



# Request for Proposal

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

Heather Turner, CPPB, Buyer  
Phone: (573) 886-4392 Fax: (573) 886-4390  
E-mail: [hturner@boonecountymo.org](mailto:hturner@boonecountymo.org)

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### *Proposal Data*

Proposal Number: **07-25JAN05**  
Commodity Title:

**SMOOTH DRUM VIBRATORY COMPACTOR WITH  
SHELL KIT**

**DIRECT PROPOSAL FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### *Proposal Submission Address and Deadline*

Day / Date: **TUESDAY – January 25, 2005**  
Time: **1:25 P.M. C.S.T. (No late proposals will be accepted)**  
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 6<sup>th</sup> Street and Walnut Street. Enter the building from  
the East Side. Wheel chair accessible entrance is  
available on the West side of the building.

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### *Proposal Opening*

Day / Date: **TUESDAY – January 25, 2005**  
Time: **1:30 P.M. C.S.T.**  
Location / Address: Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Conference Room 213  
Columbia, MO 65201

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### *Proposal Contents*

- 1.0: Instructions and General Conditions**
  - 2.0: Introduction and General Information**
  - 3.0: Scope of Services**
  - 4.0: Proposal Submission Information**
  - 5.0: Response Page**
- No Bid Response Form**



## NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting sealed proposals for the following:

**RFP#: 07-25JAN05 – Smooth Drum Vibratory Compactor with Shell Kit**

Sealed proposals will be accepted until **1:25 p.m. on Tuesday, January 25, 2005** in the Boone County Purchasing Office, Boone County Johnson Building, Room 209, 601 E. Walnut Street, Columbia, MO 65201.

The Request for Proposal is scheduled to be opened at 1:30 p.m. on Tuesday, January 25, 2005 in the Boone County Purchasing Department, Boone County Johnson Building, Conference Room 213, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392, fax (573) 886-4390, or e-mail: [hturner@boonecountymo.org](mailto:hturner@boonecountymo.org).

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Heather Turner, CPPB  
Buyer, Boone County Purchasing

Insertion: December 26, 2004  
COLUMBIA MISSOURIAN



## 1. INTRUCTIONS AND GENERAL CONDITIONS

**1.1 Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions of Bidding and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with the material and/or supplies, equipment or services as detailed in the following proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 1:25 P.M., C.S.T.**, on Tuesday, January 25, 2005 to:

Boone County Purchasing Department  
Heather Turner, CPPB, Buyer  
601 E. Walnut Street, Room 209  
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 1:25 P.M. and shall return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and three (3) copies of the proposal (total of four). Proposals will be opened publicly in a manner to avoid public disclosure of contents; therefore, only names of Offerors will be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted bids will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

### **1.2 Evaluation of Proposals (Procedure):**

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should exercise particular care in reviewing the Proposal Format required for this RFP.

- b) The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- c) At this point, the County may request presentations by Offerors, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed equipment checks on the short listed Offerors.
- d) The County reserves the right to request a demonstration of the proposed equipment. The County shall utilize a Mechanic and an Equipment Operator for assessment of the proposed equipment.
- e) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- f) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- g) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

### **1.3 Ambiguity, Conflict, or Other Errors in the RFP:**

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

**1.4 Rejection of Proposals:** The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

**1.5 Acceptance of Proposals:** The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

**1.6 Requests for Clarification of Proposals:** Requests by the Department for clarification of proposals shall be in writing.

**1.7 Validity of Proposals:** Offeror should state how many days or months proposals remain valid beyond the 60 days minimum.

**1.8 Receipt and Opening of Advertised, Sealed Proposals:** The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b. Proposals will be opened in the Boone County Purchasing Department on Tuesday, January 25, 2005 at 1:30 P.M., C.S.T. located at the following address:

Boone County Purchasing  
Johnson Building  
601 E. Walnut, Conference Room 213  
Columbia, Missouri 65201

**NOTE: Proposal Closing and Proposal Opening times are different.  
Refer to paragraph 1.1, a. for Proposal Closing time.**

**1.9 Withdrawal of Proposals:** Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a. **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.



## **2. INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction:**

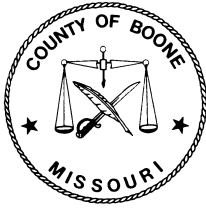
- 2.1.1 This document constitutes a request for competitive, sealed proposals for a Smooth Drum Vibratory Compactor with Shell Kit, as set forth herein.
- 2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
  - 2) Introduction and General Information
  - 3) Specifications
  - 4) Proposal Submission Information
  - 5) Response Page

### **2.2. Guideline for Written Questions:**

- 2.2.1 All questions regarding this Request for Proposal shall be submitted in writing no later than 4:30 p.m., January 7, 2005. All questions must be mailed, faxed, or e-mailed to the attention of Heather Turner, CPPB, Buyer, Boone County Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Heather Turner, CPPB  
Buyer  
601 E. Walnut Street, Room 209  
Columbia, Missouri 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390  
E-mail: [hturner@boonecountymo.org](mailto:hturner@boonecountymo.org)

- 2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.



### 3. SPECIFICATIONS

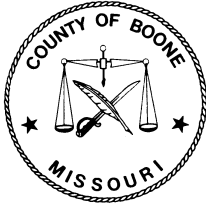
#### 3.1 Scope:

- 3.1.1 Boone County, Missouri intends to purchase a Smooth Drum Vibratory Compactor with Shell Kit for the Public Works Department.

#### 3.2 Minimum Requirements:

- 3.2.1. Vibratory Soil Compactor shall be a late model with fewer than 750 hours. Acceptable models include Bomag BW211D-3, Case SV212, Caterpillar CS-563 E, Dynapac CA250D, Hamm 3412, Hypac C850C, IR SD-116DX TF, Terex SP2010D or equal. Operating weight with Ballast (minus shell kit) shall be from 22,800 to 26,850 lbs. with Centrifugal force range of minimum 27,000 to 48,000 lbs. and maximum 46,000 to 62,250 lbs. The equipment shall have a shell kit (sheep's foot) included with the unit. Plates for the shell kit shall not be warped and shall fit easily on the smooth drum. All scrapers and hardware shall be supplied with the shell kit. Engine sizes shall range from 125 hp to 155 hp. Unit shall be equipped with an integrated ROPS and functional seat belts. Unit shall have an 84" drum at a minimum.





## 4. PROPOSAL SUBMISSION INFORMATION

### 4.1. RESPONSE TO PROPOSAL

#### 4.1.1. *Submission of Proposals:*

4.1.1.1. When submitting a proposal, the Offeror should include the **original and three (3) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Heather Turner, CPPB, Buyer  
601 E. Walnut Street, Room 209  
Columbia, MO 65201

b. The proposals must be delivered no later than 1:25 p.m. on January 25, 2005. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed addenda should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required.

d. Additional information for Offeror to include:

- Describe year, make, and model of proposed unit, hours on the unit, general condition (engine, tires-%wear, body, etc.). Include detailed brochures with specifications on the proposed unit. Also include any service histories on the proposed unit.
- Describe parts availability for the proposed equipment. Include any discounts available for parts and general wait times. Also

describe the nearest authorized service center and supply a contact name, location, and telephone number.

- State details for any factory or dealer warranty for the proposed unit.
- Describe warranty on parts.
- Describe warranty on labor.
- Describe any extended warranty available after original warranty has expired. Include terms and pricing in the proposal.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. ***Competitive Negotiation of Proposals:*** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.

4.1.2.2. Negotiations will only be conducted with potentially acceptable proposal(s). The County reserves the right to limit negotiations to those proposal(s), which received the highest rankings during the initial evaluation phase.

4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. ***Evaluation and Award Process:***

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Hours on Machine and Warranty –25%**
- b. **Service Records, Availability of Extended Warranty, and Inspection and Assessment of Machine - 25%**
- c. **Cost of the Machine – 50%**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. ***Evaluation:***

4.1.4.1. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.1.4.2. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.

4.1.4.3. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder's final response rating.



5. Response Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form must be signed. All signatures must be original and not photocopies.

The Offeror shall provide a firm, fixed price below. All costs associated with the required services/equipment shall be included in the prices. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

**5.1 Smooth Drum Vibratory Compactor with Shell Kit** \$ \_\_\_\_\_

**5.2 Extended Warranty** \$ \_\_\_\_\_



***“No Bid” Response Form***

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

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

**“NO BID RESPONSE FORM”**

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

If you do not wish to respond to this proposal 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.

**RFP: 07-25JAN05**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

REASON(S) FOR NOT SUBMITTING A PROPOSAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_