



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

Request for Bid (RFB)

Tyson Boldan, Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: tboldan@boonecountymo.org

Bid Data

Bid Number: **11-04APR11**

Commodity Title: **Small Plow and Spreader**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **MONDAY APRIL 04, 2011**

Time: **1:30 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 208
Columbia, MO 65201**

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

Bid Opening

Day / Date: **MONDAY APRIL 04, 2011**

Time: **1:30 P.M. C.S.T.**

Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
Work Authorization Certification
Certification of Individual Bidder
Individual Bidder Affidavit
Debarment Form
Standard Terms and Conditions
“No Bid” Response Form

1. Introduction and General Conditions of Bidding

1.1. INVITATION - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.

1.2. DEFINITIONS

1.2.1. County - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:

Purchasing - The Purchasing Department, including its Purchasing Director and staff.

Department/s or Office/s - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.

Designee - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.

1.2.2. Bidder / Contractor / Supplier - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.

Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.

Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.

Supplier - All business/s entities which may provide the subject goods and/or services.

1.2.3. Bid - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.

1.2.4. Response - The written, sealed document submitted according to the Bid instructions.

1.3. BID CLARIFICATION - Questions regarding this Bid should be directed in writing, preferably by fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.

1.3.1. Bidder Responsibility - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.

1.3.2. Bid Amendment - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.

1.4. AWARD - Award will be made to the Bidder/s whose offer/s provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

1.5. CONTRACT EXECUTION - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

1.5.1. Precedence - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
2) the provisions of the Bid;

- 3) the provisions of the Bidder's Response.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** - One (1) New 8 foot stainless steel, gas powered spreader with controls and One (1) New 8.5 foot snow plow with controller and mounting system with manufacturer's standard equipment and features specified below. Installation of above items as described.
- 2.2. **MINIMUM TECHNICAL SPECIFICATIONS**
- Material Spreader:**
- 2.2.1. **General:** Self-contained utility spreader for mounting on a 2011 model Chevrolet 3500 4WD. Material being spread shall be capable of being metered for accuracy and economy of spread. Cab controls will be neatly installed within easy reach of the operator. Unit shall be fully installed and tested by vendor. Wiring for the spreader shall be installed as to not impede any other system on the vehicle. Any wires that are run outside the cab shall be protected with a weather/chemical resistant jacket. Any wiring connections shall be made with weatherproof connectors. Fuse links or breakers shall be mounted or secured for easy visibility and maintainability by a mechanic.
- 2.2.2. **Spreader Body:** Size shall be 8' in length. All continuous welded 304 unpainted stainless steel sides and ends with channel formed top edge. Overall height shall be 31-1/4" and inside width of 54". Body shall have a single lift point on cross channel support. Feed gate shall be 4" x 8" opening, lever operated with side mounted ruler for accurate control of material. Unit shall have a minimum of two (2) side supports per side and long sills with top edge formed down to protect conveyor side chain or auger. Heavy-duty floor with front and rear rollover lips and bottom cross supports. Unit shall be equipped with an inverted vee to reduce load down pressure on conveyor chain and hold-down kit with four (4) chains and binders. Unit shall be equipped with heavy-duty top grate screen a minimum of 3/8" rod x 3/8" with an angle iron frame.
- 2.2.3. **Spreader Conveyor:** All steel, riveted, 14" wide pintle chain with 1/4" x 3/4" cross bars spaced on 5" centers. Chain tensile strength shall be a minimum of 11,000 lbs. per strand. Unit shall have a 20:1 high tensile cast iron housing gear case with aluminum bronze gear and hardened ground steel worm drive with a 1" minimum input shaft and 1-1/8" minimum output shaft. Unit shall have self-cleaning 6 tooth cast iron sprockets with special support collars for longer chain and sprocket life. Sprockets shall be keyed to the 1-1/8" drive shaft. A 1" minimum idler shaft shall be counter-bored.
- 2.2.4. **Spreader Payload Capacity:** Shall be a minimum of 1.7 cu. yd.
- 2.2.5. **Spreader Spinner Chute Assembly:** Shall be equipped with an **extended** enclosed spinner chute with two (2) slide rod adjustable internal deflectors. Spinner shall be driven by a minimum of #40 nickel plated chain to drive a 3/4" minimum diameter spinner shaft supported by two (2) pillow block bearings. Spinner disc shall be 12" diameter urethane with four (4) molded fins. Shall be equipped with four (4) rod and clip pin adjustable external deflectors for complete control of spread pattern. All hinges shall be stainless steel for extended life. Spreader shall be capable of spreading a width of 4' to 32'.
- 2.2.6. **Spreader Power/Control System:** Shall be equipped an 11 HP Honda engine with in-cab start/stop, throttle control, conveyor stop/start controls and optional tach/hour meter displays. Spreader controls shall have a weather/chemical proof quick connection on the rear bumper in order to remove the spreader when not needed. In-cab controls shall operate all functions of the spreader. Cable controls are not acceptable.
- 2.2.7. **Paint:** All non-stainless steel parts shall be painted with a durable, heat cured enamel paint.
- 2.2.8. **Snow Plow:**
- 2.2.9. **General:** All steel utility snowplows for mounting on a 2011 Chevrolet 3500 Truck. Units shall include full installation; mounting and testing of unit by vendor.
- 2.2.10. **Type / Size:** Unit shall be utility pro-type snowplow with quick attaching / detaching system; 8' 6" with plowing width of 7' 4" minimum, 28" moldboard maximum height formed of 11 gauge steel with a minimum of 7 vertical support ribs, 4 heavy-duty trip springs with shock absorber to soften trip action, cast iron shoes, blade guides with replaceable plow markers,
- 2.2.11. **Plow Mounting System:** Shall be of the UltraMount System design for easy attaching / detaching

with a rotating pivot bar that allows the drive in points to remain level even when the blade is on uneven terrain. Blade shall be capable of pivoting when plowing. The two (2) receiver brackets shall be easily removed for maximum off-season ground clearance.

- 2.2.12 **Plow Control System:** Plow shall be operated by an electric over hydraulic control system. Cab controls shall be mounted in an area easily accessible by the operator and be of the joystick style. Control box shall include control of all functions of the plow (right, left, up, down). All wiring shall be weather-proof and neatly installed. All penetrations through the firewall shall be sealed.
- 2.2.13. Rubber snow deflector and low-profile, dual beam halogen headlamps with combination park/turn signal lights that conform to federal safety standards. Vehicle light switch shall activate plow lights. **No separate in-cab switch acceptable.**
- 2.2.14. **Manuals:** Operator's manual, parts book and service/repair manual shall be furnished with each item upon delivery. Manuals may be in the form of CD's or DVD's.
- 2.2.15. **Calibration:** Installer will work with County staff and show proper spreader calibration procedures.
- 2.2.16. **Warranty:** Manufacturer's standard warranty, One year on builder installation.
- 2.3. **Designee** – Boone County Public Works
- 2.4. **Contact** – Tyson Boldan, Boone County Purchasing Department, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone: 573-886-4392 Facsimile: 573-886-4390
- 2.5. **Delivery:** Units shall be delivered with Bill of Sale and Manufacturer's Statement of Origin.
- 2.5.1. **Delivery Terms:** FOB- Destination. Boone County Public Works Department, Maintenance Operations, 5551 Highway 63 South, Columbia, MO 65201
- 2.6. **ADDITIONAL TERMS AND CONDITIONS:**
- 2.6.1. Equipment shall be properly serviced, including grease and oil to the proper levels.
- 2.6.2. Vendor to include product literature for each proposed piece of equipment.
- 2.6.3. Bid evaluation will be based on quality, reliability, delivery time ARO, and cost. Quality and reliability may be determined by using information contained in product reviews from established publications and demonstration of machine. Availability of parts, speed of service, and location of service/warranty work will weigh into consideration of award.
- 2.7. **Optional Spreader Specifications**
- 2.7.1. **Dimensions:** Empty weight – 780 lbs.; Overall length – 105.5"; Overall Height – 39"; Floor length: 84"; Floor Width – 44"; Hopper Length – 96"
- 2.7.2. **Operational:** Capacity – 2.0 cu.yd.; Capacity weight – 4,320 lbs.; Spreading width – up to 40'; Spreading material – 50/50 salt/sand mix, 100% coarse sand, and 100% bulk salt (with added interior baffle inside hopper)
- 2.7.3. **Electrical:** Speed Control – Digital, self diagnosing dual variable speed controllers with auto reverse. Wiring Harness – Completely loomed automotive style, non-combustible with molded plugs with spare circuit.
- 2.7.4. **Construction:** Frame – powder coated steel; Hopper – one-piece LLDPE safety yellow poly with integral vertical rib construction; Motors – Dual, 12-volt DC sealed direct-drive motors in weather resistant closures; Spinner Drive assembly – Compact, independent weather-resistant motor transmission (spinner assembly is modular for quick connect). Spinner – 12" heavy duty urethane spinner with integral hub assembly; Auger Drive assembly – Heavy duty solid steel construction with maximum-torque motor transmission drive; Auger – 5" heavy duty variable pitch steel flighting; Mounting – positive locking mount with bolt-down kit and ratchet-strap assist; Top Screen – Hinged heavy duty steel rod construction with grid pattern.
- 2.7.5. **Standard Equipment:** Cover – fitted tarp; Vibrator – standard heavy duty 12 V-DC; Inverted V auger cover (to maximize material flow); Brake light, Work Light.

Department**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.

Department

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

Unit Price

4.7.1.	New Gas Powered 8' Spreader	\$ _____
	New Quick Attach 8.5' Plow	\$ _____
4.8.	Total Cash Discount From List Price	\$ _____ net
4.9.	GRAND TOTAL (Sum 4.7.1.)	\$ _____
4.9.1	Optional Spreader Price:	\$ _____

4.10. 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

4.11. Delivery ARO: _____
 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.

Authorized Representative (Sign By Hand):

4.12. _____ Date: _____
 Print Name and Title of Authorized Representative

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

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

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

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

CERTIFICATION OF INDIVIDUAL BIDDER

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

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

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

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

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date
Signature

Social Security Number
or Other Federal I.D. Number
Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

(Please complete and return with Contract)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Name and Title of Authorized Representative

Signature

Date



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

Standard Terms and Conditions

Tyson Boldan, Buyer
Phone: (573) 886-4391 – 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 Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or **e-mail** will be accepted. **U.S. mail only.**
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

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

15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

“No Bid” Response Form

Tyson Boldan, Buyer
(573) 886-4392 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

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

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

Bid: 11-04APR11 – Small Plow and Spreader

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

