



Request For Bid (RFB)

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

Heather Turner, Buyer
573/886-4392 - FAX 573/886-4390
Email: hturner@boonecountymo.org

Bid Data

Bid Number: **27-15JUN06**
Commodity Title: **ADA Accessibility Upgrades for Polling Locations**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: THURSDAY, JUNE 15, 2006
Time: 10:30 AM (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, JUNE 15, 2006
Time: 10:30 AM
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
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
"No Bid" 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, 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. The County reserves the right to compare the lowest bid received with the current State contract pricing, and award in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
1) the provisions of the Contract (as it may be amended);
2) the provisions of the Bid;
3) the provisions of the Bidder's Response.
- 1.6. **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** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a contract for the furnishing and delivery of ADA Accessibility Upgrades for Boone County polling locations with all manufacturer’s standard equipment and those features as detailed in the following specifications. The County may choose to award to one or more vendors
- 2.2. **BACKGROUND** – Boone County, Missouri was awarded a Federal grant to allow the County to perform several upgrades to various polling locations throughout the County in order to allow them to be more ADA accessible. The upgrades required are outlined in the following specifications.
- 2.3. **PORTABLE FOLDING WHEELCHAIR RAMPS** – The contractor must provide portable folding wheelchair ramps in accordance with the following:
 - 2.3.1. **Quantity:** 1 four foot (length) and 1 six foot (length)
 - 2.3.2. **Width:** 30” minimum.
 - 2.3.3. **Construction:** Ramps must be of all aluminum construction and have a handle for easy carrying.
 - 2.3.4. **Surface:** Each ramp must have slip resistant high traffic tape on the surface or be constructed of durable non-skid driving surface.
 - 2.3.5. **Load Capacity:** Minimum 600 lbs.
 - 2.3.6. **Curb:** 2” curb for roll off protection.
- 2.4. **TEMPORARY ACCESS PARKING SIGNS** – The contractor must provide temporary access parking signs in accordance with the following:
 - 2.4.1. **Quantity:** 40
 - 2.4.2. **Size:** 12” x 18”
 - 2.4.3. **Gauge:** .080 aluminum
 - 2.4.4. **Holes:** 5/16” diameter holes shall be pre-drilled before the sheeting is applied at the top and bottom of the sign on the centerline.
 - 2.4.5. **Lettering:** Each sign shall have reflective white letter, engineering grade, on a blue background (See **Attachment A** for specific lettering).
 - 2.4.6. **Corners:** All corners must be rounded.
 - 2.4.7. **Sign Posts:** Must be 7ft steel u-channel or square tube posts with 3/8” holes punched full length on 1” centers. If bidding square tube posts, the posts must be 1.75”.
 - 2.4.8. **Bolts:** Aluminum hex bolts must be 5/16” x 2.5”.
 - 2.4.9. **Nuts:** Aluminum hex nuts must be 5/16”.
 - 2.4.10. **Washer:** Aluminum washers must be 5/16”. Nylon washers must be 3/8”.
 - 2.4.11. **Bases:** Sign bases must be lightweight and/or easily moved (i.e. on wheels) and must be able to withstand inclement weather. Bidder must bid a sign base that will accommodate the type of sign post bid.
- 2.5. **CONES** – The contractor must provide cones to mark parking spaces in accordance with the following:
 - 2.5.1. **Quantity:** 80
 - 2.5.2. **Color:** High visibility fluorescent orange
 - 2.5.3. **Height:** 18” tall
- 2.6. **PORTABLE ACCESS RUBBER MATTING** – The contractor must provide portable access rubber matting in accordance with the following:
 - 2.6.1. **Quantity:** 4
 - 2.6.2. **Length:** 6 foot minimum
 - 2.6.3. **Width:** 36” minimum
 - 2.6.4. **Construction:** Mats must be lightweight, durable for heavy use, able to be rolled up and stored, and come with staples. Mats must also be resistant to UV light and extreme temperatures.
- 2.7. **DOOR GRIP ACCESSIBLE HANDLES** – The contractor must provide door grip accessible handles in accordance with the following:
 - 2.7.1. **Quantity:** 6
 - 2.7.1. No-slip door knob grips.
 - 2.7.2. No tools required for installation. Grips slip on door handles. Must be ‘one size fits all’.
 - 2.7.3. Latex free.
- 2.8. **THRESHOLD RAMPS** – The contractor must provide threshold ramps in accordance with the following:
 - 2.8.1. **Quantity:** 6

- 2.8.2. **Dimension:** 12" x 32"
- 2.8.3. **Construction:** All aluminum with an anti-slip surface. Must be lightweight and durable.
- 2.8.4. **Capacity:** Minimum of 300 lbs per axle.
- 2.9. **DESCRIPTIVE LITERATURE:** The bidder must provide descriptive literature for each item(s) bid. This literature must include a picture of the item(s) being bid.
- 2.10. **SAMPLES:** The County reserves the right to request samples after bids are opened and before the award is made. When samples are requested, they must be furnished free of charge. Each individual sample must be labeled with the bidder's name.
- 2.11. **DEVIATION(S)** - It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. 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 sufficient or acceptable as proper identification of deviations from the written specifications.
- 2.12. **DESIGNEE** – Boone County Clerk's Office, 801 E. Walnut, Room 236, Columbia, MO 65201.
- 2.12.1. **Contact** - Heather Turner, Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone (573) 886-4392 or Facsimile (573) 886-4390 or Email: hturner@boonecountymo.org
- 2.13. **DELIVERY:** FOB Destination – Boone County Elections Warehouse, 601 E. Walnut Street, Columbia, MO 65201. Delivery shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.13.1. The County of Boone reserves the right to accept or reject any and all bids in the best interest of the County. The County reserves the right to award by line item if in the best interest of the County. In addition, the County reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC contracts or other governmental entities under more favorable terms.
- 2.14. **DEBARMENT CERTIFICATION:** Suspension and debarment requirements contained in 44CFR13.35 prohibit the County of Boone-Missouri from contracting with or making subawards of federal funding to parties that are suspended or debarred or whose principals are suspended or debarred. Bidder should complete and return the attached Debarment Certification, Attachment B, with their bid response. This document must be satisfactorily completed prior to award of the contract.

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. **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.
- 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. E-mail Address: _____
- 4.7. Federal Tax ID #: _____

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

4.8. PRICING

	<u>Unit Price</u>	<u>Quantity</u>	<u>Extended Total</u>
4.8.1. Portable Folding Wheelchair Ramp (4ft)	\$ _____	1	\$ _____
4.8.2. Portable Folding Wheelchair Ramp (6ft)	\$ _____	1	\$ _____
4.8.3. Temporary Access Parking Signs	\$ _____	40	\$ _____
4.8.3.1. Sign Posts	\$ _____	40	\$ _____
4.8.3.2. Bolts	\$ _____	80	\$ _____
4.8.3.3. Nuts	\$ _____	80	\$ _____
4.8.3.4. Aluminum Washers	\$ _____	80	\$ _____
4.8.3.5. Nylon Washers	\$ _____	80	\$ _____
4.8.3.6. Bases	\$ _____	40	\$ _____
4.8.4. Cones	\$ _____	80	\$ _____
4.8.5. Portable Access Rubber Matting	\$ _____	4	\$ _____
4.8.6. Door Grip Accessible Handles	\$ _____	6	\$ _____
4.8.7. Threshold Ramps	\$ _____	6	\$ _____
4.8. GRAND TOTAL			\$ _____

4.9. Describe Any Deviations

4.10. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the 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.**

4.10.1. Authorized Representative (Sign By Hand):

_____ Date: _____
Print Name and Title of Authorized Representative

4.11. 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

4.12. Delivery ARO: _____

ATTACHMENT A



ATTACHMENT B

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

Heather Turner, 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.

**Boone County Purchasing
Heather Turner
Buyer**



601 E. Walnut-Room 209
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH 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. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. *If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.*

If you have questions, please call the Purchasing Office at (573) 886-4392. Thank you for your cooperation.

Bid Number 27-15JUN06

(Business Name)

(Date)

(Address/P.O. Box)

(Telephone)

(City, State, Zip)

(Contact)

REASON(S) FOR NOT SUBMITTING A BID:

(Fold Here Second – Then Seal With Tape)

Boone County Purchasing Department
601 E. Walnut Street, Room 209
Columbia, MO 65201-4460

Place
Stamp
Here

Boone County Purchasing Department
601 E. Walnut Street, Room 209
Columbia, MO 65201-4460

Bid Number: 27-15JUN06

Vendor Name: _____

(Fold Here First)