



Request For Bid (RFB)

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Marlene Ridgway, Buyer
573/886-4392 - FAX 573/886-4390
Email: mridgway@boonecountymmo.org

Bid Data

Bid Number: **03-10FEB04**
Commodity Title: **Road Sweeper**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Tuesday, February 17, 2004**
Time: **10:25 A.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 209
Columbia, MO 65201**

Directions: The Johnson Building is located on the Northeast corner at 6th 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: **Tuesday, February 17, 2004**
Time: **10:30 A.M.**
Location / Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 209
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**

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 Bid" 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** - Year 2004 Model Self Propelled Road Sweeper with manufacturer's standard equipment and features specified below.
- 2.2. **ACCEPTABLE MODELS** – Walden Sweepmaster 250; Broce Broom RJ 350; Or pre-approved equal.
- 2.2.1. **Quantity** – 1 Note: Vendor will be bidding on one (1) machine.
- 2.3. **MINIMUM TECHNICAL SPECIFICATIONS**
- 2.3.1. **Operating Weight:** A minimum of 4,500 lb. and heaviest configuration shall not exceed 6,000 lbs. including ROPS/FOPS enclosed cab.
- 2.3.2. **Engine:** Rear mounted for better visibility. Minimum 276 cubic inch (4.5 liter), 80 HP diesel at 2500 RPM. Diesel engine to be equipped with replaceable wet-type forged steel cylinder liners and forged dynamically balanced crankshaft constructed of heat-treated high carbon steel. Air cleaner to be dual element dry-type with pre-cleaner at cab height, 12-volt system, 95 amp. And 750 CCA battery. Alternator, ignition key start and variable speed governor. Fuel tank to be 20 gallon minimum and have interior rust-inhibiting coating. Engine shall be completely covered with hinged, solid metal, lockable cover.
- 2.3.3. **Transmission:** Shall be fully hydrostatic, with speeds infinitely variable to 30 MPH. A 10-micron suction filter will provide oil to the hydrostatic pump. Hydrostatic transmission shall be a closed loop, variable speed direct engine pump, with a fixed displacement motor coupled with a two-speed manual transmission, to provide gradability up to 45 degrees and neutral position for towing. Closed loop cooling by a hot oil shuttle built into the motor and the case drain in the hydrostatic pump, returned to the tank through the oil cooler. Foot control shall be used for forward and reverse, as well as dynamic braking. Hydrostatic control to be spring loaded to return to positive neutral position when foot is removed. This prevents inadvertent movement when sitting stationary, with the engine running.
- 2.3.4. **Instruments:** All gauges to be assembled on a common dash with easy visibility from operator's seat. To include hour meter, tachometer, oil, water temperature, and fuel gauge. Traffic horn with horn button inside steering wheel and reverse alarm, with a minimum of 90 decibels.
- 2.3.5. **Frame and Cab:** All material shall be solid weld, heavy structural steel, minimum 6" channel front and rear bumpers. Certified OSHA approved rollover protection structure (ROPS) and cab with heavy duty tinted safety glass, right and left full view doors, door locks, windshield wiper, padded insulation, floor mat, heater and defroster fan, windshield washer, west coast mirrors.
- 2.3.5.1. **Add-alternate: Air conditioning.** Air conditioning shall consist of a pressurized system with condenser mounted in the rear with the radiator and oil cooler condenser. Blower fan shall be of sufficient CFM to adequately cool the cab.
- 2.3.6. **Steering:** Shall be open center orbital type power steering unit, with power beyond and dead steering capabilities.
- 2.3.7. **Tires:** P235 or P225/75R15 radials on 5 bolt steel automotive grade wheels. All wheels must interchange front and rear.
- 2.3.8. **Brakes:** Rear brake shall be self adjusting hydraulic with dual master cylinder for backup safety. A mechanical type parking brake with indicator light shall be furnished. Brakes shall be disc type.
- 2.3.9. **Towing:** Machine can be towed, with no disassembly of any part. To be towed for unlimited time for speeds up to 45 MPH, when equipped for a surge brake and dual master cylinder. Hydraulic lockouts which limit towing distance or speed are **not** acceptable.
- 2.3.10. **Brush Core:** Shall be steel constructed for use with minimum 32" diameter wafer type brush segments. Shall be 10" diameter by 8' in length with capacity for 7'-6" of polypropylene wafers. Brush to be powered by hydraulic motor independent of travel speed, with direct drive motor located inside the brush core. A heavy duty shock absorber to be utilized on core support frame to maintain core balance. Full length rubber shield shall be provided to deflect flying debris from damaging other parts of the sweeper. Brush assembly shall have a wrap-around type, 16 gauge metal shield the length of the brush core and covering 140 degrees at a minimum. Brush shall be outfitted with electronic variable speed brush control for varied speeds in different applications.
- 2.3.11 **Sweeping Angle:** Unit shall be capable of sweeping 45 degrees left to 45 degrees right.
- 2.3.12 **Brush Mounting:** Brush shall be mounted in such a manner that it is "pulled" permitting it to "float" through a range of at least 12" to follow the contour of the pavement plus the ability to be locked in any position, for extra heavy sweeping.

2. **Primary Specifications (cont.)**
- 2.3.13. **Lighting Systems:** Machine shall include two headlamps, stop, tail and turn signals with controller and flasher (including 4-way flashers). Optional equipment shall include 4 led strobes – two visible from the front and two from the rear with separate switch mounted in the cab.
- 2.3.14. **Overall Operating Specification/Dimensions:** Minimum wheelbase of 11 ft. 1 in. Unit shall have a maximum overall transport length of 16 ft.
- 2.3.15. **Manuals/Videos:** Operator's manual, safety and operation video, parts book(s) and service/repair manual(s) shall be furnished with each machine upon delivery. Manual(s) may be in the form of CD's or DVD's.
- 2.3.16. **Equipment Training:** The successful vendor agrees to provide an appropriate on-site machine operation and preventative maintenance training program for a maximum of two (2) county operators and two (2) county equipment technicians in sufficient scope as to assure efficient and economical performances and maintenance of the equipment as purchased.
- 2.3.17. **Vendor Service/Repair Facilities:** Because the maintenance and repair of this type equipment is complex and due to the critical nature of our operation, repair parts and service must be adequately and readily available. The vendor shall certify that he/she maintains an adequate stock of repair parts and service items within the area and employs qualified service and repair technicians within the area, available within 12 hours. The vendor should state in the returned bid response the location of the service and repair facility, parts depot, and credentials of the service and repair person(s).
- 2.3.18. **Labor and Part Rates:** The County is interested in contracting repair labor and original equipment manufacture parts with awarded contractor for a minimum of 5 years. Bidder will be asked to provide a fixed hourly labor rate and a percentage markup on OEM parts. Any additional charges must be identified in the bidder's response.
- 2.3.19. **Demonstration:** Prior to awarding the bid, vendor(s) may be requested to demonstrate equipment on-site at the Boone County Public Works Department to determine the most feasible and suitable machine for the operation. Evaluation will be based upon engine power and performance, fuel consumption, broom performance, operator cab configuration, comfort, conveniences, operator visibility 360 degrees, and ease of maintenance and repair, as well as, scheduled preventative maintenance costs.
- 2.3.20. **Deviation(s):** Any deviation(s) to the above specification(s) shall be listed on a separate sheet(s) of paper and attached to the response form stating section number, component(s) with deviation(s) and a clearly defined explanation for deviation(s). Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be acceptable as proper identification of deviations from the written specifications.
- 2.3.21. **Warranty:** A full machine, 1 year / unlimited hour warranty shall be applied to the machine.
- 2.4. **Scheduled Maintenance Costs:** The county recognizes that scheduled maintenance is a significant part of the overall cost of operating and is, therefore, asking for its inclusion as part of the total cost of the units bid. This shall be used as part of the bid evaluation. Included as Attachment A, the scheduled maintenance calculation form shall be completed in its entirety and submitted with the vendors bid proposal. The total amount shall be completed in its entirety. The total amount shall be used to compute the bid unit's total cost. Any falsification or non-compliance of this section shall be reason for disqualification.
- 2.5. **Designee** – Boone County Public Works 5551 Hwy 63 South Columbia, MO 65201
- 2.5.1. **Contact** – Marlene Ridgway, Boone County Purchasing Department 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone: 573-886-4392 Facsimile: 573-886-4390 Email: mridgway@boonecountymo.org
- 2.6. **Delivery:** Units shall be delivered with Bill of Sale and Manufacturer's Statement of Origin.
- 2.6.1. **Delivery Terms:** FOB Boone County Public Works Department, Maintenance Operations, 5551 Highway 63 South, Columbia, MO 65201
- 2.7. **ADDITIONAL TERMS AND CONDITIONS:**
- 2.7.1. Equipment shall be properly serviced, including grease and oil to the proper levels.
- 2.7.2. Vendor to include product literature for each proposed piece of equipment.
- 2.7.3. Bid evaluation will be based on quality, reliability, delivery time ARO, and cost. Quality and reliability may be determined by using information contained in product reviews from established publications and demonstration of machine.

- 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 here. Failure to adhere to all requirements may result in 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 "NA."
- 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 bid 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.
- 3.2.3 The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing Department*.
- 3.2.4 If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your bid to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our vendor list for this bid.
- 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.
- 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 our use.
- 3.5.3 **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
- 3.5.4 **Award**: Award will be made to the lowest, responsible bidder meeting specifications, who presents the product or service that is in the best interest of Boone County. Boone 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.
- 3.5.5 Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.

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** **PRICE**

4.7.1. **2004 Model Road Sweeper per Section 2** \$ _____

Make: _____

Model: _____

4.8. **ALTERNATE EQUIPMENT** **PRICE**

4.8.1. Air Conditioning as per 2.3.5.1. \$ _____

4.8.2. Extra brush discs \$ _____ Each

4.9. **GRAND TOTAL (including alternates)** \$ _____

4.10. Hourly Labor/Repair Rate per section 2.3.18. \$ _____

4.11. Percentage discount off list price of OEM parts

4.12. Describe any warranty restrictions:

4.13. Delivery After Receipt of Order: _____

4.14. **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 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.

4.14.1. Authorized Representative (Sign By Hand):

_____ Date: _____

Print Name and Title of Authorized Representative

4.15. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

ATTACHMENT A

Instructions: The intent of this form is to determine the total scheduled maintenance costs that can be expected during the first 5,000 hours of ownership. Service intervals, number of grease fittings, and capacities should be taken directly from the manufacturer's lubrication and maintenance manual. Unit costs given are equal for all vendors. Although there may be a slight variance due to refill capacities, these total costs are made up of labor, overhead, lost production, gaskets, lubricants, filters, and supervisory time. The comparison examines the service intervals for the various units bid and assumes that the manufacturer's recommendations, if followed exactly, will allow the costs that are to be incurred on each unit, to be calculated with reasonable accuracy.

A. Grease Fittings: (Per one (1) unit)

Determine the number of fittings at each interval, insert each number as indicated (if none, write none). Perform calculations and total in the last column.

Total Hrs. Operation	Service Interval	x	No. of Fittings x	Cost Per Fitting	=	Total Cost (a)
5,500	10	x	_____	\$.55	=	_____
5,500	50	x	_____	\$.55	=	_____
5,500	100	x	_____	\$.55	=	_____
5,500	200	x	_____	\$.55	=	_____
5,500	250	x	_____	\$.55	=	_____
5,500	500	x	_____	\$.55	=	_____
5,500	1000	x	_____	\$.55	=	_____
5,500	2000	x	_____	\$.55	=	_____
				TOTAL COST	=	\$ _____

B. Engine Oil and Filter: (Per one (1) unit) From manufacturer's maintenance manual determine crankcase drain and refill interval. Insert this hourly number and perform the calculation to arrive at the total cost for an engine oil change.

Total Hrs. Operation	Service Interval	x	Cost Per Change	=	Total Cost (b)
5,500	_____	x	\$65.00	=	\$ _____

C. Transmission Oil: (Per one (1) unit) From manufacturer's maintenance manual determine transmission drain and refill interval. Insert this hourly number and perform the calculation to arrive at the total cost for a transmission oil change.

Total Hrs. Operation	Service Interval	x	Cost Per Change	=	Total Cost (c)
5,500	_____	x	\$115.00	=	\$ _____

D. Other Fluid or Oil Changes: (Per one (1) unit) From the manufacturer's maintenance manual determine the hydraulic system's drain and refill interval. Insert this hourly number, insert the total capacity (in gallons) and perform the calculation to arrive at the total cost for a hydraulic system service.

Total Hrs. Operation	Service Interval	x	Hydraulic System Capacity (Gal.) x	Cost per Gallon	=	Total Cost (d)
5,500	_____	x	_____	\$4.25	=	_____

TOTALS: (Per one (1) unit) Listed below are each of the categories just calculated. Insert the total number of each category in the space provided and add the column.

a. Grease Fittings	\$ _____
b. Engine Oil and Filters	\$ _____
c. Transmission Oil	\$ _____
d. Other Fluids and Oil Changes	\$ _____
TOTAL SCHEDULED MAINTENANCE COSTS:	
Per one (1) unit	\$ _____



Standard Terms and Conditions

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Marlene Ridgway, Buyer
573/886-4392 - FAX 573/886-4390

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. Boone 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.
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.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.



Bid" Response Form

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Marlene Ridgway, Buyer
(573) 886-4392– Fax: (573) 886-4390

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

Bid: 03-17FEB04 – Road Sweeper

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____