



REQUEST FOR BID No. 201303-216

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

Bid Title: ***County Tax Sale***

Bid Submission Address and Deadline

Day / Date: **Friday April 19, 2013**
Time: **2:00 P.M. C.D.T. (No late Bids 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.

Bid Opening

Day / Date: **Monday April 22, 2013**
Time: **9:15 A.M. C.D.T.**

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

**PLEASE MARK YOUR ENVELOPE "SEALED BID #201303-216"
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 Bid." Please type or print the information below. Bidder is REQUIRED to complete and sign this form with their *complete* submittal of Bid. * 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 Bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the Bid tabulation they must include a direct email address, not website, in order to receive results. Obviously sealed Bids 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 Bid 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 Bid 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 Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

Bid Response Tips:

1. Read ALL Bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid prior to the Bid opening. (Email ONLY to: rone@co.taney.mo.us.)
3. Use ink to fill in all blanks. (If I cannot read your handwriting your Bid **will** be rejected.)
4. Remember to supply the required number of copies, marking copies vs. original.
5. Turn your Bid in as soon as possible. (**ALL pages initialed.**) The deadline dates and times are strictly enforced. The County cannot accept any late Bids. In the event of only one response the County may reject the entire Bid and re-let it.
6. Attend pre-Bid 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 Bid.
10. Remember to sign the Bid 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 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 Bid, 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
www.taneycounty.org
417-294-7863 (Cell)

Instructions and General Conditions

1. **Delivery of:** Sealed Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Bid closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Bid.
2. **Closing:** Sealed Bids must be delivered before 2:00 P.M. central time on Friday April 19, 2013 to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Bid not arriving in time when electing to mail in Bids 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 Bids are **delivered** in time – to the Purchasing Department. (Be extra careful when your Bid response involves a large package or box.)
3. The County will not accept any Bids received after the above listed closing date/time and will consider such late Bids as **NON-RESPONSIVE**. They will either be; filed, returned, or discarded.
4. Bids will be opened publicly at 9:15 AM on April 22, 2013 and read aloud. All Bid responses will be considered public information as soon as they are opened and become a part of public record to be released to any person or firm that requests it.
5. Bids may be withdrawn on written request from the Bidder at the address shown in this RFB prior to the time of acceptance of the Bid.
6. Bids **must** be submitted in a sealed envelope identified with the Bid number and dates of closing & opening. List the Bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed". Also include a return name & address. **No fax or electronic transmitted Bids will be accepted.**
7. If you do not want to submit a Bid, please return the *No Bid Response Form* on page # 5 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 Bids called for in this Request for Bid.
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 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**. Bidders should NOT respond unless certain on this point.
11. The Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.
12. Bids 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 Bid shall be submitted in writing, **prior to the Bid opening** and no later than **9:00 AM Monday April 15, 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 Bid packet by the County posting the addendum on the Taney County Web site at: www.taneycounty.org 7 days prior to Bid opening date.



3. Once at our website click on: _____ . Any/all addenda will be attached at the end of the posted Bid. 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 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.
5. **Timeline:** The County anticipates a contract award following the evaluation of all Bid responses within **15 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate. Once awarded this Bid is expected to remain in place for six (6) months unless otherwise ordered by the Taney County Commission.
6. **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, all Bid responses will be considered public information as soon as they are opened and become a part of public record releasable to any person or firm that requests it. Requests for copies, of Bid 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.*)

SCOPE OF SERVICES

Background Information:

The Taney County Commission will be accepting and reviewing all responses to this RFB in an effort to meet the needs of all Taney County residents by providing the best communications possible via the best services available at the lowest cost to the county – concerning this year's County Tax Sale.

- Our annual delinquent land sale will be held on: **8-26-2013** pursuant to RSMo 140.170.
- The publication dates should be: **7-24, 7-31 and 8-7-2013**.
- The number of parcels which qualify for the sale as of today total: **2018**.

Specifications:

Bids submitted must be from established papers with countywide circulation. We will supply the required information for publication via email - but will also make it available on a CD if requested/needed.

- Regarding errors - after a proof is approved and then printed with errors - the county **will not** be charged specific to that item.
- Proofs must be returned for approvals early enough to meet set print deadlines. (Preferably no later than 2:00 PM on said day when a quick "turn-around" is required for a certain deadline.)

NOTE: If a publication goes out with incorrect specifications or sizes different from what is submitted within this Bid Response, as agreed upon, and awarded by the Taney County Commission – Purchasing will deny payment.

_____ Price per column inch based on 9 pt. type with 10.5 pt. leding.

BID 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 BID 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 Bid:
 - 1. References and experience
 - 2. Key personnel
 - 3. Warranty (If applicable.)
 - 4. Descriptive literature (If applicable.)
- E. Total Price: \$ _____ (Price per column inch based on 9 pt. type with 10.5 pt. leding.)

NO BID RESPONSE FORM

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

Thank you...

RFB# 201303-216 County Tax Sale

| | |
|----------------------------|--|
| 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 RFB.



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 Bid.
2. The Taney County Commission has the right to accept or reject any part or parts of all Bids, 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 Bid 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 Bid forms provided for the purpose of submitting Bids, must return the Bid and ALL Bid sheets comprised in this Bid - initialed, give the unit price, extended totals, and **sign the Bid**.
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 Bid 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 Bid.
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 Bid 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 Bid should be directed to the Purchasing Department prior to Bid 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.