

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR PROPOSAL

For

TRENCH DRAIN – MT. BRANSON FACILITY

Taney County, Missouri

RFB #201110-154 Trench Drain – Mt. Branson Facility

Release Date:

October 19, 2011

Submittal Deadline:

November 17, 2011

Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

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INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
- 2) **Proposal Closing:** All Proposals / Bids shall be **delivered before** 9:00 AM, Central Time, Thursday November 17, 2011 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653
- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will return such late Proposals / Bids to the Offeror.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on November 17, 2011 and read aloud. All proposal/bid responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not want to submit a bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- 8) If you have obtained this Proposal / Bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

RFB #201110-154 Trench Drain – Mt. Branson Facility

INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed proposals for **Trench Drain – Mt. Branson Facility** as set forth herein.
- 2) Organization – This document, referred to as Request for Bid (RFB), is divided into the following parts:
 - Instructions and General Conditions
 - Instructions and General Information
 - Scope of Services / Specifications
 - Cost / Bid

Guidelines for Written Questions:

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the Bid opening** and no later than **9:00 A.M., on November 10, 2011**. All questions must be mailed, faxed or emailed. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices). Technical questions should be directed to:

Randy Haes,
Coordinator
Taney County Road & Bridge
417-546-7268 (off) / 417-546-7924 (cell)
randyh@co.taney.mo.us

- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.
- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **45 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

RFB #201110-154 Trench Drain – Mt. Branson Facility

SCOPE OF SERVICES

1) Background Information:

In an effort to improve / enhance water removal within the Taney County Road & Bridge District at the Mt. Branson Facility – the Taney County Commission is seeking proposals from interested parties for a Bid on a Trench Drain, as detailed below.

2.) Proposal Format:

The Taney County Commission will select from interested companies who meet **all** necessary requirements and can support such with documentation and references. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County.

3.) Specifications:

Furnish all necessary materials, and deliver a **high quality – commercial grade precast trench drain approx. 68 to 69 LF in measure, with “NEENAH R-4999-L6” embedded, 24” Tall X 36” Wide o.d. with one end closed and one end open on the trench drain. Trench Grate with bolted frame and vaned. MUST be delivered in 4 – 14 foot sections and 1 – 12 foot section to the Taney County Mt. Branson facility.** In order for Taney County personnel to be able to install the entire Trench Drain, it must be delivered in the sections as listed above each not to weigh more than 13,900 lbs. Additional specifications such as which way the water will be flowing, and other required details for this project can be obtained by contacting **Randy Haes**, Taney County Road and Bridge Coordinator, at **(417) 546-7268**. Delivery costs **MUST** be included in the total cost to the county section below.

COST / BID

TOTAL COST TO THE COUNTY: _____

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: _____

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“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU **DO NOT** WANT TO
SUNBIT 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) 546-3931.**

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Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:
