



REQUEST FOR PROPOSAL No. 201303-214

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

Attn: **Ron Erickson, Director of Purchasing**
Phone: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

Commodity Title: ***Used Bucket Truck***

Proposal Submission Address and Deadline

Day / Date: **Wednesday March 20, 2013**
Time: **4:00 P.M. C.D.T. (No late proposals will be accepted)**

Location / Mail Address: Taney County Purchasing Department
132 David St. / P. O. Box 1630
Forsyth, MO 65653

Directions: The Purchasing office is located on the second floor of the old courthouse building in downtown Forsyth, between the Commission Offices and the Recorder of Deeds Offices.

Proposal Opening

Day / Date: **Thursday March 21, 2013**
Time: **9:30 A.M. C.D.T.**

Location / Address: Taney County Commission Hearing Room
132 David Street
Forsyth, MO 65653

**PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL #201303-214"
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

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. Bidder 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. Please do not call for results.

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

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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. Obviously sealed Proposals cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns on page #3, item #2.)

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 Bidder 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 prior to the Proposal opening. (Email ONLY to: rone@co.taney.mo.us.)
3. Use ink to fill in all blanks. (If I can't read your handwriting your Proposal **will** be rejected.)
4. Remember to supply the required number of copies, marking copies vs. original.
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 response the County may reject the entire Proposal and re-let it.
6. Attend pre-Proposal conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must*, *shall*, *should* or *may*. **READ EVERYTHING.**
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, current **prevailing wage** considerations within your Proposal.
10. Remember to sign the Proposal sheet as this is mandatory.

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Proposal. 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,




RON ERICKSON
Director of Purchasing
Taney County Missouri
rone@co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)

Instructions and General Conditions

1. **Delivery of:** 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 goods, and or, services as detailed in the following Request for Proposal.
2. **Closing:** Sealed Proposals must be delivered before 4:00 P.M. central time on Wednesday March 20, 2013 to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Proposal not arriving in time when electing to mail in Proposals too close to the above closing date. Often the Post Office leaves a “pick up slip” in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders responsibility, not the county, nor the Post Office – to ensure their sealed Proposals are **delivered** in time – to the Purchasing Department. (Be extra careful when your Proposal response involves a large package or box.)
3. The County will not accept any Proposals received after the above listed closing date/time and will consider such late Proposals as **NON-RESPONSIVE**. They will either be; filed, returned, or discarded.
4. Proposals will be opened publicly at 9:30 AM on March 21, 2013 and read aloud. Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Bidders will be read aloud.
5. Proposals may be withdrawn on written request from the Bidder 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 dates of closing & opening. List the Proposal number on the outside of the box or envelope and note “Response to Request for Proposal enclosed”. Also include a return name & address. **No fax or electronic transmitted Proposals will be accepted.**
7. If you do not want to submit a Proposal, please return the *No Proposal Response Form* on page # 8 of this package, and note your reason.
8. 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.
9. 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 or presentations (i.e. travel accommodations, etc.)
10. All Proposals submitted shall be binding, and remain firm for ninety (30) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Bidders should NOT respond unless certain on this point.
11. The Taney County Commission reserves the right to reject any or all Proposals, when such rejection is in the best interest of the County.
12. Proposals may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.
13. County standard payment terms are Net 30 after receipt of invoice.
14. This agreement shall take effect upon the approval by the Taney County Commission.

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 Monday March 18, 2013**. All questions must be emailed to; **Ron Erickson, Director of Purchasing**. (rone@co.taney.mo.us)
2. 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 posting the addendum on the Taney County Web site at: www.taneycounty.org prior to Proposal opening date.
3. Once at our website click on: . Any/all addenda will be attached at the end of the posted Proposal. An indication, in red, will alert visitors as to the presence of any addenda.
4. 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.
5. **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.
6. **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, all Proposal responses are not considered public information until after award. Requests for copies, of Proposal responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies. (*Section 610.026, RSMo.*)

1.0 Evaluation of Proposals (Procedure)

- 1.1 The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Bidders should exercise particular care in reviewing the Proposal Format required for this RFP.
- 1.2 The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- 1.3 At this point, the County may request presentations by Bidders, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed equipment checks on the short listed Bidders.
- 1.4 The County reserves the right to request a demonstration of the proposed equipment. The County shall utilize a Mechanic and an Equipment Operator for assessment of the proposed equipment.
- 1.5 The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- 1.6 Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Bidder nor obligates the County in any manner.
- 1.7 No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Taney County reserves the right to select the Bidder which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.
- 1.8 If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Purchasing Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice as explained in detail in the next section covering "Written Questions".
- 1.9 The Bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.

1.10 Implied Requirements: Products that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Bidder, shall be included in the proposal.

1.11 The County will not be liable in any way for any costs incurred by any Bidder in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

1.12 Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Bidder that is determined to be non-responsive. The unreasonable failure of an Bidder to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

1.13 Acceptance of Proposals: The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

1.14 Requests for Clarification of Proposals: Requests by the Department for clarification of proposals shall be in writing.

1.15 Validity of Proposals: Bidder should state how many days or months proposals remain valid beyond the 60 days minimum.

1.16 Receipt and Opening of Advertised, Sealed Proposals: The Bidder(s) and public are invited, but not required, to attend the formal opening of proposals. Bidder(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

1.17 Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.

1.18 To facilitate the evaluation process, the Bidder is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

1.19 Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

1.20 The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

1.21 The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required.

1.22 Additional information for Bidder to include:

1.22.1 Describe year, make, and model of unit, hours on the unit, general condition (engine, tires (%wear, body, etc.) Include detailed brochures with specifications on the unit proposed. Also include any service histories on the unit proposed.

1.22.2 Describe parts availability for the proposed equipment. Include any discounts available for parts and general wait times. Also describe the nearest authorized service center and supply a contact name, location, and telephone number.

1.22.3 State details for any factory or dealer warranty for the proposed unit.

1.22.4 Describe warranty on parts.

1.22.5 Describe warranty on labor.

1.22.6 Describe any extended warranty that is available after the original warranty has expired. Include terms and pricing in the submittal.

1.23 The Bidder is cautioned that it is the Bidder's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Bidder's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Bidder whose responses deviate from the outlined specifications may automatically be disqualified.

1.24 Bidder's Contacts: Bidders and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to Randy Haes as indicated on page #7 of this RFP. Bidders and their agents may not contact any County employee other than Mr. Haes regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements.

1.25 Competitive Negotiation of Proposals: The Bidder is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

1.25.1 Negotiations may be conducted in person, in writing, or by telephone.

1.25.2 Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.

1.25.3 Terms, conditions, prices, methodology, or other features of the Bidder's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Bidder may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

1.25.4 The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

1.26 Evaluation and Award Process:

1.26.1 After determining a responsible Bidder and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

1.26.2 Hours and Mileage on machine - 12.5%. (Maximum value allowed.)

1.26.3 Service Repair Records, Warranty, and Inspection [Certifications](#)- 12.5% (Maximum value allowed.)

1.26.4 Cost of the Machine – 50% (Maximum value allowed.)

1.26.5 Appearance and functionality - 25% (Maximum value allowed.)

1.26.6 After an initial evaluation process, a question and answer interview may be conducted with the Bidder, if deemed necessary by the County. In addition, the Bidder may be asked to make an oral presentation of their proposal to the evaluation team at a designated Taney County location. Attendance cost shall be at the Bidder's expense. All arrangements and scheduling will be coordinated by the County.

2.0 Specifications:

The Taney County Commission is seeking sealed Proposals for a **Used Bucket Truck** for the Taney County Road & Bridge Department - at the **Best / Lowest** price. The below specifications are provided as a firm, but not mandatory guide. Responses *should* be filled in using blank boxes in both of the below columns #2 and #3. It is critical that we have enough information via this form in order for our evaluation panel to render a complete assessment and issue a fair and accurate score. As mentioned elsewhere in this package within instructions – we will not make calls for missing information. As such PLEASE fill in as many, or all, of the blanks below – as possible. An Employee Evaluation Panel will score all responses using criteria as listed on the previous page in section #1.26. (Items #1.26.1 – thru #1.26.6 with scoring applying to items #1.26.2 – thru – 1.26.5) A recommendation to purchase will be made to the Taney County Commission based on an overall score, not one single item, nor on total price alone.

For questions concerning **actual required specifications, or any other technical questions**, please contact:

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

CHASSIS SPECIFICATIONS			RESPONSES
2.1	Make/Model	Optional	
2.2	Chassis Year	2000 or Newer	
2.3	Mileage	150,000 or less	
2.4	Engine	Diesel	
2.5	Engine Size/Mode	7.3 L or Larger	
2.6	Transmission	Manual or Automatic	
2.7	Transmission Speed	5 or 6 Speed	
2.8	Rear Axle	16,000 / 18,000	
2.9	GVWR	24,000 – 30,000	
2.10	Tire Condition	Good	
2.11	Brakes	Air	
BODY SPECIFICATIONS			
2.12	Body Type	Flatbed	
2.13	Body Material	Steel	
2.14	Pintle Hook	No	
2.15	Side Access	Yes	
2.16	Cabguard	Yes	
EQUIPMENT SPECIFICATIONS			
2.17	Make	ALTEC / TEREX	
2.18	Model		
2.19	Year		
2.20	S/N		
2.21	Lift Type	Non- Over-Center	
2.22	Platform Height	55'	
2.23	Working Height	60'	
2.24	Mounting Location	ORA (over rear axle)	
2.25	Outrigger Sets	2	
2.26	Outrigger Type	A-Frame	
2.27	Basket Location	End Mount	
2.28	Basket Size	24" X 24"	
2.29	Control Type	Single Stick	
2.30	Lower Boom Insert	Yes	
2.31	Tip Winch	No	
2.32	Tip Winch Capacity		
2.33	Basket Rotator		
2.34	Basket Liners	No	
2.35	Hydraulic Tool Power Basket	Optional	

PROPOSAL PAGE

Bidder must complete the following section in its entirety, and sign and date where indicated on page #1. 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 Bidder's offer.
- B. County standard payment terms are Net 30 after receipt of invoice.
State any discounts offered: _____
- C. Response time/delivery: _____
(After receipt of order)
- D. Submittals - The following must be submitted with Proposal:
 - 1. References and experience
 - 2. Key personnel
 - 3. Warranty
 - 4. Descriptive literature
- E. Total Price: \$ _____ (Delivery to Branson, Mo. MUST be included in price.)

NO PROPOSAL RESPONSE FORM

NOTE: Complete and return this section 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# 201303-214 Bucket Truck (Used)

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Bidding:	

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



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 this Request for Proposal.
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. Bidders must use the Proposal forms provided for the purpose of submitting Proposals, must return the Proposal and Proposal 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, as it will be 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 Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Vendor 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.