



Request for Bid (RFB)

Boone County Purchasing
613 E. Ash , Room 109
Columbia, MO 65201

Amy Robbins, Buyer
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Bid Data

Bid Number: **20-03MAY13**
Commodity Title: **Single Axle Shop Truck**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Friday, May 3, 2013**
Time: **10:30 A.M.** Central Time. (Bids received after this time will be returned unopened)
Location / Mail Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash Street, Room 109
Columbia, MO 65201

Directions: The Purchasing office is located on the Southeast corner at 7th Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Friday, May 3, 2013**
Time: **10:30 A.M.** Central Time. (Bids received after this time will be returned unopened)
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Bid Contents

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- 2.0: **Primary Specifications**
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Certification of Individual Bidder
Debarment Form
Standard Terms and Conditions
No Bid Response Form

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 or email, 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.

- 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.
- 1.7. **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 – One (1) 2014 or current model Single Axle Truck with Optional Service Body.

2.1.1. Quantity – One (1) Note: Vendor will be bidding on One (1) truck.

2.2. GENERAL REQUIREMENTS

2.2.1. Unit shall consist of a one-person operated control and loading system and shall be designed and constructed for performance, durability, dependability and safety.

2.2.2. Equipment shall be bid as a complete package and prepared for use with turnkey operation prior to delivery. Equipment shall be new, current year manufacture of latest design and production that conforms in strength, quality of material and workmanship equal to equipment that is usually provided to the trade in general.

2.2.3. All items bid will include installation.

2.2.4. The unit(s) shall include all inspection coupons, certifications, or warranty identification cards furnished in accordance with standard warranty policies.

2.3. SINGLE AXLE TRUCK MINIMUM SPECIFICATIONS

2.3.1. Cab to axle length: 108” minimum.

2.3.2. Frame Rails: Heat treated Alloy Steel (120,000 PSI Yield)
Frame Extension: None.

NOTE: Frame will exceed 2,037,600 RBM all the way through the truck frame. If dealer cannot supply 2,037,600 RBM all the way through, it is the responsibility of the bidder to submit in written form with their response, a guarantee of the frame breaking for as long as Boone County owns the truck.

2.3.3. Tow Hook: front, two (2), frame mounted

2.3.4. Bumper: Steel, swept back design.

2.3.5. Front Axle: SBA (Set Back Axle), I-Beam type, 10,000 lb. minimum capacity, Wide track.

2.3.6. Front Shocks: heavy-duty.

2.3.7. Front Springs: parabolic, taper leaf; 12,000 lb. minimum capacity.

2.3.8. Front Spring Pins: pins and rubber bushings, maintenance-free.

2.3.9. Brake System: ABS Full vehicle wheel control system (4-channel) with automatic traction control. Bendix air brakes, anti-locking (ABS), Q-plus linings; dual service brake system for straight truck applications. Air dryer with heater (Bendix AD-IP), standard location. Gauge: air pressure, dual. Air compressor air supply line through air cleaner. Brake lines color-coded nylon. Haldex or Gunitite automatic slack adjusters in front and rear. Drain valve: Automatic (Bendix DV-2) for air tank. Inversion valve with integral check valve. Front brakes: air cam, S-cam, 16.5.0” x 6.0”; includes 24 sq. in. long stroke brake chambers. Omit front brake dust shields. Rear brakes: air cam, S-cam, 16.5” x 7.0”; includes 30/30 sq. in. long stroke brake chambers and heavy-duty spring actuated parking brake. Brake chamber to located inside rear tire envelope for clearance to the hitches. Air compressor shall be largest size available for the unit. Vendor to indicated size on the Bid Response Sheet. Parking brake valve shall have color-coded knob located on instrument panel. Air pressure gauge shall have Air 1 and Air 2 Gauges located in instrument cluster.

2.3.10. Steering: Single steering gear, power steering able to handle axle ratios; includes 2-spoke steering wheel, tilt/telescoping steering column.

2.3.11. Exhaust: Single, horizontal after treatment device frame mounted outside right under cab; includes vertical tail pipe and bright stainless steel guard.

2.3.12. Trailer Package: Units shall be equipped with trailer connections – four (4) wheel with hand control valve and tractor protection for straight truck applications. Unit shall have 7

way heavy duty trailer plug. Hitch to be receiver style

- 2.3.13. **Electrical System(s):** 12-Volt Standard equipment, heavy-duty wiring to rear of frame with stop, tail, turn and marker lights circuits, ignition controlled auxiliary feed and ground; chassis wiring coded throughout; turn signal switch with hazard flasher overrides brake (to be done with programming system controller); includes extra heavy duty electronic turn signal flasher system(s) that will be capable of signal and hazard flashing multiple lamps with turn signal switch self-canceling with integral hazard switch and data link connector in cab for vehicle programming and diagnostics. Headlight dimmer switch integral with turn signal switch. Five (5) amber LED roof marker lights flush mounted on cab. Windshield wipers switch 2-speed integral with turn signal switch with mist wiper/washer and intermittent wiper feature. Windshield wipers single motor, electric, cowl mounted. Fuses and breakers: SAE blade type. Auxiliary harness for auxiliary front headlights and turn signals for front snowplow application; includes lighted toggle or rocker switch and wiring for snowplow lights. Cigar type power source receptacle. Power source, terminal type 2-post. Headlights: two (2) Halogen. Parking lights integral with front turn signals and rear taillights. Stop, turn and dual rear combination with reflector backup lights. Starter switch electric, key operated. Turn signals front flush mounted. Exterior cab mounted pedestal type adjustable drivers side work light; includes lighted toggle or rocker switch on instrument panel and wiring. Electrical systems shall include heavy-duty wiring body builder's connections in back of cab at frame; includes sealed electrical wiring connectors for tail/amber turn, marker, back-up, accessory power, ground and sealed connector for stop/turn. Circuit breakers with manual reset (Main Panel). Include separate auxiliary factory installed low washer fluid warning indicator/alarm, and factory installed electrical circuits for heated mirrors, and auxiliary work light and aux. strobe lights; includes, wiring, switch and all necessary mounting hardware. Tail light wiring modified to include separate wiring for standard left and right taillights with 8' of extra cable and separate wiring for left and right body mounted taillights. Electrical disconnect front harness for guidepost lights with connectors located at headlight connection.
- 2.3.14. **Optional:** Two-way/CB radio power to the center overhead console, antenna installed on mirror bracket and coaxial cable routed to same overhead console.
- 2.3.15. **Horn, Air:** air single trumpet minimum. Electric city horn on steering wheel.
- 2.3.16. **Alternator:** 12-volt, 160 amp capacity minimum.
- 2.3.17. **Battery System:** maintenance free, three (3) Group 31 or equal in other configurations, 3300 CCA minimum total. Battery box, steel and mounted on driver's side **UNDER** cab.
- 2.3.18. **Radio System:** AM/FM stereo with weather band, electronic tuning and clock; includes two (2) dual cone speakers.
- 2.3.19. **Front End:** Fiberglass, tilting, includes easy tilt hood and stationary grille. Upgrade grill, headlight bezel and other trim to be chrome finish.
- 2.3.20. **Torque Converter:** Application to match engine to automatic transmission mechanical ratios.
- 2.3.21. **PTO Effects:** PTO provision on transmission.
- 2.3.22. **Engine:** Diesel engine 8.3 L minimum, electronic, wet-sleeved cylinders, high torque, 270 HP @ 2200 governed RPM, 800 lb.-ft. Torque @ 1400 RPM; includes Bell Housing, electric engine shutdown, governor close regulated, starter motor, air cleaner restriction gauge, magnetic engine oil drain plug, fan drive with nylon fan, engine block heater 120-volt/1250-1500 watt, air cleaner single element with integral snow valve and in-cab control; electronic engine speed control for PTO with electronic mobile variable speed control mounted on steering wheel. Automatic On/Off Type Control, Fan Drive. Internal Jacobs compression

brake.

- 2.3.23. **Radiator:** Adequate for cooling specified engine and components effectively.
- 2.3.24. **Transmission:** heavy-duty automatic wide ratio (Allison 3000-RDS) programmed as 6-speed with push button shift control with double overdrive, less retarder. A dash mounted push-button shift control shall be supplied. Shall have Allison approved synthetic fluid.
- 2.3.25. **Rear Axle:** Single reduction, 23,000-lb. minimum capacity with 200 wheel ends. Axle gear ratio of 5.63 shall be setup to maintain truck highway speed at 70 mph fully loaded; includes magnetic rear axle drain plug,. Locking differential in rear axle. Shall have synthetic fluid.
- 2.3.26. **Rear Suspension, Single:** 30,000 flat leaf rear suspension with radius rod.
- 2.3.27. **Fuel Tank:** One (1) single top draw; aluminum (non-polished), 60 U.S. gallon minimum capacity with quick connect outlet and center and bottom steps, mounted on left side under cab.
- 2.3.28. **Cab, Cowl, Body:** Paint schematic: single color **RED**, design 100 AG; paint type, base coat/clear coat, 1-2 tone. Cab conventional, wide-body. Cab interior trim, premium; includes thermometer and compass. Arm rest on each door. Black rubber floor covering. Grab handle: one(1) towel bar type. Anti-slip rubber for cab entry mounted left. Glass: all windows, tinted. Mirrors: two (2) heated, power adjust, rectangular, brackets breakaway type with integral convex mirror heads on both and thermostatically controlled, bright finish heads and brackets. Gauge cluster: English with electronic engine oil pressure, fuel, water temperature, speedometer and tachometer for air brake chassis and voltmeter gauge. Must include odometer display to read miles, trip miles, engine hours and trip hours. Must include a visual and audible warning/alert system for low fuel, low oil pressure, high engine coolant temperature and low battery voltage. Seat for driver shall be air suspension (National Series 2000), high-back with integral headrest, cloth, isolated with two (2) position front cushion adjustment, -3 to 19 degree seat back adjustment and air lumbar support, includes 3-point seat belt, lap and shoulder belt type. Seat for passenger shall be the same as driver's seat, including 3-point seat belt. Padded dash. Air conditioner with integral heater and defroster. Cab interior and trim: deluxe application with overhead console. Cab rear suspension, air bag type. Fenders shall have flare extensions.
- 2.3.29. **Wheels:** Front: disc; 22.5" steel, 10-stud hub-piloted, flanged nut, metric mount, 8.25 DC rims with steel hubs; Powder coated white. Rear: dual disc; 22.5" steel, 10-stud hub-piloted, flanged nut, metric mount, 8.25 DC rims with steel hubs; powder coated white. Wheel seals in front and back include; oil-lubricated wheel bearings.
- 2.3.30. **Tires:** Rear: four (4),11R22.5 , load range H, 16 ply. Mud and snow type. Front: two (2), 11R22.5, load range H, 16 ply.
- 2.3.31. **Auxiliary Components:** All factory installed electrical wiring and connectors necessary for installation of a service body.
- 2.3.32. **Mudflaps:** front, standard equipment.
- 2.3.33. **Trailer Hitch:** Truck shall have all items installed for a Type V receiver hitch.
- 2.3.34. **Warranty:** Base vehicle warranty, 24 Months/Unlimited miles. Engine extended service warranty, 5 years/200,000 miles including injectors and turbo. Transmission warranty, 5 years/unlimited miles. Frame rails, cowl and cab structure warranty against corrosion, 5 years/unlimited miles.

NOTE: Successful vendor shall be responsible for transporting truck to and from their repair facility for warranty maintenance and repair; includes all applicable service and transport fees and/or charges.
- 2.3.35. **Manuals:** A service manual, parts manual, wiring diagram and bodybuilder's book for trucks, and line sheet of parts used to build the truck shall be included. A custom parts and

Service DVD shall be provided.

- 2.3.36. **Training:** Any training video's that apply to the truck shall be supplied (engine, transmission operation). Any CD's or DVD's used for engine, transmission, and ABS brake diagnosis shall be supplied.

2.4. **OPTIONAL SERVICE BODY MINIMUM SPECIFICATIONS**

- 2.4.1. Body to be a 14' Knapheide model 6169DLHH-60KJ or equal with the following compartments:
- 2.4.2. **Street Side:** (All dimensions are nominal) Starting at Cab – Box 1: 54.75" x 60" County to transfer over tool drawer unit (AG brand) and requesting an additional 15" - 3 drawer unit to utilize with existing. Box 2: 36.50" x 60". Box 3 (over wheel): 52.75" x 30.5" with double door, hinged on sides. Box 4: 24.75 x 60".
- 2.4.3. **Curb Side:** (All dimensions are nominal) Starting at Cab –Box 1: 36"x60" with 20"x30" opening cut in the back starting at cab side approximately ½" from the top of the box and 2.5" from cab side. Opening to be reinforced on the interior by ½" W x ¼" thick at top and 2" W x ¼" thick on bottom and sides. Two bottle torch rack to be installed on inside of cabinet opposite the cab side. Box 2: 30.75" x 60". Box 3: 16.75" x 60". Box 4 (over wheel): 53.25" x 30.5" with double door, hinged on sides. Box 5 (Crane Support Box): 24.75" x 60" with outrigger controls.
- 2.4.4. **Other Body Specifications:** Each side of compartments shall be lockable with one easy motion and padlocks. Unit shall have a bolt on cab protector with a fully punched window. All doors to have Stainless steel "T" handles. Bumper to be Knapheide DLH series or equal and be rated for 30,000 lb. trailer weight and 6,000 lb. tongue weight. Floor of body to have spray-in lining. All other exposed areas painted to match truck color.
- 2.4.5. **Outriggers:** Outriggers installed to be hydraulic out/down located in the bumper assembly.
- 2.4.6. **Air Compressor:** 35 CFM hydraulic rotary screw compressor with 50' x ½" hose reel and fairlead through the curbside rear compartment.
- 2.4.7. **Crane (Optional):** 55,000 ft.-lbs. with 10,000 max. capacity and 21' hydraulic reach. Planetary winch with 7/16" cable and double acting cylinders with integral holding valves and filters. Crane hook, snatch block, anti-two block device, boom support, RF wireless remote with backup pendant control, and in-cab control panel included. Includes PTO mounted pump per crane specifications, hydraulic reservoir, and hydraulic shutdown.
- 2.4.8. **Skid mounted lube unit (Optional):** consisting of three oil containers and one used oil container with air pumps, reels, and metered dispenser nozzles. Tanks to be 40-60 gallons each and made with either steel or poly. Vendor to provide line sheet and specifications with bid response.
- 2.4.9. **Backup Alarm:** Unit to be equipped with audible backup alarm which engages when unit is in reverse gear.
- 2.4.10. **Lighting:** Manufacturer's Standard.
- 2.4.11. **Warranty:** Body and labor shall be for One (1) year from the date of delivery against manufacturer's defects. Warranty shall be the responsibility of the truck equipment installer. The warranty shall cover all items provided and/or installed to the dealer's truck chassis. Dealer/Builder shall state at what facility and location the warranty work will be performed.
- 2.4.12. **Training:** Any training video's that apply to the truck spreader and computerized control system shall be supplied. Any CD's or DVD's used for fault diagnosis shall be supplied. Vendor shall schedule through the shop superintendent employee general maintenance and operation of the material spreader computerized control system at time of delivery or startup. Subsequent initial mechanical and supervisory training shall be scheduled with the shop superintendent and again when equipment updates become necessary.

2.5. **DEVIATIONS**

- 2.5.1. It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. Because of the complexity and number of required specifications, the bidder must compare their product bid with the required listed minimum specifications and identify any deviations. **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.
- 2.6. **DESIGNEE** – Boone County Public Works
 - 2.6.1. **Contact** – Amy Robbins, Senior Buyer, Boone County Purchasing Department, 613 E. Ash St., Room 109, Columbia, MO 65201. Telephone: 573-886-4392; Facsimile: 573-886-4390 or email: arobbins@boonecountymo.org
- 2.7. **DELIVERY:** Units shall be delivered with Bill of Sale and Title of Ownership.
 - 2.7.1. **Delivery Terms:** FOB Destination - Boone County Public Works Department, Maintenance Operations, 5551 Highway 63 South, Columbia, MO 65201
- 2.8. **ADDITIONAL TERMS AND CONDITIONS:**
 - 2.8.1. Equipment shall be properly serviced, including grease and oil to the proper levels.
 - 2.8.2. Vendor to include product literature for each proposed piece of equipment.
 - 2.8.3. 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.

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 should 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. **Advice of Award** - Bid results are posted and may be viewed on our web page: www.showmeboone.com. (Purchasing/Bid Awards)
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, 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. E-mail Address: _____

4.6. Fax Number: _____

4.7. Federal Tax ID: _____

4.7.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.8. PRICING

	Item	Unit Price	Qty	Extended Price
4.8.1.	Single Axle Truck per Section 2.3.	\$	1	\$
4.8.2.	Air Compressor Air Compressor Size: _____	\$	1	\$
4.8.3.	Optional Service Body as per Section 2.4.	\$	1	\$
4.8.4.	Optional Crane and Outriggers as per Section 2.4.5. and 2.4.7.	\$	1	\$
4.8.5.	Optional Skid mounted lube unit as per Section 2.4.8.	\$	1	\$

4.9. **Describe Warranty Features (include locations for service) for all components.**

4.10. Delivery ARO: _____

4.11. **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.

4.11.1. Authorized Representative (Sign By Hand):

_____ Date:_____

Print Name and Title of Authorized Representative

4.12. 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

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

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

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

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- ____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

(Please complete and return with Contract)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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 may 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 or e-mail 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.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price

shall govern.

16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
17. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.



“No Bid” Response Form

Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Amy Robbins, Senior 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: 20-03MAY13 – Single Axle Shop Truck

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

