



COUNTY OF COLE JEFFERSON CITY, MISSOURI

REQUEST FOR BID

2016-02: BLADES

SUBMISSIONS SHALL BE ACCEPTED UNTIL
FRIDAY, FEBRUARY 12 at 9:00 a.m. CST

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation, all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR BID

Sealed bids will be accepted by the Cole County Commission for consideration in provision of the following:

2016-02 BLADES

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, MO 65101 until 9:00 a.m. on Friday, February 12, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecountypurchasing.org or by contacting Jennifer Prenger at jprenger@colecounty.org or (573) 634-9168.

E.O.E.

NEWS TRIBUNE: January 17, 25 & 31
Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

COMMISSION
(573) 634-9110

PURCHASING
1736 SOUTHRIDGE DRIVE
JEFFERSON CITY, MISSOURI 65109

PURCHASING
(573) 634-9168

REQUEST FOR BID

1.0 OVERVIEW

- 1.1 NOTIFICATION.** This document constitutes a request for competitive, sealed offers per the Terms and Conditions of Bidding and any special conditions set forth herein for the provision of BLADES for use by the Cole County Department of Public Works.
- 1.2 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, all respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this bid document. Respondents should not otherwise ask any County officials or employees questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

info@colecountypurchasing.org

- 1.3 ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecountypurchasing.org.

All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum/amendment thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County. Interested parties may sign up, on a bid-by-bid basis, to be notified via email of issued addenda by going to the information page of any active bid at www.colecountypurchasing.org and submitting a valid email address at the bottom of the page under the "Bid Specifications & Plans" section.

The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

- 1.4 RESPONSE PREPARATION.** A fully executed bid made upon the prescribed forms attached to these specifications, must:

- be submitted in a **sealed box or envelope identified by bid number, bid title, and bid opening date/time**. Only sealed submissions will be considered, all bids otherwise submitted will be rejected as irregular;
- be complete and signed by an official authorized to obligate the agency or company submitting the response;
- include **one (1) complete original and two (2) exact duplicates**.

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender **without exception**.

- 1.5 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Friday, February 12 at 9:00 a.m. CST. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

2.0 TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.
- 2.3 **MODIFICATION/WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission. Any exception will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement

of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be submitted in writing to info@colecountypurchasing.org and received at least five (5) business days prior to the date set for bid opening.

- 2.8 **INTERPRETATION.** If the bidder has any questions which arise concerning the true meaning or intent of the Plans, Specifications or any part thereof, which affect the cost, quality, quantity, or character of the product, service or project, he or she shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecountypurchasing.org. Failure to have requested an addendum covering any questions affecting the interpretations of the Plans and Specifications shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the Plans and Specifications. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular material, product or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain like or similar product(s) to that which has been specified herein when use of such product is deemed in the best interest of the County.
- 2.11 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product, material and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.12 **PRICES.** Prices must be stated in units of quantity specified and must be firm.
- 2.13 **DEFAULT.** In case of default by the bidder or contractor, the County may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 2.14 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.15 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.

- 2.16 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.
- 2.17 **SHIPMENTS.** Deliveries shall be F.O.B. destination freight prepaid to Jefferson City, Missouri and **included in all bid prices.**
- 2.18 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product, material or service specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.
- 2.19 **ASSIGNMENT.** The awarded party shall not assign the Contract, subcontract, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Cole County.
- 2.20 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.21 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an “as needed, if needed” basis for Cole County in accordance with the provisions and requirements stated herein. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.22 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County. Award may be made on an item-by-item basis to the lowest and best bids or award may be made to the lowest and best bid overall, whichever the County determines is in its best interest.
- 2.23 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

BIDDER RESPONSE FORM

Bid No. 2016-02, Blades

ALL QUANTITIES ARE ESTIMATED. COLE COUNTY RESERVES THE RIGHT TO ADJUST QUANTITIES TO MEET ACTUAL NEEDS AND MAINTAIN QUOTED PRICING.

STANDARD HIGHWAY PUNCHED BLADES , 5/8 Bolt Holes
CUTTING EDGES (MOTOR GRADER)

Through-Hardened Steel, unconditionally guaranteed against breakage

Item No.	Description	No. of Unit	Units	Unit Price (Delivered)	Lead Time (Order to Delivery)
1	8" X 6' X 3/4"	1	EACH	_____	_____ days
2	8" X 6' X 1	1	EACH	_____	_____ days
3	8" X 7' X 3/4"	1	EACH	_____	_____ days
4	8" X 7' X 1"	1	EACH	_____	_____ days

STANDARD HIGHWAY PUNCHED BLADES, 3/4 Bolt Holes
CUTTING EDGES (MOTOR GRADER)

Through-Hardened Steel, unconditionally guaranteed against breakage

Item No.	Description	No. of Unit	Units	Unit Price (Delivered)	Lead Time (Order to Delivery)
5	8" X 6' X 3/4"	1	EACH	_____	_____ days
6	8" X 6' X 1	1	EACH	_____	_____ days
7	8" X 7' X 3/4"	1	EACH	_____	_____ days
8	8" X 7' X 1"	1	EACH	_____	_____ days

CUTTING EDGES (SNOW PLOWS)

Through-Hardened Steel, unconditionally guaranteed against breakage

9	8" X 5' X 1"	1	EACH	_____	_____ days
10	8" X 5' X 1/2"	1	EACH	_____	_____ days
11	8" X 6' X 1/2"	1	EACH	_____	_____ days
12	8" X 6' X 1"	1	EACH	_____	_____ days

(THE FOLLOWING ARE WESTERN PLOW PUNCHED)

13	6" X 7'-6" X 1/2"	1	EACH	_____	_____ days
14	6" X 8'-6" X 1/2"	1	EACH	_____	_____ days
15	6" X 9'-0" X 1/2"	1	EACH	_____	_____ days

CUTTING EDGES (SNOW PLOWS)

Virgin Tungsten Carbide-Inserted Steel, unconditionally guaranteed against breakage

16	6" X 3' X 3/4"	1	EACH	_____	_____ days
17	6" X 4' X 3/4"	1	EACH	_____	_____ days
18	6" X 8'-6" X 3/4" *	1	EACH	_____	_____ days

* (ITEM 18.0 WESTERN PLOW PUNCHED)

NOTE: CARBIDE TIPPED SNOW PLOW CUTTING EDGES WILL BE ORDERED UPON REQUEST

Agree to Cooperative Procurement (Section 2.23)?

Y / N

Bid Price must be firm for one (1) year, OR state number of months

 Authorized Signature

 Name of Business

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first
duly sworn, deposes and says that he/she is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (the person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____

EVALUATION MATRIX

Lowest bid 85% POSSIBLE

Cost is based on the lowest and best bid meeting County specifications

Low Bid will receive 85% and the rest will be pro-rated as a percentage

Low Bidder that meets all mandatory specifications 85.0%

Service 10% POSSIBLE

Bidder has proven past service and is within 50 mile radius 10.0%

Bidder has adequate service within a 50 mile radius 2.0%

Bidder has no service history or local support (within 50 miles) 0.0%

Availability/Delivery 5% POSSIBLE

Bidder has ample inventory and/or delivers within one working day 5.0%

Bidder delivers within 2 working days 2.0%

Bidder delivers within 5 working days. 0.0%

"Sample"

Bidder	Cost 85%	Service 10%	Delivery 5%	
<i>Bidder A</i>	85.0%	10.0%	5.0%	100.0%
<i>Bidder B</i>	75.0%	2.0%	2.0%	79.0%
<i>Bidder C</i>	65.0%	2.0%	2.0%	69.0%
<i>Bidder D</i>	60.0%	0.0%	5.0%	65.0%

BID SUBMISSION CHECKLIST

- Fully executed cover page (page 1 of this document)
- Bidder Response Form (page 7 of this document)
- Anti-Collusion Statement signed by a Notary Public (page 8 of this document)
- ONE ORIGINAL and TWO EXACT DUPLICATES of your bid submission