



Request For Bid (Bid)

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

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

Bid Data

Bid Number: **69-02OCT03**
Commodity Title: **SNOW AND ICE CONTROL SERVICES**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: THURSDAY, OCTOBER 2, 2003
Time: 1:15 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, Room 209
Columbia, MO 65201**

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

Bid Opening

Day / Date: THURSDAY, OCTOBER 2, 2003
Time: 1:30 P.M.
Location / Address: **Boone County Commission Chambers
Roger E. Wilson Government Center
801 E. Walnut
Columbia, MO 65201**

Pre Bid Meeting

Day / Date: FRIDAY, SEPTEMBER 19, 2003
Time: 9:00 A.M.
Location / Address: **Boone County Johnson Building Room 215**

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** - Snow removal services for Boone County Subdivision and other assigned streets. Snow removal shall be defined as the complete and total relocation of fallen and drifting snow in the traveled roadway.
- 2.1.1. 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.
- 2.1.2. Boone County will initiate an event when snowfall accumulation reaches a minimum of 2" as measured at the **City of Columbia Regional Airport** and may initiate an event for lesser accumulations or for an ice event. 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. Premium vehicles (trucks with slip in spreaders) will be called out as first priority due to the area of coverage with bulk salt application.
- 2.2. **MINIMUM SNOW REMOVAL AND ICE CONTROL SERVICES**
- 2.2.1. A Contractor may not supplement approved equipment with equipment that is not approved.
- 2.2.2. Contractor may be reassigned to assist in other groups upon request of the inspector. Contractors assisting in other groups will be paid at their hourly rate as bid, plus the premium, if applicable.
- 2.2.3. Contractor shall allow assistance by others as deemed necessary by Boone County Public Works and shall invoice for hours actually worked.
- 2.2.4. 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 dispensing salt in appropriate areas until directed to stop. During plowing operations the contractor shall plow continuously to keep the roads in awarded group passable at all times. Priorities shall be the routes / groups established per the drawings (to be created after bids are opened) unless otherwise directed by Boone County Public Works. Plowing should be done in specified order starting with page 1 unless otherwise directed.
- 2.2.5. 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.
- 2.2.6. 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 except for the normal windrow of the plow.
- 2.2.7. Ice Control will include the application of Rock Salt (NaCl). The County will supply the ice control materials in 50 lb. bags and in bulk for vehicles with slip in spreaders. Contractors will be sufficiently supplied enough materials to apply to all areas within their group. Additional materials may be required during an event, therefore contractors will be paid for the time it takes to re-supply and re-mobilize. Ice control will be available to the contractor as the event begins or can be picked up prior to the snow season.
- 2.2.8. 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 (to be determined after bid review). The amount of application shall be sufficient to eliminate all ice conditions.

2. Primary Specifications (cont.)

- 2.2.9. **Ice Control Application Rates:** The following application rates are established for use of Rock Salt (NaCl) or equivalent. This is for the contractor(s)'s information and is intended to set the expectation level of the Public Works department.
- For temperatures between 26° F and 32° F – 1 pound of Rock Salt per 14 sq. yards based on ½ pound per foot for a 22' wide road.
- For temperatures below 26° F – 1 pound of Rock Salt per 7 sq. yards based on 1 pound per foot for a 22' wide road.
- 2.2.10. 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.
- 2.3. **EXCEPTION TO BOTH SNOW REMOVAL AND ICE CONTROL** - An exception to the removal requirement shall be made for vehicles parked on the street - these areas **will not** require manual labor for removal of snow or the treatment of ice cover to the curb.
- 2.4. **MINIMUM EQUIPMENT SPECIFICATIONS**
- 2.4.1. Contractor will be required to supply full working units including a minimum of a ½ ton 4WD pick-up truck or a 1 ton 2WD pick-up truck, a 7-foot snow blade and material spreader with a 500-pound capacity.
- 2.4.2. **A truck that is equipped with a spreader that carries a minimum of 1.5 C.Y. will be paid a PREMIUM. Premium pay will be an additional \$ 15.00 per hour over the accepted bid amount for each vehicle equipped with such.**
- 2.4.3. Units shall have cab mounted plow controls to allow one-man operation of truck and plow. Plows shall be capable of being raised and lowered.
- 2.4.4. 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.
- 2.4.5. **Vehicle Inspections** – Equipment safety inspections will be performed at the annual mandatory contractor's meeting conducted in early November. This meeting will be held at a date to be determined by the Public Works Department. All equipment that is bid must be presented at this time for inspection. Only approved vehicles will be used in performance of this contract.
- 2.4.6. Contractor will receive \$250 for each vehicle that is presented and passes inspection at the annual meeting to be used in conjunction with this contract. Required equipment must be mounted and operational. Vehicles that are required by contract not presented at this time must be scheduled for inspection during normal business hours and will not receive the \$250 incentive fee. Additional vehicles may be inspected at the request of the vendor but no incentive fee will be paid. The additional vehicles may be used as substitutes for assigned equipment but not as supplemental equipment.
- 2.4.7. The contractor agrees to ensure the availability of their personnel for the purpose of participating in the annual mandatory snow and ice control informational meeting and pre-scheduled "dryrun". All operators and/or supervisors committed to carrying out the terms of this contract are required to attend this meeting and pre-scheduled "dryrun" operational activity.
- 2.4.8. 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.
- 2.5. **RESPONSE TIME** - The contractor(s) will be required to respond within two (2) hours of notification to proceed or as directed by the Director of Public Works or their designee. The successful contractor(s) will execute the work continuously and in an orderly, timely and efficient manner. Contractor shall not deviate from assigned snow route nor execute any other work 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.
- 2.5.1. 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 Primary Specifications (cont.)**2.6. CONTRACTORS RESPONSIBILITIES**

- 2.6.1. Contractor(s) are required to identify their equipment in their bid response. Upon execution of the contract, the Public Works Department must inspect the contractor(s) equipment including plows and spreaders.
- 2.6.2. Contractor(s) will be responsible for keeping all equipment in good working order and possess a valid vehicle inspection.
- 2.6.3. Contractor(s) will be expected to equip each vehicle with a mobile phone and file that phone number and any changes that occur during the contract period with the Public Works Department. 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.
- 2.6.4. Contractor(s) are responsible to immediately notify Public Works Department if contractor is unable to perform any aspect of contracted duties.
- 2.6.5. Contractor(s) must insure that each operator is insurable, properly licensed, and fit for duty.
- 2.6.6. Contractor(s) is responsible to 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.
- 2.6.7. 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.

2.7. EVALUATION OF CONTRACT AWARD

- 2.7.1. Award will be based on bid responses meeting our minimum specifications. Groups will not be assigned until after the bid is opened and reviewed. Groups will be determined by dividing the total areas / roadways by the number of successful bidders. All groups will be divided equally based on estimated time to complete the assigned groups.
- 2.7.2. A total of 20 equipped trucks is desired to meet the County's needs, however the County reserves the right not to award contracts to bidders whose bid is deemed to not be in the best interest of the County or for the sole purpose of contracting the 20 vehicles.
- 2.7.3. Contracts will be awarded to the lowest bidders. Lowest bidder shall have first pick of groups once identified. In the case of bids having the same bid amount, the bid that was received first shall be deemed the lowest bidder.
- Premium pay for the larger spreader will not be considered in determining the low bidder.**
- 2.7.5. Service and previous performance will be taken into consideration upon bid award.

2.8. PAYMENT PER UNIT

- 2.8.1. 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 when contractor is onsite of the first group and contacts Public Works as per process to be identified or leaves the Public Works Facility with a full load of salt. All equipment is expected to be fueled and the operator ready to work.
- 2.8.2. Hourly rates submitted shall include supervision, the operator, fuel, lubricants, supplies (excluding salt), repairs and maintenance of equipment.
- 2.8.3. A fixed \$15.00 per hour Premium in addition to the base bid will be paid to all contractors who supply an operational slide in spreader capable of hauling a minimum of **1.5 C.Y.** of bulk material, which can be loaded by a front end loader.
- 2.8.4. 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.
- 2.8.5. No compensation will be allowed over and above the bid equipment hourly rates.

2. Primary Specifications (cont.)

- 2.8.6. **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 to assist in defraying the cost of required insurance. 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.
- 2.8.6.1. **Minimum Event Payment** – Contractor will receive a minimum of \$250 per each required truck for each “event” with a minimum accumulation of two (2) inches as recorded at the City of Columbia Regional Airport, or for lesser events in which contracts are activated by Boone County Public Works. The “minimum payment will be decreased by actual compensation earned by hours worked during each event.
- 2.8.7. **Prevailing Wage** - The State of Missouri has advised that Prevailing Wage does not apply to this contract.
- 2.9. **CONTRACT TERMINATION**
- 2.9.1. 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.
- 2.9.2. Examples of non-performance are failure to apply specified sufficient ice control, repeated equipment failures or performing non-County contractual work items while logging time for the County.
- 2.9.3. 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.
- 2.10. **ADDITIONAL INFORMATION**
- 2.10.1. In the Bid Response, Section 4.7.1., please note that the numbered sequence of subdivisions also give the bidder the priority of locations required in service during an event.
- 2.11. **INSURANCE REQUIREMENTS**
- 2.11.1. **Employee’s Liability and Worker’s Compensation Insurance** – Contractor shall take out and maintain during the life of this contract, Employee’s Liability and Worker’s Compensation Insurance for all of their employees employed at the site of work. In case any class of employee engaged in hazardous work under this contract at the site of work is not protected under the Worker’s Compensation Statute, the Contractor shall provide Employee’s Liability Insurance for the protection of their employees not otherwise protected.
- 2.11.2. **Comprehensive General Liability Insurance** – Contractor shall take out and maintain during the life of this contract such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 2.11.3. **Automobile Public Liability and Property** – The Contractor shall maintain during the life of this contract, automobile public liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence and not less than \$150,000.00 per individual. Said insurance shall cover both bodily injury, including accidental death and property damage, to protect Contractor from any and all claims arising from the use of the Contractor’s own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.11.4. **Insurance Certification** – Contractor shall furnish the County with Certificate (s) of Insurance that name the County as additional insured and requiring a thirty (30) days mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the work required in the contract.
- 2.12. **CONTRACT DURATION** - The contract shall be effective from the date of issuance through September 30, 2004. This contract is subject to renewal annually for two (2) additional one (1) year periods following expiration of the first contract period.

2. Primary Specifications (cont.)

- 2.12.1. **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.
- 2.12.2. **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.
- 2.13. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201
- 2.14. **CONTACT** – For bid clarification, direct questions to the Boone County Purchasing Department, Marlene Ridgway, Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone - 573-886-4392. Facsimile - 573-886-4390. Email: Mridgway@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 "NA." 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** - If you wish to be advised of the outcome of this Bid, the results may also be viewed on our web page www.showmeboone.com/purchasing.
- 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. Fax Number: _____
- 4.6. Federal Tax ID: _____

- 4.6.1. () Corporation
- () Partnership - Name _____
- () Individual/Proprietorship - Individual Name _____
- () Other (Specify) _____

4.7. PRICING

- 4.7.1 **Bidders are bidding the services by the hour. Groups will be based on the number of bidders and will be determined after review of the bids. The Low Bid Contractor shall have first pick of groups and so on.**
- 4.7.2 **Quantity Offered - Please check the box for the type of spreader bid. A \$15.00 per hour Premium above the bid amount will be paid for all trucks awarded bids that have operational box spreaders that meet the minimum requirements as specified in these bid specs.**
- 4.7.3 **PLEASE NOTE: Premium pay for the optional spreader will not be considered in determining the low bidder. Premium pay will be paid in addition to the bid amount if bid is awarded**

Number of Trucks Bid	Per Hour
# 1 <input type="checkbox"/> 500 lb. Minimum Tailgate Spreader <input type="checkbox"/> <u>OPTIONAL</u> Slip in Box Spreader, 1.5 C.Y. Min.	\$ _____
# 2 <input type="checkbox"/> 500 lb. Minimum Tailgate Spreader <input type="checkbox"/> <u>OPTIONAL</u> Slip in Box Spreader, 1.5 C.Y. Min.	\$ _____
# 3 <input type="checkbox"/> 500 lb. Minimum Tailgate Spreader <input type="checkbox"/> <u>OPTIONAL</u> Slip in Box Spreader, 1.5 C.Y. Min.	\$ _____
# 4 <input type="checkbox"/> 500 lb. Minimum Tailgate Spreader <input type="checkbox"/> <u>OPTIONAL</u> Slip in Box Spreader, 1.5 C.Y. Min.	\$ _____
# 5 <input type="checkbox"/> 500 lb. Minimum Tailgate Spreader <input type="checkbox"/> <u>OPTIONAL</u> Slip in Box Spreader, 1.5 C.Y. Min.	\$ _____

4. Response Form (Cont.)

4.7.2. Maximum Percentage Increase for Second Contract Term: _____ %

4.7.3. Maximum Percentage Increase for Third Contract Term: _____ %

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

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

4.9.1. **Reference #1**

Individual Name:

Company Name:

Address:

Telephone:

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:

4. Response Form (Cont.)

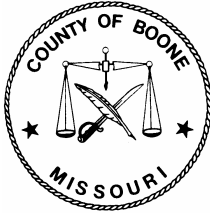
4.10. List make and model of vehicles and all equipment to be used for this contract (attached additional sheets, if necessary)

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

Authorized Representative (Sign By Hand):

4.13.1. _____ Date: _____

4.13.2. _____
Print Authorized Representative Name and Title



Standard Terms and Conditions

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

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

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.