



Request for Bid (Bid)

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

Heather Turner, CPPB, Senior Buyer
Phone: (573) 886-4392 Fax: (573) 886-4390
Email: hturner@boonecountymo.org

Bid Data

Bid Number: **63-07SEP06**
Commodity Title: **Snow and Ice Control Services Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **THURSDAY, SEPTEMBER 7, 2006**
Time: **10:30 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 208
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: **THURSDAY, SEPTEMBER 7, 2006**
Time: **10:30 A.M.**
Location / Address: Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
Vehicle Inspection Check List
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, by e-mail or 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. Bidder's 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. The County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental contracts under more favorable terms. 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.
- 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 period resulting from this Bid will have an initial term from date of award through September 1, 2006 through August 31, 2007, and may be automatically renewed for an additional two (2) years unless canceled by the Purchasing Director in writing prior to a renewal term.
- 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/SERVICE TO BE PROVIDED** – For the furnishing of **Snow and Ice Control Services** for Boone County subdivisions and other assigned streets. Snow removal shall be defined as the complete and total relocation of fallen and drifting snow in the traveled roadway.
- 2.1.2. 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.
- 2.1.3. Boone County intends to initiate an event when there is approximately two inches (2”) of snowfall accumulation on the roads and may initiate an event for lesser accumulations or for an ice event. It is at Boone County’s sole discretion as to whether or not to call out snow contractors. Two inches is used as a **guideline** and we will also consider the weather forecast in our decision making process. The County intends to use the contractors as it deems necessary and reasonable to provide efficient and effective service to the citizens of Boone County. Contractors will be directed at call out on how to proceed. **The following three (3) scenarios will apply:** **1. Heavy snow** is predicted, contractors shall open all intersections, apply salt as described and blade a minimum of twenty-two (22) feet in width for the entire group and order assigned. Once all roadways within group have been opened and intersections salted, contractor shall start with the last group and work backwards until all roadways have been plowed from curb to curb or edge to edge. Additional applications of salt may be required and will be directed by BCPW. **2. Light snow** is predicted. Contractor shall open all intersections; apply salt as described and blade from curb to curb and edge to edge. **3. Icing Event** – Contractors will be called out to apply salt in all intersections and other assigned areas. Not all trucks may be called out for icing events.
- 2.2. **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.
- 2.3. **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.
- 2.4. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
- 2.5. **MINIMUM SNOW REMOVAL AND ICE CONTROL SERVICES**
- 2.5.1. A Contractor shall not supplement approved equipment with equipment that is not approved.
- 2.5.2. Contractor will be assigned a route or routes by Boone County Public Works once all contract awards are approved by the County Commission. – **Routes will generally be designed for completion of services within 8 – 12 hours for an average storm event and will vary based upon the total number of contractors.** Contractor may be reassigned to assist in other routes upon request of the Director of Public Works or their designee. Contractor shall allow assistance by others as deemed necessary by Boone County Public Works and shall only invoice for hours actually worked at the bid rate.
- 2.5.3. The goal for the services bid is to provide the safest environment possible for the traveling public within Boone County Maintained Right of Ways during snow and ice events. The Contractor(s) shall work continuously with approved equipment while plowing, plowing and spreading, or spreading materials as assigned in order to keep the roads passable at all times. Priorities shall be the routes established, (to be created after bids are awarded and approved by the County Commission) unless otherwise directed by the Director of Public Works or their designee. All snow and ice removal activities shall be done in specified order starting with page one unless

- otherwise directed.
- 2.5.4. The traveled roadway shall include the entire roadway surface occupied between the curbs or edge of pavement on non-curbed streets. All pushed snow must be placed in an area that does not create any driving hazards.
- 2.5.5. It is not acceptable for the Contractor to push snow onto a roadway where the County or another agency 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. Snow shall not be pushed into a private driveway, **in front of mailboxes, or storm drainage structures**, except for the normal windrow of the plow.
- 2.5.6. Ice Control will include the application of Rock Salt (NaCl) and / or abrasive mixes. The County will supply the ice control materials in bags or bulk as needed and will load during the events only from the Boone County South Facility. Additional materials may be required during an event, therefore contractors will be paid for the time it takes to re-supply and re-mobilize. Materials shall be placed only on county maintained roadways designated by the routes unless otherwise directed by the Director of Public Works or their designee.
- 2.5.7. The applications of ice control materials shall be made at **all** intersecting streets as measured 100 feet from the center of the intersection or otherwise directed or shown on the route maps.
- 2.5.8. **Ice Control Application Rates:** Application rates will be determined by Boone County Public Works.
- 2.5.9. The County reserves the right to ask for reapplication of ice control or redo areas that were plowed if performance is deemed insufficient. Contractor will be required to reapply in a timely manner.
- 2.5.10. **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.
- 2.6. **MINIMUM EQUIPMENT SPECIFICATIONS**
- 2.6.1. Contractor will have the following options to bid on. **Contractor is not required to bid all options.**

OPTION 1 Medium Duty – Plow & V - Box Spreader

Minimum – 4 Wheel Drive Pickup or Flatbed Truck equipped with a 7 ½’ blade and V - Box Slide In Spreader capable of holding 2.0 C.Y. (Struck Capacity).

- A dual wheeled vehicle shall provide a 8 ½’ blade with the same minimum spreader specifications.

(See 2.6.3 – 2.6.5 for additional requirements).

OPTION 2 Medium / Heavy Duty – Plow & V – Box Spreader

Minimum – Single Axle Dump Truck or Flatbed Truck with maximum turning radius of 36’ and equipped with a 10’ blade and 9’ V - Box Spreader capable of holding 4.0 C.Y. (Struck Capacity).

(See 2.6.3 – 2.6.5 for additional requirements).

OPTION 3 Light Duty – Plow & Tailgate Spreader

Minimum – 4 Wheel Drive Pickup or Flatbed Truck equipped with a minimum 500 lb. Tailgate Spreader and the capability of hauling 1,500 lbs of salt.

- A dual wheeled vehicle shall provide an 8 ½’ blade.

(See 2.6.3 – 2.6.5 for additional requirements)

OPTION 4 Light Duty – Plow Only

Minimum – 1/2 Ton 4 Wheel Drive Pickup or Flatbed Truck equipped with a 7 ½' blade.

- A dual wheeled vehicle shall provide an 8 ½' blade.

(See 2.6.3 – 2.6.5 for additional requirements).

- 2.6.2. Units shall have cab mounted plow and spreader controls to allow one-man operation. Plows shall be capable of being raised, lowered and with the ability to rotate to the left and to the right.
- 2.6.3. Material spreader shall be capable of evenly distributing free flowing granular materials over an area at least one travel lane in width. The spreader shall be a device specifically designed for snow and ice control operations which will distribute salt over the roadway at a variable or calibrated rate.
- 2.6.4. **OPERATOR TRAINING / VEHICLE INSPECTIONS** – Operator training and vehicle inspections will be performed at the Pre-Season Snow Contractors Meeting conducted in late October. All equipment that is awarded must be presented at this time for inspection. Only approved vehicles will be used in performance of this contract. **A copy of the required check list is attached as 5.0.**
- 2.6.5. Contractor shall receive \$250.00 for each vehicle awarded that is presented and passes the Mandatory Items required for inspection at the Pre-Season Snow Contractors Meeting, to be used in conjunction with this contract. All equipment must be mounted and operational. **If any of the mandatory items required (including driver) are not presented or pass inspection, the Contractor will not be awarded the \$250.00 for that vehicle.** Vehicles and equipment required by contract that are not presented for the inspection or pass the inspection, must be scheduled for a re-inspection during normal working hours. Additional vehicles and equipment that may be used as substitutes may be inspected at the Pre-Season Snow Contractors Meeting, but will not receive any compensation for such. **Renewals – If the County chooses to renew the contracts as per this agreement, Contractors will be obligated to attend the Pre-Season Snow Contractors Meeting each subsequent year. Compensation under this initial contract will remain in effect for all renewals as long as contractor provides the necessary equipment and documentation as required.**
- 2.6.6. All operators and / or supervisors committed to carrying out the terms of this contract are **required** to attend this meeting.
- 2.6.7. The County specifically reserves the right to discontinue using any unit of equipment at any time, with the County being the sole judge as to whether or not the equipment is performing satisfactorily.
- 2.7. **RESPONSE TIME** - The Contractor(s) will be required to respond within one (1) hour from notification to proceed or as directed by the Director of Public Works or their designee. The Contractor(s) shall 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 while performing under this contract with the County. The primary objective will be to provide driving conditions that will allow for the safe passage of all emergency and general public vehicles.
- 2.7.1. All equipment and personnel placed on contract as a result of this bid must be available upon request at anytime on a twenty-four (24) hour day, seven (7) day a week basis, and shall be employed as directed by the Director of Public Works or their designee. Contractors are required to supply the County with methods of contact at beginning of event. Methods of contact include home phone number, pager number, etc.
- 2.8. **CONTRACTOR'S RESPONSIBILITIES**
- 2.8.1. Contractor(s) are required to identify their equipment in their bid response. Upon execution of the contract, the Public Works Department will inspect the Contractor(s) equipment including plows and spreaders.

- 2.8.2. Contractor(s) shall keep all equipment in good working order and possess a valid vehicle inspection in accordance with Missouri State law. The contractor must also ensure that the vehicle and equipment do not exceed the vehicle's license rating.
- 2.8.3. Contractor(s) shall 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. A \$50.00 deduction may be applied for each occasion during the event upon which an operator could not be successfully contacted or reached over a cellular phone not to exceed \$150.00 per event.
- 2.8.4. Contractor(s) shall immediately notify the Public Works Department if Contractor is unable to perform any aspect of contracted duties. This includes all breakdowns, breaks, lunch / dinner and any other reason that has placed the vehicle out of service.
- 2.8.5. Contractor(s) must insure that each operator is insurable, properly licensed, and fit for duty. Arrangements for substitute drivers shall be the responsibility of the contractor should it be necessary.
- 2.8.6. Contractor(s) shall report any damage to the property of others or bodily injury of others, to their insurance company for restitution or make other arrangements with the owner to repair or compensate. The Public Works Department shall be notified of any such event. The Contractor is responsible for obtaining a police report from the appropriate law enforcement agency.
- 2.8.7. If mailboxes are damaged during operations beyond use by the U.S. Postal Service, a temporary box will be installed within 24 hours by the Contractor. Permanent repairs will be scheduled with the homeowner/business and the Public Works Department will be notified of scheduling.
- 2.9. **EVALUATION OF CONTRACT AWARD**
- 2.9.1. Awards will be based on bid responses meeting the minimum specifications and which bids have been determined to provide the greatest value to the county. Previous contract performance will be taken into consideration upon bid award.
- 2.10. **PAYMENT PER UNIT**
- 2.10.1. The payment for each unit of equipment will be for the actual "operating" time at the bid hourly rate. Time will be verified by the Contractor for each piece of equipment. The actual time on and off the job shall be as certified by the designated County representative. The start time will commence for OPTIONS #'s 1, 2 & 3 when Contractor checks in at the Boone County Public Works South Facility. Start time will commence for OPTION # 4 once Contractor reports to the designated route and calls in to our on call services. Stop time is when Contractor is relieved from duty by the Director of Public Works or their designee. All equipment is expected to be fueled and the operator ready to work before arriving.
- 2.10.2. Hourly rates submitted shall include supervision, the operator, fuel, lubricants, tire chains, supplies (excluding salt), repairs and maintenance of equipment.
- 2.10.3. The County will not compensate for meal time, sleep time, or excessive downtime. The County will allow time for minor repairs, adjustments and fueling not to exceed five percent (5%) of the actual time worked on any calendar day. If the Contractor furnishes a piece of equipment that is deemed by the County not to be in good working order, the County will not pay for any time for the use of such equipment.
- 2.10.4. No compensation will be allowed over and above the bid equipment hourly rates.
- 2.10.5. **Minimum Total Contract Payment** - In the event that not enough snow accumulates during the entire winter season for Boone County to activate any portion of the contract, the Contractor may apply for a lump sum payment of \$1,500.00 for each contracted vehicle. Payment shall be authorized after April 15th of following season. Deadline for Contractors to request and collect payment is August 1st of the following season. The full payment shall not be made if any activity is pursued with the contract and/or payment for any services has been authorized. Payment will decrease by actual amount paid to Contractor during the winter season excluding the inspection meeting payment. Contractor needs to have fulfilled all obligations of contract before eligible for full or partial guaranteed payment.
- 2.10.6. **Minimum Event Payment** – Contractor will receive a minimum of two (2) hours of pay for each required vehicle that is activated by Boone County and reports on time for each "event". The minimum payment will be decreased by actual compensation earned by hours worked during each

event.

2.10.7. **Prevailing Wage** - The State of Missouri has advised that Prevailing Wage does not apply to this contract.

2.11. **CONTRACT TERMINATION**

2.11.1. If a Contractor(s) demonstrates excessive non-performance, the County may deem performance to be unsatisfactory and the contract may be canceled after notice of one week.

2.11.2. Examples of non-performance include failure to apply specified sufficient ice control, repeated equipment failures or performing non-County contractual work items while logging time for the County.

2.11.3. The County reserves the right to hire another Contractor or perform work in-house in the event the original Contractor cannot perform contracted services within a reasonable amount of time as determined by the Director of Public Works or their designee.

2.12. **ADDITIONAL INFORMATION**

2.12.1. In the Bid Response, Section 4.7., please note that the numbered sequence of subdivisions also gives the Bidder the priority of locations required in service during an event.

2.13. **BOONE COUNTY INSURANCE REQUIREMENTS** - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. AM Best posts the financial standing of carriers. The A VI (6) represents that the carrier is in good financial standing. If there is a carrier that is a B+, their financial standing has been downgraded.

2.13.1. **Compensation Insurance** - The 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, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

2.13.2. **Comprehensive General Liability Insurance** - The 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 \$1,000,000.00 per project limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day 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 project.

- 2.13.3. The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.
- 2.13.4. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves 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.
- 2.13.5. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.14. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201.
- 2.15. **BID CLARIFICATION CONTACT** – For bid clarification, direct questions to the Boone County Purchasing Department, Heather Turner, CPPB, Senior Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone: (573) 886-4392; Facsimile (573) 886-4390 or email: hturner@boonecountymo.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.
 - 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-Bidders are bidding the services by the hour for each type of vehicle and equipment requested. Routes will be based on the number of bidders and will be determined after review of the bids.**

<u>OPTION 1</u>		
Medium Duty Plow & V-Box Spreader		
4WD Pickup or Flatbed		
7 ½' blade (sidekicks included)		
Dual Wheeled Vehicles – 8 ½' blade (sidekicks included)		
2.0 C.Y. (struck capacity) V-Box Spreader		PER HOUR
Please describe each vehicle bidding, including year, make, and model		
#1	Licensed Capacity_____ lbs	\$_____
#2	Licensed Capacity_____ lbs	\$_____
#3	Licensed Capacity_____ lbs	\$_____
#4	Licensed Capacity_____ lbs	\$_____

<u>OPTION 2</u>		
Medium/ Heavy Duty Plow & V-Box Spreader Single Axle Dump Truck or Flatbed Truck Maximum turning radius of 36' 10' blade (sidekicks included) 4.0 C.Y. (struck capacity) Bulk Spreader		PER HOUR
Please describe each vehicle bidding, including year, make, and model		
#1	Licensed Capacity_____ lbs	\$_____
#2	Licensed Capacity_____ lbs	\$_____
#3	Licensed Capacity_____ lbs	\$_____
#4	Licensed Capacity_____ lbs	\$_____

<u>OPTION 3</u>		
Light Duty – Plow & Tailgate Spreader 4 WD Pickup or Flatbed 7 ½' blade (sidekicks included) Dual Wheeled Vehicles – 8 ½' blade (sidekicks included) Min. 500lb spreader capacity w/vehicle capable of hauling 1,500 lbs of material		PER HOUR
Please describe each vehicle bidding, including year, make, and model		
#1	Licensed Capacity_____ lbs	\$_____
#2	Licensed Capacity_____ lbs	\$_____
#3	Licensed Capacity_____ lbs	\$_____
#4	Licensed Capacity_____ lbs	\$_____

<u>OPTION 4</u>		
Light Duty – Plow Only		
½ Ton 4 WD Pickup or Flatbed		PER HOUR
7 ½’ blade (sidekicks included)		
Dual Wheeled Vehicles – 8 ½’ blade (sidekicks included)		
Please describe each vehicle bidding, including year, make, and model		
#1	Licensed Capacity_____ lbs	\$_____
#2	Licensed Capacity_____ lbs	\$_____
#3	Licensed Capacity_____ lbs	\$_____
#4	Licensed Capacity_____ lbs	\$_____

4.7.1. **Renewals**-Bidders shall provide proposed maximum dollar amounts of increases for potential renewal periods. Acceptance of proposed renewal pricing is at the sole discretion of the County.

4.7.1.1. Second Contract Term

Option 1 \$_____

Option 2 \$_____

Option 3 \$_____

Option 4 \$_____

4.7.1.2. Third Contract Term

Option 1 \$_____

Option 2 \$_____

Option 3 \$_____

Option 4 \$_____

4.8. List all contact names, telephone numbers, cellular telephone numbers, and/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:
Brief Description of Work:

4.9.2. **Reference #2**

Individual Name:
Company Name:
Address:
Telephone:
Brief Description of Work:

4.9.3. **Reference #3**

Individual Name:
Company Name:
Address:
Telephone:
Brief Description of Work:

PLEASE SUBMIT THREE (3) COPIES OF THE RESPONSE

4.10. **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 Invitation 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.

4.10.1. Authorized Representative (Sign By Hand):

_____ Date: _____

4.10.2. Print Name and Title of Authorized Representative

_____ Date: _____

5.0

Vehicle Inspection Check List

Bid Option _____

Date of Inspection _____

BCPW ID # Assigned _____ (approved vehicles only)

Make of Vehicle _____ Size of Vehicle _____ Year _____

Type of Bed _____ Vehicle Color _____

License # _____

Plow Manufacturer _____ Model # _____ Width _____

Plow Up _____ Plow Down _____ Plow Left _____ Plow Right _____

Spreader Manufacturer _____ Model # _____ Capacity _____

Spreader controls in cab _____

Spreader on _____ Spreader off _____

Meets Manufacturers Recommendations for Equipment installed. (Must include load capacity)

Re – Inspection Required _____

Additional Comments:

Authorized for Inspection Payment _____ Date _____

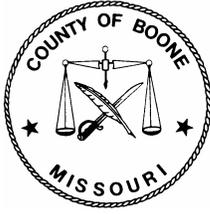


Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Standard Terms and Conditions

Heather Turner, CPPB, Senior 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 Bid 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 bid 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. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.



“No Bid” Response Form

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

Heather Turner, CPPB, 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: 63-07SEP06

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

