

**INVITATION TO BID**

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

Bid Number 201104-123

The Taney County Purchasing Department will be accepting sealed bids for Newspaper Services until the closing date and time of May 5<sup>th</sup>, 2011 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 10<sup>th</sup> day of May 2011. 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****NEWSPAPER SERVICES****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 Proposals may be withdrawn on written requests received from the bidder prior to the time fixed for opening.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 #201104-123**

Attention: Linda Gifford  
PO Box 1630  
Forsyth, MO 65653

**Bids will be accepted until the closing date and time of May 5<sup>th</sup>, 2011 at 3:00p.m. in the Taney County Purchasing Office. Bids may be hand delivered, mailed or sent by a courier service. Bids will be opened and read aloud on Tuesday, May 10<sup>th</sup>, 2011 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:

Bid shall be good for one year from date of award.

## Billing and Payments:

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

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](mailto: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. No oral information is binding to the County. All questions must be submitted in writing. Any response will be issued in an addendum and sent to all vendors.

Response Clarification:

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

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

**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:

---

1. Bids submitted must be from established papers with countywide circulation. Various type prints should be quoted to accommodate all office publications, including but not limited to Election Notices, Employment Ad's, Bid Notices, and Public Hearings.

---

---

---