



## Request For Bid (RFB)

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

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

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### **Bid Data**

Bid Number: 32-18JUN02  
Commodity Title: Tires - Heavy Trucks and Large Equipment

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

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

Day / Date: TUESDAY –JUNE 18, 2002  
Time: 1:25 P.M. (Bids received after this time will be returned unopened)  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, 2<sup>nd</sup> Floor  
Columbia, MO 65201**

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

### **Bid Opening**

Day / Date: TUESDAY –JUNE 18, 2002  
Time: 1:30 P.M.  
Location / Address: **Boone County Johnson Building Conference Room  
601 E. Walnut, 2<sup>nd</sup> Floor  
Columbia, MO 65201**

### **Bid Contents**

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

1. Introduction and General Conditions of Bidding

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

**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** - A Term and Supply Contract for Tires and Tire Related Services for Medium and Heavy Trucks and Large Equipment.
  - 2.1.1. **Scope of Work** – Contractor will provide all services, supervision, labor, equipment, products and materials necessary to provide County with tires and tire related services for Heavy Trucks and Large Equipment.
  - 2.1.2. **Quantity** - All orders will be made on an “as needed basis.”
  - 2.2. **Contract Duration** - The contract shall be effective from the date of issuance through March 31, 2003. This contract is subject to renewal annual for two (2) additional one (1) year periods following expiration of the first contract period.
  - 2.2.1. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
  - 2.2.2. **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. **Minimum Requirements** - ALL TIRES SHALL BE GRADE NO. 1. NO BLEMISHED OR SECONDS WILL BE ACCEPTED. (Note – Motor Grader 14.00 – R24 retread tires are an exception) The County would prefer American made tires to foreign for the purpose of uniformity in size and quality.
    - 2.3.1. Contractor to stock, provide and/or install new tires as outlined by the County.
    - 2.3.2. Contractor to provide related services as needed. Ex: mounting, flat repair, computer balancing, alignment, etc.
    - 2.3.3. Contractor to provide 24-hour roadside service on an “as needed basis”. Contractor shall provide with bid submission name and telephone number of point of contact for 24-hour roadside service.
    - 2.3.4. No portions of the work will be assigned to a subcontractor without the prior knowledge and written consent of the County.
    - 2.3.5. Contractor is responsible for repair and/or replacement of any damage done in the process of alignment of the vehicle and/or removing and replacing a tire to the wheel or vehicle; includes studs, nuts, etc. Contractor will be required to correct any problem(s) associated with an alignment, as long as, they are notified within five days from the date the alignment was completed by said contractor. Contractor will be required to commence work on County Vehicles within thirty (30) minutes of their arrival and to continuously pursue the necessary work until completed.
    - 2.3.6. If a roadside service call is requested, Contractor shall be required to arrive within thirty minutes of call for flat repair within the city limits and one hour for flat repair outside the city limits. Contractor shall obtain county vehicle number and mileage, and have the driver sign the work order legibly. Any tire that the contractor determines to be unsafe and/or needs replacing shall be cleared for replacement by the Fleet Operations Superintendent, Sam Amick or his designated county representative at (573) 449-8515 ext. 226.
  - 2.4. **Discontinued Tires** – If in the event a tire has been discontinued, the contractor will be required to substitute a tire of same size that is equal to or greater in quality and durability at no additional expense and with the approval of the Fleet Operations Superintendent, Sam Amick or his designated county representative at (573) 449-8515 ext. 226.
  - 2.5. **Contractor qualifications**
    - 2.5.1. Contractor to be a fully authorized and licensed distributor for the manufacturer's tires offered.
    - 2.5.2. Contractor is to operate a fully equipped and outfitted stocking warehouse capable of providing all tires and related services within 20 miles of the Boone County Public Works Department.
    - 2.5.3. Contractor is to own, operate and maintain a fleet of roadside service vehicles for delivery, service, flat repair and mounting of all sized tires.
  - 2.6. **Special Conditions**
    - 2.6.1. **10.00R x 20 and 11R-22.5 Radial Steel Load Range H front tires (All position tires are not acceptable)**; radial construction; flexible sidewalls; single steel carcass; heavy duty continuous rib tread pattern; tub type – 16 ply; off road compounding to resist cutting, chipping and snags.
    - 2.6.2. **10.00R x 20 and 11R-22.5 Radial Steel Load Range H rear tires (All position tires are not acceptable)**: mud and snow tread; radial construction; flexible sidewalls; single steel carcass ply; aggressive staggered block tread pattern; tube type – 16 ply; off-road compounding to resist cutting, chipping, and snags.

**2. Primary Specifications (cont.)**

- 2.6.3. **1400 – R24 Motor Grader:** 14.00R -24 G2 non-directional, aggressive tread pattern, steel belted radial, tubeless. (New and Retreads)
- 2.6.4. **19.5L-R24 R-4 Backhoe Tractor:** 19.5L-24 R-4 aggressive tread pattern, steel belted radial, tubeless.
- 2.6.5. **18.4 - R34 Mowing Tractor:** 18.4 –R34 G2 non-directional, aggressive tread pattern, steel belted radial, tubeless.
- 2.7. **References**
- 2.7.1. Bidder shall include a minimum list of three references, from similar contracts only, who could attest to the quality of the proposed service and the firm's knowledge, quality of work, timeliness, diligence, etc., including names, contact persons, and telephone number of references.
- 2.8. **INSURANCE REQUIREMENTS** - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and said insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County.
- 2.8.1. **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. 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 Employee's Liability Insurance for the protection of their employees not otherwise protected.
- 2.8.2. **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 \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 2.8.3. **Insurance Certifications** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County 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.
- 2.9. **Warranty** – Manufacturer's standard warranty will apply.
- 2.10. **Designee** – Boone County Public Works Department, Fleet Operations, 5551 Highway 63 South, Columbia, MO 65201
- 2.11. **Bid Content Contact** – Marlene Ridgway – 601 E. Walnut, 2<sup>nd</sup> Floor, Columbia, MO 65201 Buyer (573) 886-4392, Fax Number (573) 886-4390, email [mridgway@boonecountymmo.org](mailto:mridgway@boonecountymmo.org)
- 2.12. **DELIVERY** - Boone County Public Works, 5551 Highway 63 South, Columbia, Missouri, 65201.
- 2.12.1. **Delivery Terms** – FOB Destination

**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. Bid results may also be viewed on our web page [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
  - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
  - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
  - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
  - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. **Response Form**

- 4.1. Company Name: \_\_\_\_\_
- 4.2. Address: \_\_\_\_\_
- 4.3. City/Zip: \_\_\_\_\_
- 4.4. Phone Number: \_\_\_\_\_
- 4.5. Fax Number: \_\_\_\_\_
- 4.16. Federal Tax ID: \_\_\_\_\_
- 4.6.1. ( ) Corporation  
 ( ) Partnership - Name \_\_\_\_\_  
 ( ) Individual/Proprietorship - Individual Name \_\_\_\_\_  
 ( ) Other (Specify) \_\_\_\_\_

4.7. **PRICING**

**Category 1 – Truck Tires – Bias nylon/polyester**

Item No.	Size	Ply Rating	Load Range	Type & Brand	Stock No.	Price (each)
1	7.00 - 15	6	C	_____	_____	\$ _____
2	7.00 - 15	8	D	_____	_____	\$ _____
3	7.50 - 16	8	D	_____	_____	\$ _____
4	7.50 - 16	10	E	_____	_____	\$ _____
5	7.50 - 20	10	F	_____	_____	\$ _____
5	8.00 - 16.5	8	D	_____	_____	\$ _____
6	8.75 - 16.5	8	D	_____	_____	\$ _____
7	8.75 - 16.5	10	E	_____	_____	\$ _____
8	9.50 - 16.5	8	D	_____	_____	\$ _____
9	9.50 - 16.5	10	E	_____	_____	\$ _____
10	TOTAL					\$ _____

4. Response Form (cont.)

Category 2 – Medium Truck Tires – radial, ply					
Item No.	Size	Ply Rating	Type & Brand	Stock No.	Price (each)
1	9.00 R20	16 PR / H	_____	_____	\$ _____
2	10.00 - R22.5	16 PR / H	_____	_____	\$ _____
3	10.00 - R20	16 PR / H	_____	_____	\$ _____
4	11 R -22.5	16 PR / H	_____	_____	\$ _____
5	315/80 R22.5	16 PR / L	_____	_____	\$ _____
6	255/70 R22.5	8 PR / H	_____	_____	\$ _____
<b>Total</b>					<b>\$ _____</b>

Category 3 – Tire, Off-Road, Bias, Construction Equipment					
Item No.	Size	Ply Rating	Type & Brand	Stock No.	Price (each)
1	14.00 - R24	16	(New) _____	_____	\$ _____
2	14.00- R24	16	(Retreads) _____	_____	\$ _____
3	17.5 - R25	12	XHA _____	_____	\$ _____
4	15.5 - R25	12	XHA _____	_____	\$ _____
5	20.5 - R25	12	XHA _____	_____	\$ _____
<b>TOTAL</b>					<b>\$ _____</b>

Category 4 – Tire, Front and Rear Agriculture and Industrial						
Item No.	Size	Ply Rating	Tire Code	Type & Brand	Stock No.	Price (each)
1	6.00 - 16	6	F-2	_____	_____	\$ _____
2	7.50 - 16	8	F-2	_____	_____	\$ _____
3	11L-16	10	NHS	_____	_____	\$ _____
4	14.9 - R24	6	R-1	_____	_____	\$ _____
5	16.9 - R30	6	R-1	_____	_____	\$ _____
6	19.5L - R24	10	R-4	_____	_____	\$ _____
7	18.4 - R34	10	G-2	_____	_____	\$ _____
8	18.4 – R34	8 PR	R-1	_____	_____	\$ _____

4. Response Form (cont.)

9	13.6 - R28	10 PR	R-1	_____	_____	-\$ _____
10	12 - 16.5	12 PR	NHS	_____	_____	\$ _____
11	9.50 - R16.5	8 PR	F	_____	_____	\$ _____
<b>Total</b>						<b>-\$ _____</b>

Item

Item No.	Category 5 – Add'l Tire Related Services	Price
1	Tire Repair – In Shop (each)	\$ _____
2	Alignment – Front End (each)	\$ _____
3	Balancing of Tire (each)	\$ _____
4	Alignment - Front and Rear (each)	\$ _____
5	Service Call in County per hour	\$ _____
6	Service Call in County per mile	\$ _____
7	Flat Shop Rate per hour	\$ _____
8	Road Hazard Coverage per tire	\$ _____
TOTAL		\$ _____

4.8. Minimum discount for all product lines introduced after inception of the contract, and all existing lines not specified herein: \_\_\_\_\_%

4.9. Attach the required references as per section 2.6.

4.10. Please list below or attach information on any additional services and warranties offered by your company.

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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 Invitation for Quote (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





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

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

**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.