



REQUEST FOR BID # 201508-310 TRENCH DRAIN (Transfer Station)

BID SCHEDULE & DEADLINES:

August 8 – Sept. 8, 2015

Bid Release Date / Advertising Period.

August 31, 2015 at 2:00 P.M.

Deadline for Submitting Questions.

September 8, 2015 at 2:00 P.M.

Closing Date / Time.

September 9, 2015 at 9:30 A.M.

Opening Date / Time.

Responding Vendor / Company Name

City / State

Attn: **Ron Erickson, Director of Purchasing**

Phone: 417-546-7281 / FAX: 417-546-3931

rone@co.taney.mo.us

Bidder's Initials: _____

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TRENCH DRAIN (Transfer Station)

Commodity Title: PLEASE MARK YOUR ENVELOPE "SEALED BID #201508-310"
RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES.

Bid Submission

Location / Mail Address: Taney County Purchasing Department (Second Floor)
132 David St. / P. O. Box 1630 (PO Box MUST be used for mailing.)
Forsyth, MO 65653

Bid Opening

Location / Address: Taney County Commission Hearing Room (Old Courthouse)
132 David Street
Forsyth, Mo. 65653

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." Type or print information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of Bid as well as all pages initialed. *An authorized signature and email address is mandatory, lack thereof will result in a determination of "Non-Responsive".

_____		_____	
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)	

1. 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 listed in item #2.3)

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.

As a courtesy the below “BID RESPONSE TIPS” Table is offered to assist Bidders. Feel free to use it as a checklist and information source to help create a more accurate response which is more compliant than it might otherwise turn out. Use a checkmark (✓) in the correct box as it applies to ensure everything is covered...

*A = Acknowledged below item with intent to comply/agree with as it may/may not apply.
 N = Not applicable.*

ITEM #	BID RESPONSE TIPS (Suggestions & Requirements.)	A	N
1.1	Read ALL Bid documents closely / immediately upon receipt.		
1.2	Note any/all special dates or requirements.		
1.3	See Items 3.1 & 3.2 for the process to submit questions.		
1.4	Handwritten responses must be clearly legible – in ink.		
1.5	Un-readable responses will be rejected.		
1.6	Three (3) copies of Bid are required. Please differentiate copies from original.		
1.7	Turn your Bid in as soon as possible.		
1.8	Deadline dates and times are strictly adhered to.		
1.9	The County cannot, and will not, accept any late Bids.		
1.10	No fax or electronic transmitted Bids will be accepted.		
1.11	In the event of only one response the County may reject the Bid and re-let it or consider other options which provide the best solutions - always acting in the best interest of Taney County.		
1.12	When a Bid, or project, includes pre-bid meetings or on site visits, Bidder attendance and compliance with signup sheets, etc., is mandatory.		
1.13	Pay close attention to the terms <i>must, will, shall, should</i> or <i>may</i> .		
1.14	Include a current/signed W-9 form with your company information. Having this up front benefits any awarded Vendor by greatly expediting our payment process. Taney County Accounts Payable Department must have this form before they can process payment.		
1.15	Include, if applicable, current prevailing wage considerations with your Bid.		
1.16	Remember to sign the Bid sheet as this is mandatory.		
1.17	<i>For areas, questions, and requirements that do not always apply - “N/A” may be an option. (See Item 4.3)</i>		

The following sections; 2, 3, and 4 include instructions, conditions, guidelines, requirements and other key factors that must be understood. Using the checkmark system here will assist Vendors in participating correctly and limit the possibility of their response being disqualified due to a technicality. Use a checkmark (✓) to acknowledge each of the following items. We have found this method improves communications, limits the need for questions and thus addendum, and helps to avoid other areas of confusion.

2.	INSTRUCTIONS AND GENERAL CONDITIONS:	(✓)
2.1	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.	
2.2	Closing: Sealed Bids must be delivered before “Closing Date / Time” as listed on page one, to the Taney County Purchasing Department as listed on page two.	
2.3	USPS Warning: There is no mail delivery at the courthouse. Bidders will take great risks of their Bid not arriving in time when electing to use the United States Postal Service. The Post Office <u>may / may not</u> put a “pick up slip” in our PO Box alerting us that they are holding a package requiring our signature. If a Bidder must use USPS it is best NOT to require a signature on our end, simply make sure to mail it only to P.O. Box 1630. It is the Bidder’s responsibility, not the county, nor the Post Office, to ensure their Bids are delivered in time to Purchasing. Other delivery services require our physical address.	
2.4	Late Packages: The County will not accept any Bids received after the listed closing date/time. Late Bids are “NON-RESPONSIVE”. They will not be opened.	
2.5	Opening: Bids will be opened publicly at “Opening Date / Time”, as listed on page one, 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 who formally requests it.	
2.6	Award / Timeline: Recommendation for award will be made formally to the Taney County Commission at a later date after a full and complete review process – often within a few days of the Bid opening. Updates may be sent via email should the award process become delayed for any reason. (10 days or more.)	
2.7	Withdrawals: 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.	
2.8	Sealed & Marked: 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. (NOTE: Please make sure your package indicates “BID”, with the BID NUMBER - on the final outside surface of your package.)	
2.9	No Bid: If you do not want to submit a Bid, please return the No Bid Response Form at the bottom of the last page of this package, and note your reason(s). (Optional).	
2.10	Bidder Expenses: This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing and submitting Bids called for in this RFB.	
2.11	Presentations: 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 Bidder in connection with such interviews or presentations (i.e. travel accommodations, etc.)	

2.	INSTRUCTIONS AND GENERAL CONDITIONS: (Cont)	(✓)
2.12	Bid Term: 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. Bidders should NOT respond unless certain on this point.	
2.13	Bid Rejection: The Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.	
2.14	Multiple Awards: Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.	
2.15	Payment Terms: County standard payment terms are Net 30 after receipt of invoice. There are NO EXCEPTIONS to this system. Once products, or services, are received and accepted Taney County will process payment in full. Requests for credit applications are not necessary and will – in most cases – not be processed. Requests for deposits are not necessary and will not be accepted.	
2.16	Effective: This agreement shall take effect upon the approval by the Taney County Commission.	
2.17	Alterations: Any alterations, changes, lining out, or margin notes to any items within sections 2, 3, 4 may result in being determined non-responsive and/or disqualified.	
2.18	Direct Email Address: An email address MUST be provided in order to receive award results. (Not simply a website.) We do not use USPS for results only email. Final award results will be emailed to all responding Vendors. Results will also be posted on our website at: www.taneycounty.org . Please do not call for results.	
3.	GUIDELINES FOR WRITTEN QUESTIONS, ANSWERS (ADDENDA), ETC	(✓)
3.1	All questions shall be submitted prior to the Bid opening and no later than 2:00 P.M. Monday August 31, 2015. Questions must be emailed to; rone@co.taney.mo.us	
3.2	All questions will be answered in written addendum form and emailed to all parties who had previously been part of the original DBI (Direct Bid Invitation email), or had made email contact during the open Bid questioning timeframe. Addendum email will be sent as close as possible to the day following the deadline listed in item 3.1 above. Same addendum will also be posted on the Taney County website.	
3.3	Any/all addenda will be attached at the end of the posted Bid. An indication, in red, will alert visitors to our website as to the presence of any addenda.	
3.4	Aside from routine questions if it becomes necessary to revise any part of this RFB, written addendum will be issued to address that need. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.	
3.5	Sunshine Laws: Per applicable 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. (<i>Section 610.026, RSMo.</i>)	

4.	BASIC REQUIREMENTS / FACTORS:	(✓)
4.1	Award of Contract: The County reserves the right to award to more than one (1) supplier. Multiple awards may be made on the basis of a primary, secondary, and tertiary supplier. The primary supplier shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary supplier, then tertiary supplier. The County's decision will be based upon the ability of the primary source to supply acceptable goods or services within the County's time requirements. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this RFB will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers.	
4.2	Agreement: The entire contents of the Bid response documents submitted by the successful Bidder of this Bid shall include <u>all</u> Bid documents and will become a part of any contract award as a result of this solicitation. These signed Bid Documents will be binding. Bidder shall initial all pages where the document denotes "Bidder's Initials: ____". Any bids not complying with this condition may be considered non-responsive and rejected. The Awarded Vendor, of this RFB, WILL follow up with a written agreement sample, working with our Legal Services Department, and oversee completion of that process to the mutual satisfaction of all parties in harmony with this signed response. A standard sample agreement currently being used by Taney County, in most cases, is attached here.	
4.3	Response Content: In order to enable direct comparison of competing Responses, Bidders must submit Responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the forms provided herein. Every question must be answered and if not applicable, the section must contain "N/A."	
4.4	Advice of Award: The County's Bids, Bid Tabulations, and Bid Award information may be viewed on our website at www.taneycounty.org . (Purchasing Dept. Page.)	
4.5	Response Clarification: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.	
4.6	Rejection or Correction of Responses: The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the best interest of Taney County.	
4.7	Evaluation Process: The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.	
4.8	Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.	

5. SCOPE OF SERVICES:

- 5.1. The Taney County Purchasing Department will be accepting and reviewing responses to this RFB for a TRENCH DRAIN, materials ONLY, at the lowest cost to the county.
- 5.2. Grand Total Price MUST be listed within item #6.10 below.
- 5.3. This “Trench Drain” is required to correct certain issues existing now at the Taney County Road & Bridge Transfer Station.
- 5.4. Location of the Transfer Station is; 274 Buchanan Rd Branson, Mo. 65616.
- 5.5. Taney County personnel will install trench box once delivered to site.
- 5.6. 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 Interim Administrator, at (417) 546-7268.

Bidders must use the following check (✓) system as part of their overall Bid response. Complete the following sections specific to those areas as they apply directly to the products or services being asked for within this RFB. All areas should be checked to assist us in our review. Unchecked boxes result in unanswered questions, and may cause a response to be declared unresponsive and thus not considered. (Sections: 6, 7, 8, and 9.)

C = Comply with item. (In some cases this will serve as a simple acknowledgement.)

D = Do not / cannot not comply with item.

E = Exception taken to item. (A full explanation, on a separate sheet, should be provided.)

6.	SPECIFICATIONS & REQUIREMENTS:	C	D	E
6.1	Approximately 56 Linear Feet			
6.2	“NEENAH R-4990-EX frame and Type A grate. Each grate 2’ Long			
6.3	Width of grate 15”			
6.4	Precast trench for above trench grate			
6.5	Dimensions- width for grate stated 6.2, Height 18” with 6” walls and bottom, open on ends.			
6.6	Length to be in 8’ sections			
6.7	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 15,000 lbs. Delivered to 274 Buchanan Rd. Branson, Mo. 65616			
6.8	Taney County will NOT be held to any minimums nor maximums.			
6.9	The awarded company must furnish all necessary materials, and deliver a high quality commercial grade precast trench drain, sizes and specifications as listed above. (ALL DELIVERY COSTS MUST BE INCLUDED WITHIN BID PRICE.)			
6.10	TOTAL COST TO THE COUNTY: \$			
6.11	APPROXIMATE DELIVERY DATE:			

DEPARTMENT POINT OF CONTACT; Randy Haes, Taney County Road and Bridge Interim Administrator (417) 546-7268.

7. BIDDER DIRECTIVES:		C	D	E
7.1	The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.			
7.2	Standard payment terms are Net 30 after receipt of invoice, no exceptions.			
7.3	References and experience (If applicable.)			
7.4	Key personnel (If applicable.)			
7.5	Include an updated W-9 form completed with your company information and signature.			

8. TOTAL PRICE INCLUSIONS, TAX EXEMPTION:		C	D	E
8.1	Shipping, Handling, and Delivery Fees – all MUST be included in total Bid Price.			
8.2	Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as law exempts the County from them.			
8.3	Whatever other miscellaneous fees there may be.			

9. STANDARD TERMS AND CONDITIONS:		C	D	E
9.1	Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the County Department identified in this Request for Bid.			
9.2	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.			
9.3	Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid – in same order as received, give the unit price, extended totals, and sign the bid .			
9.4	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.			
9.5	The delivery date shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in awarding the bid.			
9.6	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.			
9.7	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.			
9.8	Failure to deliver as guaranteed may disqualify Bidder from future bidding.			
9.9	Prices must be as stated in units of quantity specified, and must be firm.			
9.10	The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered and is accepted by the County.			

9.	STANDARD TERMS AND CONDITIONS: <i>(Cont)</i>	C	D	E
9.11	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.			
9.12	In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.			
9.13	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.			

10. 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, email, or fax.

Thank you...

RFB # 201508-310 Trench Drain (Transfer Station)

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

PURCHASE AGREEMENT

for

TRENCH DRAIN (Transfer Station)

THIS AGREEMENT dated the _____ day of _____ 201_ is made between Taney County, Missouri, a political subdivision of the State of Missouri through the Taney County Commission, herein "County" and _____, herein "Contractor".

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. *Contract Documents* - This agreement shall consist of this Agreement for a Trench Drain, via County of Taney Request for Bid number 201508-310, Introduction and General Conditions of Bidding, Basic Requirements and Factors, Primary Specifications, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, and the Contractor's Bid response dated _____ and executed by _____ on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specifications and literature submitted with Bid response may be permanently maintained in the County Purchasing Office Bid file for this Bid if not attached. In the event of conflict between any of the foregoing documents, this Agreement, the Introduction and General Conditions of Bidding, Basic Requirements and Factors, Primary Specifications Response, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, shall prevail and control over the Contractor's Bid response. The items covered within this agreement are:

TOTAL COST TO THE COUNTY: \$
APPROXIMATE DELIVERY DATE:

2. *Purchase* - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the item per the Bid specifications as responded to on the Response Form, and in conformity with these agreement documents for the prices set forth in the Contractor's bid response, as copied above and as ordered by Taney County. If certain unusual circumstances occur specific to delivery which require additional costs or charges beyond those prices listed within the Bid Response the County will consider the next lowest Bid response. If/when unusual circumstances occur which impact pricing a phone call must be made from the Contractor to the County for permission to continue.

3. *Contract Duration* - This agreement shall commence on the date it is fully executed and terminate upon expiration of all applicable warranties, subject to the provisions for termination specified below. This agreement may only be extended by the order of the county subject to the pricing, and delivery clauses as agreed to, and offered by the contractor's winning Bid response.

4. *Billing and Payment* - All billing shall be invoiced with specific department information and include Bid number 201508-310 for reference. Billings may only include the prices listed in the Contractor's Bid response. No additional fees or extra services not included in the Bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's Bid response to the specifications. The County agrees to pay all correct statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its Bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

