



TANEY COUNTY MISSOURI

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

SOLICITATION TITLE: County Road Signs
 RFB #202005-448

SOLICITATION TYPE:

- = Full / Formal Bid for Products *or* Materials *ONLY*.
- = Full / Formal Bid for Products *and* Services.
- = Full / Formal Bid for *Services ONLY*.
- = Full / Formal Request for Proposals.
- = Full / Formal Request for Qualifications.

SCHEDULE & DEADLINES:

May 9, 2020 – June 1, 2020

Bid Release Date / Advertising Period

May 26, 2020 at 2:00 P.M.

Deadline for Submitting Questions.

June 1, 2020 at 5:00 P.M.

Closing Date / Time.

June 3, 2020 at 9:30 A.M.

Opening Date / Time.

Responding Vendor / Company Name

City / State

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COUNTY ROAD SIGNS

Commodity Title: PLEASE MARK YOUR ENVELOPE "SEALED BID #202005-448"
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 U.S.P.S. delivery.)
132 David St. (Physical Address MUST be used for Courier 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 products, or services, 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 to our solicitation as well as initial all pages. *An authorized signature and email address, printed clearly is mandatory, lack thereof *may* result in a determination of "Non-Responsive" and disqualify from participation.

_____ 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)	

INTRODUCTION & BASIC PROCESSING INFORMATION:

A formal invitation for bid is utilized when any total purchase estimate exceeds \$6,000. The County also uses this method when the life of a term and supply contract is valued more than \$6,000. A complete bid request package will contain well-defined standard technical specifications for the nature of the service or product(s) requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award.

The Purchasing Department is responsible for the bid opening at the time and place noted in this solicitation. 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 U.S.P.S. (Please note U.S.P.S. concerns as listed in item #1.3 on the following page.)

All formal invitations for bid are handled by the Taney County Purchasing Department. However, technical requirements and product specifications are the responsibility of the specific requesting department as listed in sections #2 & #3.

Read ALL solicitation documents closely - immediately upon receipt. Note any/all special dates and submit your response as soon as possible. See Items 1.21-1.27 for the process to submit questions. Pay close attention to the terms *must, will, shall, should* or *may*.

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Section #1 includes 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.

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1.  | INSTRUCTIONS AND GENERAL CONDITIONS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | (✓) |
| 1.1 | Delivery of: <i>Sealed Responses</i> , subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the solicitation closing date and time indicated herein for furnishing the County with goods, and or, services as detailed within the following pages.                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
| 1.2 | Closing: <i>Sealed Responses</i> must be delivered before “Closing Date / Time” as listed on page one, to the Taney County Purchasing Department as listed on page two.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 1.3 | United States Postal Service WARNING: Due to the fact that there is no mail delivery service at our offices, we <b>strongly</b> discourage Bidders from using the U.S.P.S. If a Bidder elects to use the United States Postal Service do <b>NOT</b> send “return receipt requested” on our end as we do not have staff to wait in line at the Post Office <i>when their counter is open</i> to sign for a bid response package. ALSO...The Post Office only recognizes our P.O. Box address. Other delivery services require our physical address. Both addresses are listed on page #2. It is the Bidder’s responsibility, not the County, nor the Post Office, to ensure responses are delivered in time to the Purchasing Department. Courier or hand delivery works the best. |     |
| 1.4 | Late Packages: The County will not accept any response received after the listed closing date/time. Late arrivals are considered “NON-RESPONSIVE”. They will not be opened or returned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 1.5 | Opening: Bids will be opened publicly at “Opening Date / Time”, per page one, and read aloud. All responses will be considered public information as soon as they are opened and become a part of the public record to be released to any person or firm who formally requests a copy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
| 1.6 | Award / Timeline: Recommendation for award will be made formally to the Taney County Commission as soon as possible after a complete departmental review. Updates may be sent via email should the award process become delayed for any reason. (10 days or more.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| 1.7 | Withdrawals: Responses may be withdrawn on written request from the Bidder at the address shown in this request prior to the time of acceptance of the response. Once a response is opened, and accepted, it can only be withdrawn by order of the Taney County Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| 1.8 | Sealed & Marked: Responses 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 “ <i>Response to Request for Bid enclosed</i> ” with a return name & address. No fax or electronic transmitted responses will be accepted. Make sure your package indicates “ <b>BID</b> ”, with the BID NUMBER - on the final outside surface of your package.                                                                                                                                                                                                                                                                                                               |     |
| 1.9 | No Bid: If you elect not to submit a response, return the No Bid Response Form in section #5 of this package, and note your reason. (Optional). An email is preferred for a “No Bid” response.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |

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|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.10 | Bidder Expenses: This County is not responsible for any expenses which Bidders may incur in estimating, inspecting, nor preparing information to respond to this solicitation.                                                                                                                                                                                                                                                                          |  |
| 1.11 | Presentations / Inspections: The County reserves the right to conduct personal interviews or require presentations, inspections, of or from any / all Bidders prior to selection. The County will not be liable for any costs incurred by the Bidder in connection with such interviews, presentations, or inspections. (i.e. travel accommodations, etc.)                                                                                              |  |
| 1.12 | Bid Term: All Responses submitted shall be binding, and remain firm for ninety (90) calendar days following the opening, unless otherwise indicated. Pricing / Costs submitted within this response must be honored within that set timeframe. Bidders should not respond unless certain on this point. Submitted pricing to this request, once opened, cannot be changed for any reason. Any such changes, by law, will disqualify that full response. |  |
| 1.13 | Bid Rejection: The Taney County Commission reserves the right to reject any or all responses when such rejection is in the best interest of the County.                                                                                                                                                                                                                                                                                                 |  |
| 1.14 | Multiple Awards: Responses may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.                                                                                                                                                                                                                                                                                                           |  |
| 1.15 | Payment Terms: Taney County standard payment terms are <i>Net 30</i> 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. Invoices need to be issued, and mailed, correctly, to the requesting department - not Purchasing.                                                                                        |  |
| 1.16 | 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.                                                                                                                                                                                                                                                                                       |  |
| 1.17 | Any award agreement shall take effect upon the approval by the Taney County Commission.                                                                                                                                                                                                                                                                                                                                                                 |  |
| 1.18 | Alterations: Any alterations, changes, lining out, or margin notes to any items within these instructions may result in said response being disqualified.                                                                                                                                                                                                                                                                                               |  |
| 1.19 | Direct Email Address: An email address <b>MUST</b> be provided in order to receive award results. (Not a website.) We do not use U.S.P.S. for results only email. Final award results will be emailed to all responding Vendors. Please do not call for results.                                                                                                                                                                                        |  |
| 1.20 | Results are always posted at: <a href="http://www.taneycounty.org">www.taneycounty.org</a> .                                                                                                                                                                                                                                                                                                                                                            |  |
| 1.21 | All questions for this solicitation must be submitted no later than 2:00 P.M. on Tuesday, May 26, 2020. Questions must be emailed to the department point of contact listed within this request as well as copied (cc) to the Purchasing Director at; <a href="mailto:nikki.lawrence@taneycountymo.gov">nikki.lawrence@taneycountymo.gov</a>                                                                                                            |  |
| 1.22 | Aside from routine processing questions, if it becomes necessary to revise any part of this solicitation due to a significant question received which could impact specifications; a written Addendum will be issued to explain any new / necessary modifications.                                                                                                                                                                                      |  |
| 1.23 | Any /all solicitation impacting questions, causing the need for modifications, will be combined into one written Addendum with answers and explanations to cover any / all new issues.                                                                                                                                                                                                                                                                  |  |
| 1.24 | Any necessary Addendum is valid only if in writing and issued by the Taney County Purchasing Department.                                                                                                                                                                                                                                                                                                                                                |  |
| 1.25 | Any necessary Addendum will be emailed as close as possible to the day following the deadline listed in item #1.21 above, to all parties who had previously been part of the original DBI (Direct Bid Invitation email), or had made email contact during the open questioning timeframe.                                                                                                                                                               |  |
| 1.26 | When an Addendum is necessary it is a formal / legal process which Bidders are required to formally respond to. Follow the instructions as indicated in detail on the Addendum itself.                                                                                                                                                                                                                                                                  |  |
| 1.27 | Any necessary Addendum will also be posted on the Taney County website attached at the end of the solicitation there. An indication in red, placed at the end of the affected bid, will alert website visitors as to the presence of an Addendum – if / when one is needed.                                                                                                                                                                             |  |

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|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1.28 | <p>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 solicitation will be considered "Non-Exclusive". The County reserves the right to obtain service, or product(s), from other suppliers. Always acting in the best interest of Taney County Missouri.</p> |  |
| 1.29 | <p>Agreement: The entire contents of response documents submitted by the successful Bidder to this request shall include all bid documents and will become a part of any contract award as a result of this solicitation. These signed 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 page. Any responses not complying with this condition may be considered non-responsive. The Awarded Vendor(s), of this request, will follow up with a written agreement draft, working with our Legal Services Department, and oversee completion of that process to the mutual satisfaction of all parties working in harmony with this signed response.</p>                                                                                                                                                                 |  |
| 1.30 | <p>Our standard <i>Sample</i> agreement currently being used by Taney County, in most cases, is attached here to assist. It is not necessary to fill in the blanks of said "<i>Sample</i>". This sample is for reference purposes only. The County reserves the right to use other agreement versions should our Legal Services Department decide another version would better serve the needs of Taney County Missouri as they pertain to those requested within this solicitation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 1.31 | <p>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."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 1.32 | <p>Advice of Award: The County's Responses, Bid Tabulations, and Bid Award information may be viewed on our website at <a href="http://www.taneycounty.org">www.taneycounty.org</a>. (Purchasing Department Page.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 1.33 | <p>Response Clarification: The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their responses.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 1.34 | <p>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 Missouri.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 1.35 | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 1.36 | <p>Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 1.37 | <p>Sunshine Laws: Per (Section 610.026, RSMo.) concerning public documents, all responses to this request 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 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.</p>                                                                                                                                                                                                                                                                                                                                                                      |  |

## 2. SCOPE OF SERVICES:

The Taney County Purchasing Department is seeking sealed Bids for County Road Signs for the Taney County Road & Bridge Department - at the Best / Lowest price per the specifications below delivered on time. Once awarded a separate contract will govern all Purchases for an 18 month period following the date of award. Pricing is asked for only by per item since purchases will be made ongoing on an "as needed" basis.

- 2.1 NO installation or construction included, or being asked for, in this Bid.
- 2.2 Responses should be filled in using the blank boxes within each pricing table as follows.
- 2.3 Quantities as listed are estimates only, the county will not be held to any maximum, nor minimum purchase levels.
- 2.4 ALL signs MUST have "TANEY COUNTY ROAD" printed in small letters on all four groups in the border area of each sign on the front of the sign. Depending on the border color it will require the same color print as the sign. Example, a stop is red with a white border. "TANEY COUNTY ROAD" would be printed in red color on a white border background. (Sample available upon request)
- 2.5 Main delivery location: Mt. Branson Shop 1377 E. Hwy 76 Branson, Mo. 65616.
- 2.6 Due to the critical nature of having correct signs in place to direct and protect the public the county will not tolerate delays in receiving orders in a timely fashion specific to certain "STANDARD" signs. All responding Vendors MUST commit here in writing that they stock "STANDARD" signs by indicating "Y", for yes, in the "IN STOCK" column (Sections: 6.1, 6.2, and 6.3). Vendors who operate via "Third Party" ordering of these emergency related signs should not respond to this Bid.
- 2.7 When, or if, an Awarded Vendor delays delivery beyond a reasonable timeframe, the County may use alternate Vendors as already mentioned elsewhere within this Bid. If those costs are higher than the Bid Awarded amount the County may hold the Awarded Vendor financially responsible for the difference caused by using alternate Vendors. This applies to all orders. Any Vendor who is unsure about their ability to fill our orders within a reasonable timeframe - should not respond to this Bid.
- 2.8 For questions concerning actual required specifications, or any other technical questions, please contact:

Devin Huff, Administrator - Taney County Road & Bridge  
417-546-7268 (off) / 417-527-2733 (cell)  
[devin.huff@taneycountymo.gov](mailto:devin.huff@taneycountymo.gov)

## 3. SPECIFICATIONS / BID PRICING PER ITEM.

| 3.0 GENERAL SIGN MATERIAL (High Prismatic 0.080 aluminum sign blanks) |                    |                                                        |                     |
|-----------------------------------------------------------------------|--------------------|--------------------------------------------------------|---------------------|
| ITEM #                                                                | ESTIMATED QUANTITY | DESCRIPTION                                            | UNIT BID PRICE EACH |
| 3.0.1                                                                 | 3                  | 911 Street Name Sign 18"x9"                            | \$                  |
| 3.0.2                                                                 | 3                  | 911 Street Name Sign 24"x9"                            | \$                  |
| 3.0.3                                                                 | 3                  | 911 Street Name Sign 30"x9"                            | \$                  |
| 3.0.4                                                                 | 3                  | 911 Street Name Sign 36"x9"                            | \$                  |
| 3.0.5                                                                 | 3                  | 911 Street Name Sign 42"x9"                            | \$                  |
| 3.0.6                                                                 | 3                  | 911 Street Name Sign 48"x9"                            | \$                  |
| 3.0.7                                                                 | 150                | Square Post 2"x24' ( <i>Length Correct.</i> ) 14 gauge | \$                  |
| 3.0.8                                                                 | 150                | Anchors 2-1/4"x24' ( <i>Length Correct.</i> ) 12 gauge | \$                  |
| 3.0.9                                                                 | 1000               | 3/8" Drive Rivets (aluminum)                           | \$                  |
| 3.0.10                                                                | BOX (100)          | 3/8" Plastic Nylon Washers                             | \$                  |
| 3.0.11                                                                | BOX (100)          | 5/16" #34 Cherry Mate Aluminum Barrel Rivets           | \$                  |
| 3.0.12                                                                | BOX (100)          | 5/16" 90° Corner Bolt with Jam Nut                     | \$                  |
| 3.0.13                                                                | 24 Pkg.            | Series "B" Letter/Numbers "2" (24 Letters per pack.)   | \$                  |
| 3.0.14                                                                | 24 Pkg.            | Series "B" Letter/Numbers "4" (24 Letters per pack.)   | \$                  |

3.1 REGULATORY SIGN MATERIAL (High Prismatic 0.080 aluminum sign blanks)

| ITEM # | MUTCD CODE | DESCRIPTION (1- Dozen of Each)         | UNIT BID PRICE EACH | IN STOCK<br>Y or N |
|--------|------------|----------------------------------------|---------------------|--------------------|
| 3.1.1  | R1-1       | Stop Sign 30x30 White on Red           | \$                  |                    |
| 3.1.2  | R1-2       | Yield Sign 36x36x36 Red on White       | \$                  |                    |
| 3.1.3  | R2-1       | Speed Limit Sign 18x24 Black on White  | \$                  |                    |
| 3.1.4  | R5-1       | Do Not Enter Sign 30x30 Red on White   | \$                  |                    |
| 3.1.5  | R5-1A      | Wrong Way Sign 36x24 Red on White      | \$                  |                    |
| 3.1.6  | R6-2L      | One Way Sign 18x24 Black on White      | \$                  |                    |
| 3.1.7  | R6-2       | No Parking Sign 12x18 Red on White     | \$                  |                    |
| 3.1.8  | R6-2       | No Parking Sign 18x24 Red on White     | \$                  |                    |
| 3.1.9  | R8-3       | Road Closed Sign 18x24 Black on White  | \$                  |                    |
| 3.1.10 | R11-2      | Weight Limit Sign 18x24 Black on White | \$                  |                    |

3.2 WARNING SIGN MATERIAL (High Prismatic 0.080 aluminum sign blanks)

| ITEM # | MUTCD CODE | DESCRIPTION (1- Dozen of Each)                              | UNIT BID PRICE EACH | IN STOCK<br>Y or N |
|--------|------------|-------------------------------------------------------------|---------------------|--------------------|
| 3.2.1  | W1-1       | Turn Horizontal Alignment Road Sign 30x30 Black on Yellow   | \$                  |                    |
| 3.2.2  | W1-2       | Curve Horizontal Alignment Road Sign 30x30 Black on Yellow  | \$                  |                    |
| 3.2.3  | W1-3       | Reverse Turn Sign 30x30 Black on Yellow                     | \$                  |                    |
| 3.2.4  | W1-4       | Reverse Curve Sign 30x30 Black on Yellow                    | \$                  |                    |
| 3.2.5  | W1-5       | Winding Road Sign 30x30 Black on Yellow                     | \$                  |                    |
| 3.2.6  | W1-6       | One-Direction Large Arrow Sign 36"x24" Black on Yellow      | \$                  |                    |
| 3.2.7  | W1-7       | Two-Directional Large Arrow Sign 36"x18" Black on Yellow    | \$                  |                    |
| 3.2.8  | W1-8       | Chevron Alignment Sign 18"x24" Black on Yellow (both sides) | \$                  |                    |
| 3.2.9  | W2-1       | Crossroad Intersection Sign 30x30 Black on Yellow           | \$                  |                    |
| 3.2.10 | W2-2       | Side Road Symbol Sign 30x30 Black on Yellow                 | \$                  |                    |
| 3.2.11 | W2-4       | T-Symbol Intersection Sign 30x30 Black on Yellow            | \$                  |                    |
| 3.2.12 | W2-5       | Y-Symbol Intersection Sign 30x30 Black on Yellow            | \$                  |                    |
| 3.2.13 | W3-1       | Stop Ahead Sign 30x30                                       | \$                  |                    |
| 3.2.14 | W3-2       | Yield Ahead Sign 30x30                                      | \$                  |                    |
| 3.2.15 | W5-2       | Narrow Bridge Sign 30x30 Black on Yellow                    | \$                  |                    |

|        |        |                                                          |    |  |
|--------|--------|----------------------------------------------------------|----|--|
| 3.2.16 | W5-3   | One Lane Bridge Sign 30x30 Black on Yellow               | \$ |  |
| 3.2.17 | W7-1   | Hill Sign 30x30 Black on Yellow                          | \$ |  |
| 3.2.18 | W8-3   | Pavement Ends Sign 30x30 Black on Yellow                 | \$ |  |
| 3.2.19 | W8-6   | Truck Crossing Sign 30x30 Black on Yellow                | \$ |  |
| 3.2.20 | W8-7   | Loose Gravel Sign 30x30 Black on Yellow                  | \$ |  |
| 3.2.21 | W11-2  | Pedestrian Crossing Sign 30x30 Black on Yellow           | \$ |  |
| 3.2.22 | W11-3  | Deer Crossing Sign 30x30 Black on Yellow                 | \$ |  |
| 3.2.23 | W11-4  | Animal Crossing Sign 30x30 Black on Yellow               | \$ |  |
| 3.2.24 | W11-5  | Farm Vehicle Crossing Sign 30x30 Black on Yellow         | \$ |  |
| 3.2.25 | W13-1  | Advisory Speed Plaque Sign 18x18 Black on Yellow         | \$ |  |
| 3.2.26 | W14-1  | Dead End Sign 30x30 Black on Yellow                      | \$ |  |
| 3.2.27 | W14-2  | No Outlet Sign 30x30 Black on Yellow                     | \$ |  |
| 3.2.28 | OM3-12 | Object Marker 12"x36" Black on Yellow (sided both sides) | \$ |  |
| 3.2.29 | OM4-1  | Object Marker 9 spot red 18"x18" Red                     | \$ |  |
| 3.2.30 | W18-9  | Impassable during high water 30x30                       | \$ |  |
| 3.2.31 | W8-15  | Water Over Roadway 30x30                                 | \$ |  |

3.3 ROAD WORK SIGN/CONSTRUCTION – ENGINEER GRADE on 0.080 aluminum sign blank

| ITEM # | MUTCD CODE | DESCRIPTION (1- Dozen of Each)                  | UNIT BID PRICE EACH | IN STOCK<br>Y or N |
|--------|------------|-------------------------------------------------|---------------------|--------------------|
| 3.3.1  | W3-4       | Be Prepared to Stop Sign 30x30 Black on Orange  | \$                  |                    |
| 3.3.2  | W5-1       | Road Narrows Sign 30x30 Black on Orange         | \$                  |                    |
| 3.3.3  | W8-4       | Soft Shoulder Sign 30x30 Black on Orange        | \$                  |                    |
| 3.3.4  | W8-5       | Slippery When Wet Sign 30x30 Black on Orange    | \$                  |                    |
| 3.3.5  | W8-6       | Truck Crossing Sign 30x30 Black on Orange       | \$                  |                    |
| 3.3.6  | W8-7       | Loose Gravel Sign 30x30 Black on Orange         | \$                  |                    |
| 3.3.7  | W8-9       | Low Shoulder Sign 30x30 Black on Orange         | \$                  |                    |
| 3.3.8  | W8-12      | No Center Stripe Sign 30x30 Black on Orange     | \$                  |                    |
| 3.3.9  | W20-1      | Road Work Ahead Sign 30x30 Black on Orange      | \$                  |                    |
| 3.3.10 | W20-4      | One Lane Road Ahead Sign 30x30 Black on Orange  | \$                  |                    |
| 3.3.11 | W20-7a     | Flagger Sign 30x30 Black on Orange              | \$                  |                    |
| 3.3.12 | W21-1      | Workers Sign 30x30 Black on Orange              | \$                  |                    |
| 3.3.13 | W21-2      | Fresh Oil Sign 30x30 Black on Orange            | \$                  |                    |
| 3.3.14 | W-21-3-A   | Road Machinery Ahead Sign 30x30 Black on Orange | \$                  |                    |
| 3.3.15 | W21-8      | Mowing Ahead 30x30 Black on Orange              | \$                  |                    |

**NOTE:** Pricing, as asked for above within all tables, is using a price each per unit system only. Purchases will be made on an “as needed” basis. Attached agreement “Sample” follows a “Term & Supply” process to cover all ongoing County Sign needs for an initial period of eighteen (18) months.

**4. STANDARD TERMS AND CONDITIONS:**

Here please check (✓) off the appropriate box to indicate compliance or not. In this section, the County will always look for 100% COMPLIANCE. These “STANDARD TERMS and CONDITIONS” are absolutely critical to all County solicitations. We suggest that if after reviewing each of the following items if any potential participant feels they are not able to comply with ALL - they should probably not submit a bid response to our solicitation. All “D” check (✓) marks will be considered very strongly toward disqualification. Check every item. Any blank item in this section will be considered non-responsive and may disqualify.



| <b>C = Comply with.</b> <i>(In some cases this will serve as a basic acknowledgement to that specific term or condition.)</i><br><b>D = Does not comply with.</b> <i>(You or your firm cannot agree with or comply with that specific term or condition.)</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>C</b> | <b>D</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 4.1                                                                                                                                                                                                                                                           | Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the County Department identified in this solicitation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |          |
| 4.2                                                                                                                                                                                                                                                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |          |
| 4.3                                                                                                                                                                                                                                                           | Taney County reserves the right to award on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |          |
| 4.4                                                                                                                                                                                                                                                           | Bidders must use the bid request forms provided for the purpose of submitting responses, must return the bid and bid sheets comprised in this bid – in same order as received, give the unit price, extended totals (when asked for), and sign the bid.                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |          |
| 4.5                                                                                                                                                                                                                                                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |          |
| 4.6                                                                                                                                                                                                                                                           | Any submitted delivery date, when required, shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in the award phase.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |          |
| 4.7                                                                                                                                                                                                                                                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |
| 4.8                                                                                                                                                                                                                                                           | In case of delay, the Contractor must notify the department point of contact listed on page #6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |          |          |
| 4.9                                                                                                                                                                                                                                                           | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |
| 4.10                                                                                                                                                                                                                                                          | Failure to deliver as guaranteed may disqualify Bidder from future participation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |          |
| 4.11                                                                                                                                                                                                                                                          | Prices must be as stated in units of quantity specified, and must be firm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |
| 4.12                                                                                                                                                                                                                                                          | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |          |
| 4.13                                                                                                                                                                                                                                                          | Do not include Federal Excise Tax or Sales and Use Taxes in your response, as state law exempts the County from these taxes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |          |
| 4.14                                                                                                                                                                                                                                                          | 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 as 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 response opening. |          |          |
| 4.15                                                                                                                                                                                                                                                          | In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |          |
| 4.16                                                                                                                                                                                                                                                          | 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.                                                                                                                                                                                                                                                                                                          |          |          |

5. **NO BID RESPONSE FORM:** Completion of this short form is totally optional and is included within our solicitations simply as an additional “tool” to assist us overall in improving future solicitation processes. If you, or your company, has decided not to participate by *not* offering a bid, please complete the below form and return it to the Purchasing Department by email.

*Thank you...*

RFB #202005-448 County Road Signs

|                                                                                        |  |
|----------------------------------------------------------------------------------------|--|
| Business Name:                                                                         |  |
| Address:                                                                               |  |
| Telephone:                                                                             |  |
| Contact Person:                                                                        |  |
| Date:                                                                                  |  |
| Reason(s) for not Bidding:                                                             |  |
|                                                                                        |  |
|                                                                                        |  |
| Would you like to be removed from our list(s) for future bids? ( ____ Yes or ____ No.) |  |

6. **FINAL COMPLIANCE CHECKLIST:** By using the below table as a checklist you will help to insure that your bid is fully compliant before you seal it for submission. Your full bid response needs to comply with all of the below listed requirements or it may not be included for consideration. Use a checkmark (✓) next to each item to avoid leaving out required information or missing an instruction which could cause your response to be disqualified. Please call me, at my office as listed right below, or email me with any questions pertaining to these requirements or any other written instructions. *Thank you...*

**Nikki Lawrence, Director of Purchasing**  
Office: 417-546-7281 / FAX: 417-546-3931  
[nikki.lawrence@taneycountymo.gov](mailto:nikki.lawrence@taneycountymo.gov)

The below requirements apply to every solicitation we do.

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

| ITEM # | FINAL COMPLIANCE CHECKLIST                                                                                                                                                                                                                                                       | (✓) |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 6.1    | The County will not accept any late bids. Late packages will not be opened or returned.                                                                                                                                                                                          |     |
| 6.2    | No fax or electronic transmitted bids will be accepted. Bid responses received via fax will disqualify that Vendor from any participation in this bid.                                                                                                                           |     |
| 6.3    | Please include a current/signed W-9 form with your company information. Taney County Accounts Payable Department cannot process payment(s) without a current W9. The name and address on your W9 will be used as the formal name/address on any subsequent Agreement post award. |     |
| 6.4    | Remember to sign the bid sheet as this is mandatory. Missing signature <u>WILL</u> disqualify.                                                                                                                                                                                   |     |
| 6.5    | Un-readable responses, including an unreadable email address, <u>WILL</u> disqualify.                                                                                                                                                                                            |     |
| 6.6    | Three <u>COMPLETE</u> copies of the bid response, with your original, are <u>REQUIRED</u> . Please indicate copies versus original. One sided copies <u>ONLY</u> . A double-sided response is not considered an acceptable “legal” document for our purposes.                    |     |
| 6.7    | Include, in your response, ALL pages of the bid document initialed by hand, not typed, where asked for on each page bottom. Incomplete responses could possibly disqualify.                                                                                                      |     |

AGREEMENT (*Sample*)  
for  
County Road Signs

THIS AGREEMENT dated the \_\_\_\_\_ day of \_\_\_\_\_ 202\_ is made between Taney County, Missouri, a political subdivision of the State of Missouri, (-hereinafter "County") and \_\_\_\_\_ of \_\_\_\_\_ (-hereinafter "Contractor").

NOW, THEREFORE IN CONSIDERATION of the mutual considerations and obligations of the parties contained herein, the parties agree as follows:

1. Contract Documents. The contract documents to this Agreement for the purchase of County Road Signs ("Product") shall include the Contractor's bid response to County's Request For Bid # 202005-448 and any applicable addenda which are attached hereto and incorporated herein by reference. Services data, specifications and literature submitted may be permanently maintained in the County Purchasing Office. In the event of a conflict between any of the foregoing Contract Documents, and this Agreement, the terms and conditions of this Agreement shall prevail and control.

2. Term & Supply Purchase. Product provided under this Agreement shall not exceed the costs in Contractor's signed bid response. The County agrees to this term & supply purchase and Contractor agrees to supply the County the items per the bid specifications, and for the prices set forth in the Contractor's bid response, as needed and ordered by the County. Contractor shall act as the primary supplier and shall furnish County road signs, products, and services for the County. Said products, and services will be ordered on an "as needed" basis with scheduling to be mutually agreed upon. If any issues arise which may hinder or delay Product availability or delivery, County may consider all options including the next lowest Bidder.

3. Contract Duration. This agreement shall commence on the date it is fully executed and extend for eighteen (18) months subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for one (1) additional year 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 reference #202005-448 for tracking. Billings and invoices may only include the prices provided for in this Agreement. No additional fees or extra services not included, or taxes, shall be included as additional charges in excess of the charges in this Agreement or the Contract Documents. The County agrees to pay all correct statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts, if any are available, when 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.

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. Due to material breach of any term or condition of this Agreement, or
- b. If in the opinion of the Taney County Commission delivery of Services, Product, or Equipment is delayed or are not in conformity with specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

8. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Missouri. Venue for any dispute arising out of the formation, interpretation, or claims regarding a breach of this Agreement shall be solely and exclusively in the Circuit Court of Taney County Missouri.

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

Taney County Missouri  
By: Taney County Commission

“Contractor” \_\_\_\_\_

\_\_\_\_\_  
Authorized Person (PRINT)

\_\_\_\_\_  
Mike Scofield, Presiding Commissioner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Donna Neeley, County Clerk

Address:

**AUDITOR CERTIFICATION**

In accordance with 50.660 RSMo, 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 |
|-----------|------|-----------------------|



**Taney County, Missouri  
RFB #202004-448 County  
Road Signs  
Addendum  
May 18, 2020**

This addendum is issued under Section 3. SPECIFICATIONS / BID PRICING PER ITEM, item #3.3 on page 7 of our solicitation #202004-448. This document is now hereby incorporated into and made a part of the complete formal bid document package. Bidders are being reminded that receipt of this addendum must be acknowledged either within their bid responses package, or by email.

The Taney County solicitation for COUNTY ROAD SIGNS requirements & specifications are unchanged except as set forth herein, otherwise remaining in full force and effect.

Please note that the **RED** verbiage below, is indicative to the change:

3.3 ROAD WORK SIGN/CONSTRUCTION – **HIGH PRISMATIC** on 0.080 aluminum sign blank

Nikki Lawrence, Director of Purchasing  
132 David Street / P.O. Box 1630, Forsyth, Missouri, 65653  
Telephone: (417)546-7281

BIDDER has examined copy of this Addendum to RFB #202004-448, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

Acknowledgement of this addendum may also be sent via email to:  
[nikki.lawrence@taneycountymo.gov](mailto:nikki.lawrence@taneycountymo.gov)