

INVITATION TO BID

Office of the Taney County
Commission
PO Box 1086
132 David Street
Forsyth, MO 65653

Bid Number 201107-142

Bids will be opened at the Taney County Courthouse in the Commission Conference Room in Forsyth, MO 65653 at 9:00 a.m. on the 15th day of August 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

PLAT CABINET

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 Proposals may be withdrawn on written requests received from the bidder prior to the time fixed for opening.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, email 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.

County of Taney

Purchasing Department

Mailing Instructions:

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

Bid #201107-142

Taney County Purchasing Dept.
Attention: Ron Erickson
PO Box 1086
Forsyth, MO 65653

Bids will be accepted in the Taney County Commission Office until the closing date and time of Monday August 15, 2011 at 9:00 AM. Bids may be hand delivered, mailed or sent by a courier service. Bids will be opened and read aloud on Monday August 15, 2011 at 9:00am.

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.

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 rone@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 TANEY COUNTY PURCHASING DEPARTMENT

PLAT CABINET
FOR
TANEY COUNTY RECORDER OF DEEDS

Specifications:

One (1) Enduro 800-D Plat Cabinet Combo with 400 zipper type perma envelopes, 24" x 18", standard numbering on hangers, color of "Mist Green". FOB Forsyth, Missouri.

Price of Cabinet: _____

Price of Freight and Inside Delivery: _____

TOTAL COST TO THE COUNTY: _____

Exceptions (if any):

BIDDER: _____

ADDRESS: _____

Phone: _____ Fax: _____

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 Signature: _____

Printed Name and Title: _____

Today's Date: _____