



REQUEST FOR BID # 201709-383 TRANSFER TRAILERS REPAIR

BID SCHEDULE & DEADLINES:

Sept. 30, 2017 – Oct. 24, 2017

Bid Release Date / Advertising Period

Oct. 16, 2017 at 2:00 P.M.

Deadline for Submitting Questions.

Oct. 24, 2017 at 5:00 P.M.

Closing Date / Time.

Oct. 25, 2017 at 9:30 A.M.

Opening Date / Time.

Responding Vendor / Company Name

City / State

TOTAL BID PRICE; _____

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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Commodity Title: **TRANSFER TRAILERS REPAIR**
 PLEASE MARK YOUR ENVELOPE "SEALED BID #201709-383"
 RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES.

Bid Submission

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

Bid Opening

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

The undersigned certifies their 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 (MUST be legible.)

 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 wants 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.

Read ALL bid documents closely - immediately upon receipt. Note any/all special dates and submit your bid as soon as possible. See Items 3.1 & 3.2 for the process to submit questions. Pay close attention to the terms *must, will, shall, should* or *may*.

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 service at the courthouse. When sending packages Bidders risk their response not arriving in time by way of the United States Postal Service. The Post Office may fail to leave a "pick up slip" in the correct county P.O. Box alerting us that they are holding a package requiring our signature. If a Bidder must use U.S.P.S. do not require a signature on our end, simply make sure to mail it only to our P.O. address. Other delivery services require our physical address. Both addresses are clearly listed on page #2. U.S.P.S. ONLY recognizes our PO address. It is the Bidder's responsibility, not the county, nor the Post Office, to ensure bids are delivered in time to the Purchasing Department.	
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.	INSTRUCTIONS AND GENERAL CONDITIONS: (Continued)	(✓)
2.6	Award / Timeline: Recommendation for award will be made formally to the Taney County Commission as soon as possible after a complete review. 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. Once a bid response is opened, and accepted as a qualified response for consideration, it can only be withdrawn by order / approval of the Taney County Commission.	
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" with a return name & address. No fax or electronic transmitted bids will be accepted. 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 on page #9 of this package, and note your reason. (Optional).	
2.10	Bidder Expenses: This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing information to respond to 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.)	
2.12	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.	
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: Taney County standard payment terms are Net 30 after receipt of an invoice. We can not, and will not, agree to any other payment terms. 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 said bid response being determined non-responsive.	
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 must be submitted prior to the bid opening and no later than 2:00 P.M. Monday October 16, 2017. Questions are to 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. Always acting in the best interest of the Taney County.	
4.2	Agreement: The entire contents of received bid response documents submitted by the successful Bidder to this RFB 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: ____" at the bottom of each page after completing each section. 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 as a reference.	
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 should be answered. If not applicable, the section should contain "N/A."	

4.	BASIC REQUIREMENTS / FACTORS: (Continued)	(✓)
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 Department 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:

The Taney County Purchasing Department will be accepting and reviewing all responses to this RFB in an effort to procure needed repair work to two (2) transfer station trailers which are currently in use out of the Taney County Transfer Station. Our Transfer Station, located at 274 Buchanan Road, Branson, Missouri, processes / transfers numerous full loads of trash / waste daily by use of both of these trailers – *every day*. Required repair work shall meet all requirements as detailed below.

- 5.1. Prospective Bidders MUST schedule a separate appointment to inspect each unit at our Transfer Station by contacting Randy Haes as listed below.
- 5.2. The required inspections are necessary to assess damages in order to prepare a complete and thorough bid response. This step must be completed well before the bid closing date so that bid forms can be completed fully and delivered on time.
- 5.3. Prospective Bidders' repair facility must be geographically located within a 50 mile radius of the Taney County Transfer Station, address listed above.
- 5.4. Taney County will arrange to deliver said trailers, on separate occasions, for the required repairs, post award, to the awarded Vendor's facility.
- 5.5. All repair work must strictly conform with all details as submitted within the awarded Bidder's response as well as all agreed to stipulations on the subsequently issued / signed agreement following award. ("Sample" attached .)
- 5.6. For questions concerning the below listed specifications, or any other technical questions, please feel free to call:

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

6. SPECIFICATIONS:

For Sections 6, 7, 8, and 9 please use the below “KEY” to check (✓) off the appropriate box. Certain areas may / may not apply directly to the products or services being asked for within this RFB, however, most terms and conditions do apply specifically to this bid. Total number of “E” exceptions are considered / combined with total bid price during review for an award recommendation.

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 should be provided for any/all exceptions.)

ITEM #	SPECIFICATION DESCRIPTION / REQUIREMENTS:	C	D	E
6.1	Trailer #1 is a; Travis brand 48’ trailer, serial number 48XAR4820D1008493.			
6.2	➤ Indicate here the date and time the above trailer was inspected and initial;			
6.3	Trailer #2 is a; Travis brand 48’ trailer, serial number 48XAR4823D1008522.			
6.4	➤ Indicate here the date and time the above trailer was inspected and initial;			
6.5	Repairs will include, but are not limited to, top rail repair.			
6.6	Repairs will include, but are not limited to, replacement and side wall repair.			
6.7	One of these trailers will need repair on end gate.			
6.8	Pre-Bid onsite inspections are MANDATORY per item #'s; 5.1, 5.2, 6.2, & 6.4 above. Bid responses without verified inspections will be rejected.			
6.9	Include all details regarding repair work warranties by attaching a separate sheet .			
6.10	TOTAL BID PRICE; _____ (The total bid price above is subject to a cap increase cost <i>range</i> of 6% to allow for unexpected issues during repair work. We agree to this buffer to encourage participation in this bid but said limit is an absolute maximum. This total price should also be listed on the pricing line on the cover page of this full bid document.)			

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	Include an updated W-9 form completed with current company information and signature. (THIS IS MANDATORY.)			
8.	TOTAL PRICE INCLUSIONS, TAX EXEMPTION:	C	D	E
8.1	Do not include Federal Excise Tax or Sales and Use Taxes in your bid response, as state law exempts the County from these taxes.			
8.2	Whatever other miscellaneous fees should be included in your response.			

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.			
9.11	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 # 201709-383 Transfer Trailers Repair

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

11. FINAL MANDATORY COMPLIANCE CHECKLIST:

These final mandatory requirements are most important. Feel free to use the below table as a checklist to insure your bid is fully compliant before you seal it for submission. Your full bid response needs to comply with all of the below requirements in **RED**. As an option use a checkmark (✓) to assist in your final review. If you have the slightest question regarding these items PLEASE call.

These requirements apply to every possible form of bid we let out.

(✓) = Acknowledged below item with intent to comply.

ITEM #	FINAL COMPLIANCE CHECKLIST	(✓)
11.1	The County cannot, and WILL not, accept any late bids. Late packages WILL NOT be opened or returned.	
11.2	No fax or electronic transmitted bids WILL be accepted. Bid responses received via Fax WILL REJECT that Vendor from any participation in this bid.	
11.3	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. The name and address on the submitted W9 will be used as the formal name/address on any subsequent agreement / contract post award. FAILURE TO INCLUDE A W9 MAY REJECT.	
11.4	Remember to sign the bid sheet as this is mandatory. Missing signature WILL REJECT.	
11.5	Un-readable responses, including an unreadable email address, MAY REJECT.	
11.6	Three copies of bid response are required. Please indicate copies versus original. One sided copies ONLY. A double-sided response is not considered an acceptable document for our purposes. Failure to include the correct number of copies or two sided copies MAY REJECT.	
11.7	Include, in your response, ALL pages of the bid document initialed by hand, not typed, where asked for on each page bottom. Incomplete responses MAY REJECT.	

AGREEMENT (*Sample*)
for
TRANSFER TRAILERS REPAIR

THIS AGREEMENT dated the _____ day of _____ 201_ is made between Taney County, Missouri, a political subdivision of the State of Missouri, herein "County" and _____ of; _____ 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 necessary repair work to two (2) Taney County Transfer Trailers; County of Taney Request for Bid number 201709-383, any applicable addenda; and the Contractor's bid response 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 Request For Bid, and any applicable addenda, shall prevail and control over the Contractor's bid response.

2. *Purchase* - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the items, services, and necessary repair work per the Contractor's bid response, and for the prices set forth in the Contractor's response, and as ordered by County. If certain unusual circumstances occur specific to services or repair work availability, the County may consider all other options, including the next lowest Bidder. In no event shall the total price paid by County exceed the total bid price of; \$_____, with the following stipulation. The total bid price is subject to a cap increase cost *range* of 6% to allow for unexpected issues during repair work. This is an absolute maximum. All repair work is to be performed / completed at the Contractor's repair facility located at;_____.

3. *Contract Duration* - This agreement shall commence on the date it is fully executed and terminate upon expiration of all applicable warranties, details of which are attached to the signed bid, also as 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 bid response.

4. *Billing and Payment* - All billing shall be invoiced with specific department information and include bid number 201709-383 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.

5. *Binding Effect* - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

6. *Entire Agreement* - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

7. *Termination* - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Taney County Commission delivery of products is delayed or products delivered are not in conformity with bid specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives hereby execute this agreement.

“Contractor”;

Taney County Missouri
By: Taney County Commission

Authorized Person (PRINT)

Mike Scofield, Presiding Commissioner

Signature

Date

Attest:

Date

Donna Neeley, County Clerk

Address;

Date

AUDITOR CERTIFICATION:

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Signature

Date

Appropriation Account