total Cost per Gallon to the County: _____

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUMBIT A BID

If you do not wish to respond to this bid request, please fill this form out and return it to the Purchasing Department by mail or fax.

If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is (417) 546-7280.

BID: 201009-115 PROPANE

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

