



# TANEY COUNTY MISSOURI

Purchasing Department 132 David Street / P. O. Box 1630 Forsyth, Missouri 65653

## REQUEST FOR PROPOSAL No. 201207-190

Taney County will accept separate sealed PROPOSALS from qualified persons or firms interested in providing the following:

### PROFESSIONAL ADMINISTRATION SERVICES

**PROPOSALS *MUST* BE RECEIVED BY AND *WILL* BE OPENED AT:  
9:00 A.M. LOCAL TIME ON Thursday July 19, 2012**

**PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL #201207-190"  
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

Taney County Purchasing Department  
Attn: Ron Erickson, Director of Purchasing  
132 David Street / P. O. Box 1630  
Forsyth, Missouri 65653

PHONE: 417-546-7281 / FAX: 417-546-3931  
[rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)

**The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no Proposal." Please type or print the information below.** Proposer is REQUIRED to complete, sign and return this form with their submittal of Proposal. \* An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: [www.taneycounty.org](http://www.taneycounty.org).

_____ Company Name	_____ Authorized Person (Print)
_____ Address	_____ Signature
_____ City/County/State/Zip	_____ Title
_____ Telephone #	_____ Date
_____ Fax #	_____ Tax ID #
_____ E-mail	_____ Entity Type (Corporation, LLC, Sole Proprietor, Partnership)

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Taney County, Missouri**

**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 Proposals closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Proposal.
  
- 2) **Proposal Closing:** All Proposals shall be **delivered before** 9:00 AM, Central Time, Thursday July 19, 2012 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 Proposal received after 9:00 AM and will consider such late Proposals as **NON-RESPONSIVE**. They will either be filed, returned, or discarded.
- 4) Proposals will be opened publicly at 9:00 AM on July 19, 2012 and read aloud. All Proposal 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 may be withdrawn on written request from the Offeror at the address shown in this RFP prior to the time of acceptance of the Proposal.
- 6) Proposals **must** be submitted in a sealed envelope identified with the Proposal number and date of closing. List the Proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed".
- 7) If you do not want to submit a Proposal, please return the *No Proposal Response Page* and note your reason. No fax or electronic transmitted Proposals will be accepted.
- 8) If you have obtained this Proposal 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 Proposals called for in this Request for Proposal.
- 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 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 Proposals, when such rejection is in the best interest of the County.
- 13) Proposals may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

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**INTRODUCTION AND GENERAL INFORMATION**

**Introduction:**

- 1) This document constitutes a request for sealed Proposals for **Professional Administration Services** as set forth herein.
- 2) Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
  - Instructions and General Conditions
  - Introduction and General Information
  - Scope of Services
  - Proposal Page / No Proposal Response Form
  - Standard Terms and Conditions
  - Miscellaneous Bidding Process Information

**Guidelines for Written Questions:**

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the Proposal opening** and no later than **9:00 AM., on July 12, 2012**. All questions, pertaining to the Bidding Process, must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.taneycounty.org](http://www.taneycounty.org) (select Current Proposal Notices). See next page for Technical Questions.
- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP 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 all Proposal responses within **15 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate. **Once awarded a subsequent contract is expected to remain in place for twelve months unless otherwise ordered by the Taney County Commission.**
- 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.

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**SCOPE OF SERVICES:**

**PROFESSIONAL ADMINISTRATION SERVICES**

The Taney County Commission requests proposals for administrative services to assist in a proposed project financed with \$1,092,531.00 in Community Development Block Grant (CDBG) funds. The county's FEMA Hazard Mitigation Grant Project application in the amount of \$3,146,719.00 is financing the remainder of the project. The project consists of voluntary purchase and demolition of ten (10) flooded homes.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following CDBG compliance area: environmental review, financial management, procurement, labor standards, equal opportunity/civil rights, citizen participation, acquisition/relocation, and close-out.

Information provided to the county shall include at a minimum:

1. The specialized experience and technical competence of the firm with respect to CDBG grant administration and related work on jointly funded projects with RD and DNR.
2. The past record of performance of the firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules;
3. The firm's proximity to and familiarity with the area in which the project is located;
4. The capability of carrying out all aspects of grant related activities;
5. Cost of services; and
6. References from previous clients of related work with the firm within the past five years.
7. Documentation of compliance with E-Verify requirements.

(1, 2, 3 and 5 above shall receive priority weighting in the final selection.)

**For more information, or technical questions, contact: Bob Atchley, Planning and Zoning Administrator at 417-546-7225.**

The County of Taney is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

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**PROPOSAL PAGE:**

Proposer must complete the following section in its entirety, and sign and date where indicated on page one. This agreement shall take effect upon the approval by the Taney County Commission.

- A. ACCEPTANCE OF PROPOSAL BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept an offer.
- B. County standard payment terms are Net 30 after receipt of invoice.  
State any discounts offered: \_\_\_\_\_
- C. Response time/delivery: \_\_\_\_\_  
(After Award)
- D. Submittals – In addition to the items on page four (4) above, the following information, which applies, must be submitted with Proposal:
  - 1. References and experience
  - 2. Key personnel
  - 3. Cost of services. \_\_\_\_\_.

**NO PROPOSAL RESPONSE FORM**

**NOTE:** Complete and return this form only if you do not want to submit a Proposal. If you do not wish to respond to this RFP, please fill this form out and return it to the Purchasing Department by mail or fax.

*Thank you...*

**RFP# 201207-190 Professional Administration Services**

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s):	

See following pages for Terms & Conditions and other helpful information which apply appropriately as needed specifically to items or services required within this Proposal / Bid.

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**STANDARD TERMS AND CONDITIONS**

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Proposal and/or Bid.
2. The Taney County Commission has the right to accept or reject any part or parts of all Proposals, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this Proposal on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Proposers must use the Proposal forms provided for the purpose of submitting Proposals, must return the Proposal and Bid sheets comprised in this Proposal, give the unit price, extended totals, and **sign the Proposal**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in Proposal process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, and taken into consideration in awarding the Proposal.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Proposerr responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Proposer from **future** Bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No Proposal transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular Proposal should be directed to the Purchasing Department prior to Proposal opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.

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**MISCELLANEOUS BIDDING PROCESS INFORMATION**

The Purchasing Department is responsible for the Proposal opening at the time and place noted in the request. If a Vendor is interested in a copy of the Proposal tabulation they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Proposals cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for Proposal is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Proposal Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Proposer must comply with this requirement in order to be considered for award. All Formal Invitations for Proposal are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

**Proposal Response Tips:**

1. Read ALL Proposal documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Proposal seven (7) days prior to the Proposal opening. (Email works faster than calling and is more efficient)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies as listed on page one.
5. Turn your Proposal in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late Proposals. In the event of only one Proposal response the County may reject the entire Proposal and re-let it hoping for more participation.
6. Attend pre-Proposal conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must*, *shall*, *should* or *may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of **prevailing wage** considerations within your Proposal.
10. Remember to sign the Proposal / Bid sheet as this is mandatory.
11. Requests for copies of Proposal / Bid Responses must be made through the County Clerk's Office through use of a PSR (Public Service Request), after award. 417-546-7202...

**Please Note...**

*There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Proposal or Bid. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Proposal, may NOT include everything to cover every possible situation. Should that occur please let me know.*

*Thank you for your interest in Taney County Missouri.*

*Sincerely,*



A handwritten signature in blue ink that reads "Ron Erickson".

**RON ERICKSON**  
Director of Purchasing  
Taney County Missouri  
[rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)  
[www.taneycounty.org](http://www.taneycounty.org)  
417-294-7863 (Cell)