



TANEY COUNTY MISSOURI

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

SOLICITATION TITLE: Recorder of Deeds COVID
 Office Upgrade
 RFP #202010-457

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:

October 24, 2020 – November 16, 2020	Proposal Release Date / Advertising Period
November 9, 2020 at 2:00 P.M.	Deadline For Submitting Questions
<u>November 16, 2020 at 5:00 P.M.</u>	<u>Closing Date / Time</u>
<u>November 18, 2020 at 9:30 A.M.</u>	<u>Opening Date / Time</u>

Responding Vendor / Company Name

City / State

TOTAL PROPOSAL PRICE: _____

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Commodity Title: RECORDER OF DEEDS COVID OFFICE UPGRADE
PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL
#202010-457"
RETURN ONE (1) ORIGINAL & THREE (3) HARD COPIES.

Proposal 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

Proposal Opening

Location / Address: Taney County Commission Hearing Room (Old Courthouse)
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 Proposal." Type or print information below. **Submitter 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 proposal 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 proposal 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 Submitter must comply with this requirement in order to be considered for award.

The Purchasing Department is responsible for the proposal opening at the time and place noted in this solicitation. If a Vendor wants a copy of the proposal tabulation they must include a direct email address, not website, in order to

receive results. Obviously sealed proposals cannot be emailed so they must either be delivered by hand, courier, or 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*.

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 (✓), in the box adjacent to the section number, in order 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.

Section 1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1

Delivery of: *Sealed Responses*, 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: *Sealed Responses* 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: Because there is no mail delivery service at our offices, we **strongly** discourage Submitters from using the U.S.P.S. If a Submitter elects to use the United States Postal Service, do **NOT** send "return receipt requested" on our end, as we are not staffed appropriately to wait in line at the Post Office *when their counter is open* to sign for a proposal response package. IN ADDITION, 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 Submitter's responsibility, not the County, nor the Post Office, to ensure responses are delivered in a timely fashion, 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: Proposals 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 proposal number and dates of closing & opening. List the proposal number on the outside of the box or envelope and note "*Response to Request for*

Proposal enclosed with a return name & address. No fax or electronic transmitted responses will be accepted. Make sure your package indicates "PROPOSAL", with the PROPOSAL NUMBER - on the final outside surface of your package.

1.9

No Proposal: If you elect not to submit a response, return the No Proposal Response Form in section #5 of this package, and note your reason. (Optional). An email is preferred for a "No Proposal" response.

1.10

Submitter Expenses: This County is not responsible for any expenses which Submitters 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 Submitter in connection with such interviews, presentations, or inspections. (i.e. travel accommodations, etc.)

1.12

Proposal 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. Submitters 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

Proposal 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 *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. 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 **MUST** 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: www.taneycounty.org

1.21

All questions for this solicitation must be submitted no later than 2:00 P.M. on Monday, November 9, 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: nikki.lawrence@taneycountymo.gov

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 DPI (Direct Proposal 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 Submitters 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 proposal, will alert website visitors as to the presence of an Addendum – if / when one is needed.

1.28

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.

1.29

Agreement: The entire contents of response documents submitted by the successful Submitter to this request shall include all proposal documents and will become a part of any contract award as a result of this solicitation. These signed documents will be binding. Submitter shall initial all pages where the document denotes "Submitter'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.

1.30

Our standard *Sample* 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 "Sample". 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.

1.31

Response Content: In order to enable direct comparison of competing responses, Submitters must submit responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Submitter'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."

1.32

Advice of Award: The County's Responses, Proposal Tabulations, and Proposal Award information may be viewed on our website at www.taneycounty.org. (Purchasing Department Page.)

1.33

Response Clarification: The County reserves the right to request additional written or oral information from Submitters in order to obtain clarification of their responses.

1.34

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.

1.35

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 Submitter 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.

1.36

Acceptability: The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.

1.37

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.

2. Scope of Services/Specifications:

The Taney County Purchasing Department is seeking proposals from vendors who can provide an upgrade in the Office of the Recorder of Deeds due to the impacts of COVID-19. Respondents MUST include pricing in their response. See all specifications / requirements below.

- 2.1 The awarded bidder shall furnish office upgrades for the Taney County Recorder of Deeds' Office.
- 2.2 All pricing MUST remain in effect, without increase, for one year from date of award.
- 2.3 BID price MUST include delivery of products to the Taney County Recorder of Deeds' Office as detailed within the following specifications.
- 2.4 Once awarded a subsequent contract is expected to remain in place for one year, unless otherwise ordered by the Taney County Commission.
- 2.5 For questions concerning ALL listed specifications, or any technical questions, the below "Department Point of Contact" MUST be contacted:

Jody Stahl, (417) 546-7234
Taney County Recorder of Deed
recorder@taneycountymo.gov

Section 3 and 4. SPECIFICATIONS & STANDARD TERMS AND CONDITIONS

Please check (✓) off the appropriate box to indicate compliance or not. The County will always look for 100% COMPLIANCE. These "SPECIFICATION" and "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.

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

D = Do not / cannot comply with item.

3. SPECIFICATIONS:

C	D	
—	—	3.1 Four (4) foot partition wall <ul style="list-style-type: none"> • Wood**; wood finish to match existing wood; attached to existing wall • 12" (one foot) glass* top along wall attached by appropriate fitting (wood or brass frame) *glass is clear and of normal (restaurant) quality, ½" -1" thickness, sturdy enough to withstand limited contact.
—	—	3.2 Ten (10) foot long, by 3 foot high, by 3 foot wide, counter/cabinet, wood with wood finish And laminate top to match existing office décor. (sturdy enough to support wood framed glass windows to be permanently affixed to top of counter) <ul style="list-style-type: none"> • 9 drawers, 8" deep by 21" long, 6 on one side of a center cupboard, 3 on the other. Brass or similar style hardware to match. • 1 center cupboard with 2 doors opening to 3, 46" long, 22½" deep, adjustable oak or similar sturdy material, shelves.
—	—	3.3 Two (2) 3 foot by 3 foot wood framed glass windows to be permanently affixed to countertop. <ul style="list-style-type: none"> • Wood** frame to match existing furniture. • Glass** windows will each have one 12" long, 8" inch high cut out for documents to pass through.
—	—	3.4 Six (6) foot long, by 4 foot high, by 3 foot wide, counter/cabinet, wood with wood finish and laminate top to match existing office décor, to be permanently affixed to existing wall. <ul style="list-style-type: none"> • Desk style with open leg area; one side drawer with cupboard. • Wood framed glass window permanently affixed to countertop, with 12" long, 8" inch high cut out for pass through.
—	—	3.5 Frame and installation of (ADA regulations) wood**, wood finish to match existing office decor, 54" high door/gate, to be permanently affixed to both counter/cabinets, in a sturdy and useable fashion to allow authorized access to research area.
—	—	3.6 See Appendix A, B, C for drawings of the area.
—	—	3.7 This RFP requires a <u>Mandatory Pre-Bid Inspection</u> of the applicable County facility, Taney County Office of the Recorder of Deeds, to be scheduled one at a time per Vendor with The Recorder of Deeds. A mandatory inspection verification form will be available / completed at the time of the inspection. This form MUST be delivered to the Purchasing Department by the Recorder of Deeds prior to the bid closing date and time.

- | | | | |
|---|---|------|---|
| — | — | 3.8 | All work completed / provided on County property, by non-County employees, MUST comply with Prevailing Wage requirements. (State of Missouri Annual Wage Order #27 specific to Taney County, as available on the Taney County Purchasing Department home page – as well as included at the end of this full Proposal Package. |
| — | — | 3.9 | The County will NOT be held to any maximums, or minimums when ordering. |
| — | — | 3.10 | Physical location of the upgrade is: Taney County Recorder of Deeds, 132 David Street, 2 nd Floor, Forsyth, Missouri, 65653. |
| — | — | 3.11 | MANDATORY: Specific bid pricing MUST be listed using the table on the cover page of this bid. A check mark here in the “C” column acknowledges pricing has been added accordingly to the cover page as required. THANK YOU... |
| — | — | 3.12 | Response time/delivery: _____ (After Receipt of Order.) |
| — | — | 3.13 | Do not include Federal Excise Tax or Sales and Use Taxes in Bid process, as law exempts the County from them. |

4. STANDARD TERMS AND CONDITIONS:

- | C | D | | |
|---|---|-----|---|
| — | — | 4.1 | Responses shall include all charges for packing, delivery, installation, etc., (unless Otherwise specified) to the County Department identified in this Request for Bid. |
| — | — | 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. 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. |
| — | — | 4.3 | Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid completing each section – in same order as received, give the unit price, extended totals, and sign the bid. |
| — | — | 4.4 | 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. |
| — | — | 4.5 | The delivery date shall be stated in definite terms, unless otherwise indicated, as it may be taken into consideration in awarding the bid. |
| — | — | 4.6 | 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. |
| — | — | 4.7 | 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. |
| — | — | 4.8 | Failure to deliver as guaranteed may disqualify Bidder from future bidding. |

- — 4.9 Prices must be as stated in units of quantity specified, and must be firm.

- — 4.10 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.

- — 4.11 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.

- — 4.12 In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

- — 4.13 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.

PROPOSAL 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 proposal, please complete the below form and return it to the Purchasing Department by email.

Thank you...

RFP #202010-457 Recorder of Deeds COVID Office Upgrade

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not Submitting:	
Would you like to be removed from our list(s) for future proposals/bids? (<input type="checkbox"/> Yes or <input type="checkbox"/> No.)	

5. FINAL COMPLIANCE CHECKLIST: By using the below table as a checklist you will help to insure that your proposal is fully compliant before you seal it for submission. Your full proposal 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@taneycountymmo.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 proposals. Late packages will not be opened or returned.	
6.2	No fax or electronic transmitted proposals will be accepted. Proposal responses received via fax will disqualify that Vendor from any participation in this proposal.	
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 proposal 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.	
6.5	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
Recorder of Deeds COVID Office Upgrade

THIS AGREEMENT dated the _____ day of _____ 2020 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 consideration and obligations of the parties contained herein, the parties agree as follows:

1. Contract Documents. The contract documents to this Product and Service Agreement for the purpose of upgrading the front office of the Recorder of Deeds' office due to COVID-19. ("Service") shall include the Contractor's bid response to County's Request For Bid # 202010-457 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. Contract Price. The County agrees to purchase the Equipment from the Contractor and the Contractor agrees to provide to the County the Service described in this Agreement. The Price shall not exceed \$_____. If certain unusual circumstances occur specific to Equipment availability, the County may consider all other options.

3. Contract Duration. This agreement shall commence on the date it is fully executed and extend for a period of one (1) 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 #202010-457 for tracking. 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 Services are delayed or are not provided 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
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TANEY COUNTY MISSOURI PURCHASING DEPARTMENT

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

Nikki Lawrence, Director of Purchasing

Phone: 417-546-7281 / FAX: 417-546-3931
nikki.lawrence@taneycountymo.gov

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xprevprot/programs/qc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the E-Verify Memorandum of Understanding that you completed when enrolling.** The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

AFFIDAVIT COMPLIANCE WITH THE PREVAILING WAGE LAW

Before me, the undersigned Notary Public, in and for the County of _____

State of _____, personally came and appeared (name and title)

_____ of the (name of company)

_____ (a corporation) (a partnership) (a proprietorship)

and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. _____ issued by the Division of Labor Standards on the _____ day of _____ 20____, in carrying out the Contract and work in connection with

(name of project) _____ located at

(name of institution) _____ in _____ County,

Missouri and completed on the _____ day of _____, 20_____.

Signature

Subscribed and sworn to me this _____ day of _____, 20_____.

My commission expires _____, 20_____.

Notary Public

**AFFIDAVIT OF COMPLIANCE WITH OSHA
 TRAINING REQUIREMENTS PURSUANT TO §292.675 RSMo
 (FOR ALL PUBLIC WORKS PROJECTS AFTER 8/28/2009)**

County of _____)
)ss
 State of _____)

My name is _____ . I am an authorized agent of _____
 _____ (Company). I am aware of the requirements for OSHA training set out in §292.675
 Revised Statutes of Missouri for those working on public works. All requirements of said statute have been
 fully satisfied and there has been no exception to the full and complete compliance with said provisions relating
 to the required OSHA training for all those who performed services on this public works contract for Taney
 County, Missouri.

NAME OF PROJECT: _____

 Affiant Date

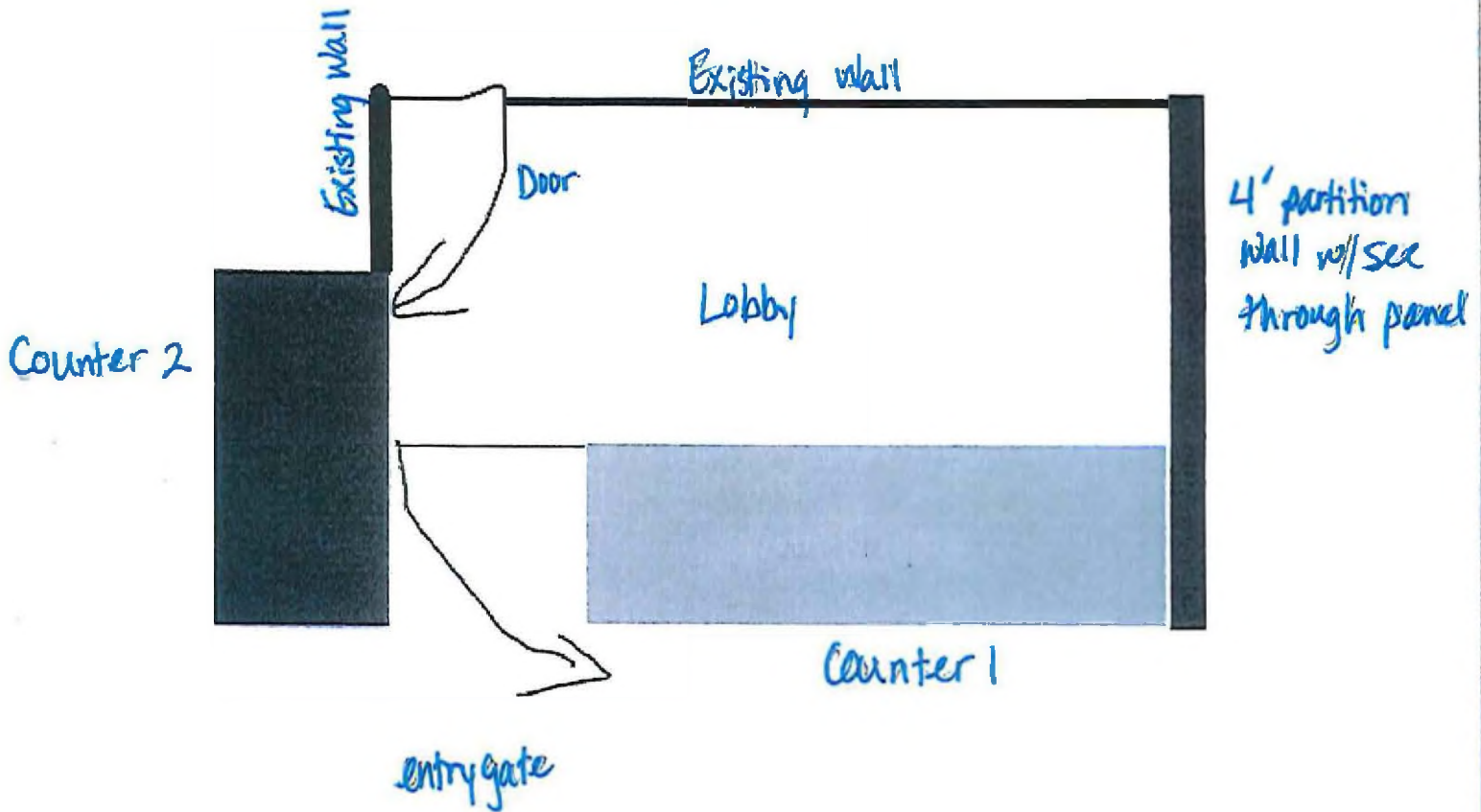
 Printed Name

Subscribed and sworn to before me this ____ day of _____, 20____.

 Notary Public

NOTE: Failure to return this Affidavit with project close-out documents may result in referral of this project to
 the Department of Labor and Industrial Relations for further action to determine compliance with RSMo Sec.
 292.675.

APPENDIX A



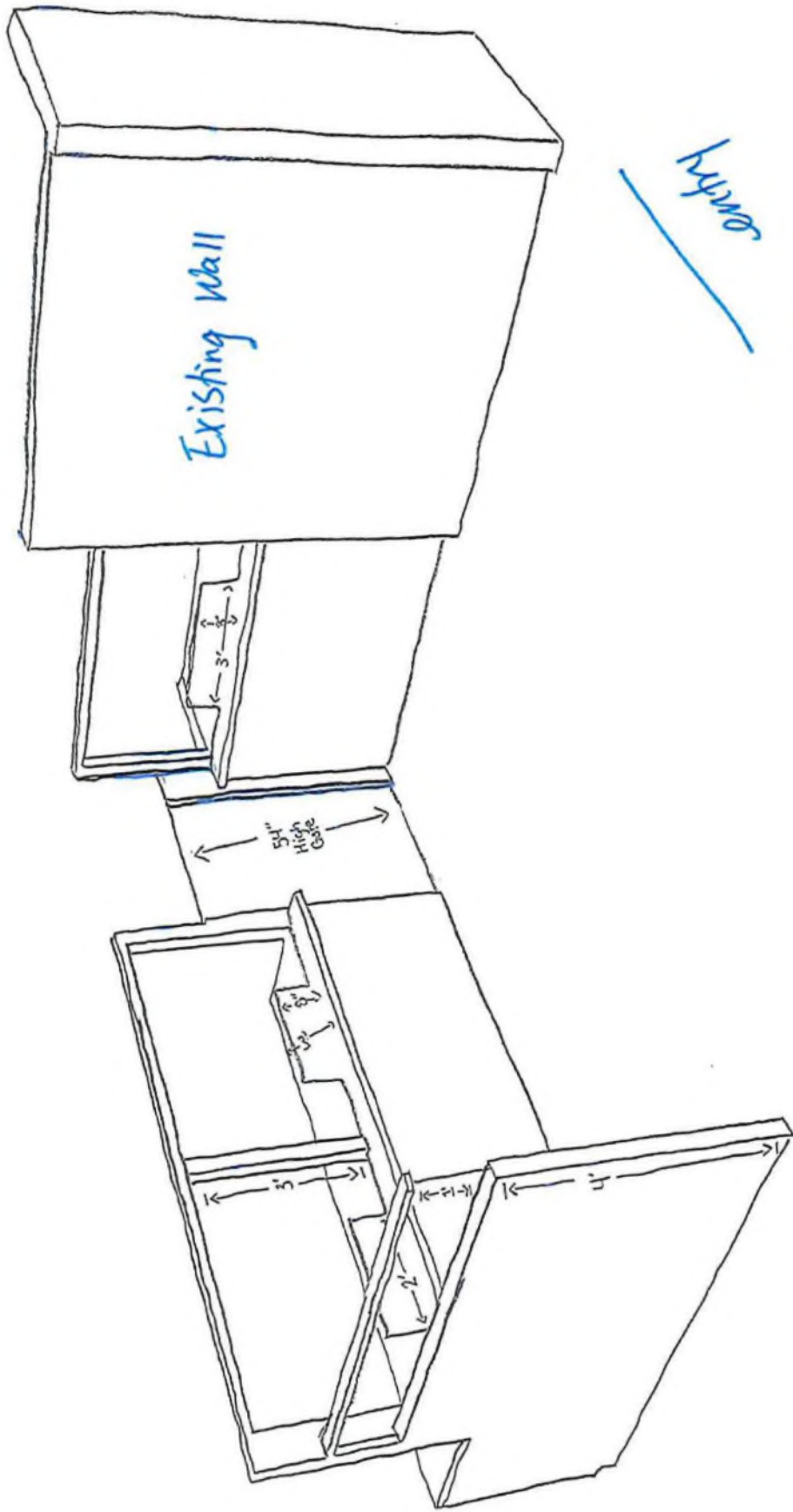
Counter 1: Oak Cabinet w/ matching veneer (free standing, not attached to floor)
 10 feet long X 3 feet high
 9 drawers 8x21
 Center cupboard w/ adjustable shelf
 2 3x3 wood framed window permanently affixed to countertop
 with 12" X 8" pass through.

Counter 2: Oak Cabinet w/ matching veneer (free standing, not attached to floor)
 6 feet long X 4 feet high
 Wood framed window permanently affixed to top with 12" X 8"
 pass through.
 Storage cupboard and/or drawers

Partition Wall: 4 feet high with 12" see through top permanently affixed

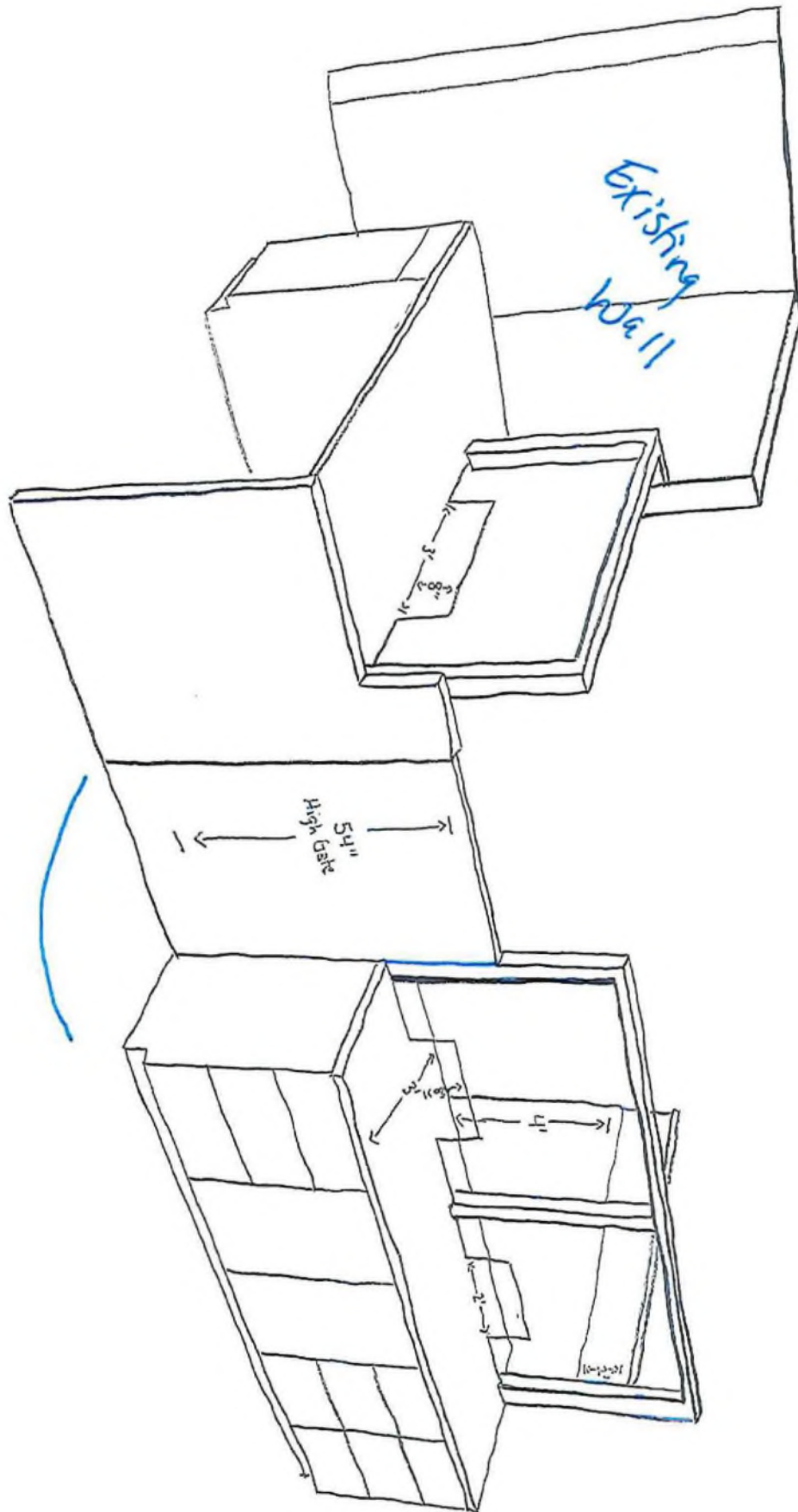
Entry Gate : Built to ADA specs

* All measurements are approximate.



APPENDIX B

APPENDIX C





**Taney County, Missouri
RFP #202010-457
Recorder of Deeds COVID
Office Upgrade
Addendum
November 17, 2020**

This addendum is issued under "SCHEDULE & DEADLINES", on THE COVER page of our solicitation #202010-457. 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 RECORDER OF DEEDS COVID OFFICE UPGRADE 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:

SCHEDULE & DEADLINES:

October 24, 2020 – November 16, 2020	Proposal Release Date / Advertising Period
November 9, 2020 at 2:00 P.M.	Deadline For Submitting Questions
November 23, 2020 at 5:00 P.M.	Closing Date / Time
November 24, 2020 at 9:45 A.M.	Opening Date / Time

The timeframe for responding to solicitation #202010-457, has been extended for one (1) week.

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 #202010-457, 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