



## **Request For Bid (Bid)**

**Boone County Purchasing**  
601 E. Walnut, 2nd Floor  
Columbia, MO 65201

**Marlene Ridgway, Buyer**  
573/886-4392 - FAX 573/886-4402  
Email: [mridgway@boonecountymo.org](mailto:mridgway@boonecountymo.org)

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### **Bid Data**

Bid Number: 60-19NOV01  
Commodity Title: SNOW REMOVAL AND ICE CONTROL SERVICES

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

### **Bid Submission Address and Deadline**

Day / Date: MONDAY –NOVEMBER 19, 2001  
Time: 1:25 P.M. (Bids received after this time will be returned unopened)  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, 2<sup>nd</sup> Floor  
Columbia, MO 65201**

Directions: The Johnson Building is located on the Northeast corner at 6<sup>th</sup> St. and Walnut St. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

### **Bid Opening**

Day / Date: MONDAY – NOVEMBER 19, 2001  
Time: 1:30 P.M.  
Location / Address: **Boone County Johnson Building Conference Room  
601 E. Walnut, 2<sup>nd</sup> Floor  
Columbia, MO 65201**

### **Bid Contents**

- 1.0: **Introduction and General Terms and Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form  
Standard Terms and Conditions  
Attachments**

**PLEASE NOTE PRE-BID CONFERENCE PER SECTION 2.10.**

**1. Introduction and General Conditions of Bidding**

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses which offer to provide the goods and/or services identified on the title page and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department/s or Office/s* - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.  
*Designee* - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers which may be invited to respond or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Quote" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder/s whose offer/s provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:  
1) the provisions of the Contract (as it may be amended);  
2) the provisions of the Bid;  
3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term of one (1) year, but may be automatically renewed for an additional two (2) years unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** - Snow removal services for Boone County subdivision streets. Snow removal shall be defined as the complete and total relocation of fallen and drifting snow in the traveled roadway. An "Event" shall be defined as the period of time during which emergency snow removal procedures are initiated and deemed completed by the Boone County Public Works Department. If applicable, a new event will be identified when a span of twelve hours separates snowfalls. The required services shall be extended to include ice control activities as specified herein.
- 2.2. **MINIMUM SNOW REMOVAL AND ICE CONTROL SERVICES**
- 2.2.1. Attached to these specifications are maps indicating location of areas proposed for bid. Each Group identified requires a minimum of one vehicle equipped with snowplow and spreader.
- 2.2.2. The contractor(s) will continue to pursue service until all of the requirements of the contract have been met and the "event" has concluded.
- 2.2.3. The traveled roadway shall include the entire roadway surface occupied between the curbs. All pushed snow must be placed in an area that does not create any driving hazards.
- 2.2.4. It is not acceptable for the contractor to push snow onto a roadway where the County provides the snow removal services. The County has specific snow routes and it should **not** be assumed that they would remove any snow deposited by your firm.
- 2.2.5. Ice Control will include the application of a material equal to or exceeding the performance of Rock Salt (NaCl) and listed in the bidders response.
- 2.2.6. The applications of ice control materials shall be made at **all** intersecting streets as measured 100 feet from the center of the intersection.
- 2.2.7. The amount of application shall be sufficient to eliminate all ice conditions for the duration of the "Event."
- 2.2.8. Ice Control Application Rates: The following application rates are established for use of Rock Salt (NaCl) or equivalent. This is for the contractor(s)'s information and is intended to set the expectation level of the Public Works department.
- For temperatures between 26°F and 32°F – 1 pound of Rock Salt per 14 sq. yards based on ½ pound per foot for a 22' wide road.
- For temperatures below 26°F – 1 pound of Rock Salt per 7 sq. yards based on 1 pound per foot for a 22' wide road.
- 2.2.9. The County reserves the right to ask for reapplication of ice control if performance is deemed insufficient. Contractor will be required to reapply in a timely manner.
- 2.3. **EXCEPTION TO BOTH SNOW REMOVAL AND ICE CONTROL** - An exception to the removal requirement shall be made for vehicles parked on the street - these areas **will not** require manual labor for removal of snow or the treatment of ice cover to the curb.
- 2.4. **CONTRACTORS RESPONSIBILITIES**
- 2.4.1. Contractor(s) are required to identify their equipment in their bid response. Upon execution of the contract, the Public Works Department must inspect the contractor(s) equipment including plows and spreaders.
- 2.4.2. Contractor(s) will be responsible for keeping all equipment in good working order and possess a valid vehicle inspection.
- 2.4.3. Contractor(s) will be expected to equip each vehicle with a mobile phone and file that phone number and any changes that occur during the contract period with the Public Works Department.
- 2.4.4. Contractor(s) are responsible to immediately notify Public Works Department if contractor is unable to perform any aspect of contracted duties.
- 2.4.5. Upon execution of the contract, the contractor(s) will be required to submit a work plan for the awarded Group(s).
- 2.5. **EVENT MEASUREMENT** - No work shall commence on any snow removal activity until the Director of Public Works or their designated representative provides authorization. Each "Event" shall require a new authorization.

**2. Primary Specifications (Cont.)**

- 2.5.1. Measurement of work activity shall be based upon the official snowfall accumulation during the "Event" period as clarified by the University of Missouri Climatologists taken at Sanborn Field on University campus. The Atmospheric Science Department has become an authority to take the official snow measurements. Every morning at 7 a.m., an atmospheric science student measures the depth at 3 different flat locations and takes the average. The number is the official snow depth for Columbia. The difference between two depths between two consecutive days is the snowfall.
- 2.5.2. **Payment** - Payment shall be authorized by the Public Works Department at the conclusion of each "Event" and the successful completion of the work in a satisfactory manner as determined by the Director of Public Works or his/her designated representative. Payment shall be authorized in the amount "per inch" bid by the contractor(s). In addition, payment shall be rendered to include any parts "per inch" as may be noted and clarified by the University of Missouri Climatologists. (Example: Official snowfall is 3.25 inches. Payment shall be 3.25 x "per inch" bid.) Payment shall be based on unit price bid for total inches accumulated. If snowfall is less than one inch for an event, minimum payment will be for one (1) inch.
- 2.5.3. **Minimum Total Contract Payment** - In the event that not enough snow accumulates for Boone County to activate any portion of the contract, the contractor may apply for a lump sum payment of \$1000 to assist in defraying the cost of required insurance. Payment shall be authorized after April 15, 2002. Deadline for contractors to request and collect payment is August 1, 2002. The lump sum payment shall not be made if any activity is pursued with the contract and/or payment for any services has been authorized.
- 2.5.4. **Prevailing Wage** - The State of Missouri has advised that Prevailing Wage does not apply to this contract.
- 2.6. **RESPONSE TIME** - The contractor(s) will be required to respond within one (1) hour of notification to proceed or as directed by the Director of Public Works or their designated representative. The successful contractor(s) will execute the work continuously and in an orderly, timely and efficient manner. Contractor shall not deviate from assigned snow route nor execute any other work during prescribed "Event". The primary objective will be to provide driving conditions that will allow for the safe passage of all emergency and general public vehicles.
- 2.7. **COUNTY RIGHT TO PARTIAL PAYMENTS**
- 2.7.1. The Public Works Department will inspect each area for bid compliance. An inspection report will be completed and kept on file in the Public Works Department. This inspection report will list any work deficiency and action taken. The Public Works Department will notify Contractor(s) on work deficiency in a good faith attempt to correct the situation. If deficiency is not corrected, the Public Works department reserves the right to penalize and reduce payment for substandard performance.
- 2.7.2. County reserves the right to make partial payments based on prorating contract group price with the percentage of completed area.
- 2.8. **CONTRACT TERMINATION**
- 2.8.1. If a contractor(s) demonstrates excessive non-performance, the County reserves the right to terminate the contract with 30-day written notice.
- 2.8.2. Examples of non-performance are failure to supply sufficient ice control, repeated equipment failures or performing non-County contractual work items.
- 2.8.3. The County reserves the right to hire another contractor or perform work in-house in the event the original contractor cannot perform contracted services.
- 2.9. **TEMPORARY SNOW REMOVAL SERVICES**
- 2.9.1. The County requests an hourly rate for snow and ice control services in the event of an emergency circumstance. Contractor shall comply with the same requirements as set forth in this bid. Bid submitted in response is per hour on an as-requested basis. Time measurement will be in hours for the time required to complete the work. Time would begin upon check-in on site.
- 2.10. **PRE-BID CONFERENCE** - The pre-bid conference will be Wednesday, November 7, 2001 at 9:00 a.m. The conference will be held in the conference room located in the Boone County Johnson Building, 601 E. Walnut, 2nd Floor, Columbia, Missouri. The Boone County Johnson Building is at the Northeast corner of 6th and Walnut Streets and the entrance is on the east side of the building.
- 2.11. **ADDITIONAL INFORMATION**
- 2.11.1. In the Bid Response, Section 4.7.1., please note that the numbered sequence of subdivisions also give the bidder an idea of priority required in service during an "event".

**2. Primary Specifications (Cont.)****2.12. INSURANCE REQUIREMENTS**

- 2.12.1. **Employee's Liability and Worker's Compensation Insurance** – Contractor shall take out and maintain during the life of this contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of work. In case any class of employee engaged in hazardous work under this contract at the site of work is not protected under the Worker's Compensation Statute, the Contractor shall provide Employee's Liability Insurance for the protection of their employees not otherwise protected.
- 2.12.2. **Comprehensive General Liability Insurance** – Contractor shall take out and maintain during the life of this contract such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 2.12.3. **Automobile Public Liability and Property** – The Contractor shall maintain during the life of this contract, automobile public liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence and not less than \$150,000.00 per individual. Said insurance shall cover both bodily injury, including accidental death and property damage, to protect Contractor from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.12.4. **Insurance Certification** – Contractor shall furnish the County with Certificate (s) of Insurance that name the County as additional insured and requiring a thirty (30) days mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the work required in the contract.
- 2.13. **CONTRACT DURATION** - The contract shall be effective from the date of issuance through September 30, 2002. This contract is subject to renewal annually for two (2) additional one (1) year periods following expiration of the first contract period.
- 2.13.1. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.13.2. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.14. **BID EVALUATION**
- 2.14.1. Award will be based on bid responses meeting our minimum specifications. Since each group identified will require a minimum of one vehicle, it is imperative that bidder identifies all equipment in response. Bidder will not be awarded more groups than equipment identified.
- 2.14.2. Service and previous performance will be taken into consideration upon bid award.
- 2.15. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201
- 2.16. **CONTACT** - Boone County Purchasing Department, Marlene Ridgway, Buyer, 601 E. Walnut, 2nd Floor, Columbia, MO 65201. Telephone - 573-886-4392. Facsimile - 573-886-4402. Email: [Mridgway@boonecountymmo.org](mailto:Mridgway@boonecountymmo.org)

3. **Response Presentation and Review**
  - 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response 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 provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
  - 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
    - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
    - 3.2.2. **Advice of Award** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
  - 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
    - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
  - 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
    - 3.4.1. **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, and are 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 County's best interest.
  - 3.5. **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 or weighted point score 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.
    - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
    - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
    - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

**4. Response Form**

4.1. Company Name: \_\_\_\_\_

4.2. Address: \_\_\_\_\_

4.3. City/Zip: \_\_\_\_\_

4.4. Phone Number: \_\_\_\_\_

4.5. Fax Number: \_\_\_\_\_

4.6. Federal Tax ID: \_\_\_\_\_

4.6.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

**4.7. PRICING**

4.7.1. **Minimum Response Requirement** - Bidders may respond to any part or all parts, however, subdivision locations are grouped and complete bid must be received on the entire group.

<b>Priority / Attachment / Subdivision</b>	<b>Snow Removal</b>	<b>Snow Removal</b>	<b>Snow Removal</b>	<b>Snow Removal</b>
<b>Location (see attachments)</b>	<b>per inch 0" to 3"</b>	<b>per inch 3.01" to 6"</b>	<b>per inch 6.01" to 9"</b>	<b>9.01" and above per inch</b>
<b>GROUP 1 – 6.82 Miles</b> 1. NN -- Boone Industrial Park 2. N -- Shalimar Gardens Subdn. 3. QQ -- Willow Brook Subdn. 4. U -- Gregory Heights & Oakbrook Subdn. 5. T -- Meadow Lakes Subdn 6. FF -- WillowWay Valley / Sharidan Hills Subdn. 7. XX -- Fall Creek Drive 8. P -- Sun Valley Estates Subdn. 9. OO -- Hillview Acres Subdn. 10. TT -- Cedar Gate Subdn.	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 2 – 5.57 Miles</b> 1. KK -- The Woodlands Subdn. 2. DD -- Gans Creek Subd 3. EE -- Tower Estates 4. H -- Prairie Meadows Subdn. 5. II -- Bearfield	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 3 – 6.54 Miles</b> 1. L -- Sunrise Estates Subdn. 2. CC -- Highfield Acres Subdn.	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 4 – 6.39 Miles</b> 1. O -- Clearview / Crestwood Hills Subdn. 2. D3 -- Spencer Hills Subdn. 3. VV -- Phenora Subdn. 4. Q -- Bon Gor Lake Estates Subdn. 5. AA -- Trobridge Rd. & Colchester Rd. 6. AA -- County Downs Subdn.	\$ _____	\$ _____	\$ _____	\$ _____

4. Response Form (cont.)

Priority / Attachment / Subdivision Location (see attachments)	Snow Removal per inch 0" to 3"	Snow Removal per inch 3.01" to 6"	Snow Removal per inch 6.01" to 9"	Snow Removal 9.01" and above per inch
<b>GROUP 5 – 6.61 Miles</b> 1. LL -- Valley Creek / Woods Mill Subdn. 2. M -- Waters Edge Estates Subdn. 3. I -- Lakeland Acres & Breezewood Estates Subdn. 4. K -- Fairway Meadows Subdn.	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 6 – 7.37 Miles</b> 1. B -- El Chaparral & New Haven Meadows Subdn. 2. J -- Lake of the Woods Subdn. 3. RR – Copper Creek Subdn. 4. UU – Wilson Turner Dr. 5. WW - El Rey Heights Subdn.	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 7 – 5.43 Miles</b> 1. D -- Brookview Meadows & Pinebrook Estates Sub. 2. A -- Georgetown, West & Germantown Subdn. 3. S -- Prairie Hills Subdn. 4. B3 -- Country Squire Estates	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 7 ADD ALTERNATE - .57 Miles</b> 5. ZZ -- Rebel Dr. 6. ZZ -- Abilene Acres 7. ZZ -- Dawn Dr. / Michelle Ct	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 8 – 6.46 Miles</b> 1. E -- Country Hill, Bellview & Ashby Subdn. 2. C -- Meadowbrook West Subd 3. A3 -- Forevergreen Estates 4. E3 -- Trails West Subdn. 5. E3 -- Rollingwood Hills Subdn.	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 9 - 7.38 Miles</b> 1. V -- HuntersRidge, Country Woods & Country Meadows Subdn. 2. W -- Country Farm Subdn. 3. GG -- Lake Sundance & Southern Hills Subdn. 4. YY -- Harper's Point Subdn. 5. C3 -- Deerfield Ridge 6. Y -- Victoria South, Norvel & Hickory Ridge Subdn. 7. X -- Walnut Brook Subdn.	\$ _____	\$ _____	\$ _____	\$ _____
<b>GROUP 10 – 7.28 Miles</b> 1. F -- Gateway South Subdn. 2. G -- Cedarbrook & Maple Meadows Subdn. 3. HH -- Frog's Leap Court 4. PP -- Newtown Subdn. 5. JJ -- Arrowhead Lake Estates 6. MM -- Bonne Femme Estates Subdn.	\$ _____	\$ _____	\$ _____	\$ _____



4. Response Form (Cont.)

4.7.2. Maximum Percentage Increase per Term for Second Contract Term: \_\_\_\_\_%

4.7.3. Maximum Percentage Increase per Term for Third Contract Term: \_\_\_\_\_%

4.8. List "Event" activation contact names, telephone numbers, cellular telephone numbers or pager numbers. Use additional sheets if required.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.9. **References** – Bidder must provide three (3) references for services rendered to commercial clients, which are similar in size and scope.

4.9.1. **Reference #1**

Individual Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

4.9.2. **Reference #2**

Individual Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

4.9.3. **Reference #3**

Individual Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

4.10. List make and model and license plates of vehicles to be used for this contract (attached additional sheets, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Response Form (Cont.)

4.11. List type of Ice Control to be used: \_\_\_\_\_

4.12. Temporary Snow Removal Services

4.12.1. Price per hour (on an as-requested basis per Section 2.9.): \$ \_\_\_\_\_

4.13. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid (RFB) which have been read and understood, and all of which are made part of this order.** By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand):

4.13.1. \_\_\_\_\_ Date: \_\_\_\_\_

4.13.2. \_\_\_\_\_

Print Authorized Representative Name and Title



**Boone County Purchasing**  
601 E. Walnut, 2nd Floor  
Columbia, MO 65201

## ***Standard Terms and Conditions***

**Marlene Ridgway**, Buyer  
573/886-4392 - FAX 573/886-4402

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1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
2. The Boone 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.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
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.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
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. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.