



Request for Bid (RFB)

Boone County Purchasing
613 E. Ash Street, Room 113
Columbia, MO 65201

Robert Wilson, Buyer
(573) 886-4393 – Fax: (573) 886-4390
Email: rwilson@boonecountymo.org

Bid Data

Bid Number: **31-03JUL18**
Commodity Title: **2018 Ride-on Sweeper**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Tuesday, July 03, 2018**
Time: **2:00 P.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Annex Building
613 E. Ash Street, Room 109
Columbia, MO 65201**

Directions: The Purchasing office is located on the Northwest corner at 7th Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Tuesday, July 03, 2018**
Time: **2:00 P.M. (Bids received after this time will be returned unopened)**
Location / Address: **Boone County Annex Building
613 E. Ash Street, Room 109
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Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response 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. A "Request for Bid" is used when the need is well defined. A "Request 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, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of forty-eight (48) hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: www.showmeboone.com
 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. The 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.

- 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** - New, year 2017/18 Model Self Propelled Road Sweeper with manufacturer's standard equipment and features specified below.
- 2.2. **ACCEPTABLE MODELS** – Superior Broom DT80J; Broce Broom RJT 350; Or pre-approved equal.
 - 2.2.1. **Quantity** – 1 each (Note: Vendor will be bidding on one (1) machine.)
- 2.3. **MINIMUM TECHNICAL SPECIFICATIONS**
 - 2.3.1. **Operating Weight:** A minimum of 4,500 lb. and heaviest configuration shall not exceed 6,000 lbs. Including ROPS/FOPS enclosed cab.
 - 2.3.2. **Engine:** Rear mounted for better visibility. Minimum 276 cubic inch (4.5 liter), 74 HP diesel at 2400/2500 RPM. Diesel engine to be equipped with replaceable wet-type forged steel cylinder liners and forged dynamically balanced crankshaft constructed of heat-treated high carbon steel. Air cleaner to be dual element dry-type with pre-cleaner at cab height, 12-volt system, 95 amp. And 950 CCA battery. Alternator, ignition key start and variable speed governor. Fuel tank to be 27 gallons minimum and have interior rust-inhibiting coating. Engine shall be completely covered with hinged, solid metal, lockable cover.
 - 2.3.3. **Transmission:** Shall be fully hydrostatic, with speeds infinitely variable to 34 - 35 MPH. A 10-micron suction filter will provide oil to the hydrostatic pump. Hydrostatic transmission shall be a closed loop, variable speed direct engine pump, with a fixed displacement motor coupled with a two-speed manual transmission, to provide gradeability up to 45 degrees and neutral position for towing. Closed loop cooling is enhanced by a hot oil shuttle built into the motor and the case drain in the hydrostatic pump, returned to the tank through the oil cooler. Foot control shall be used for forward and reverse, as well as dynamic braking. Hydrostatic control to be spring loaded to return to positive neutral position when foot is removed. This prevents inadvertent movement when sitting stationary, with the engine running.
 - 2.3.4. **Instruments:** All gauges to be assembled on a common dash with easy visibility from operator's seat. To include hour meter, tachometer, oil, water temperature, and fuel gauge. Traffic horn with horn button inside steering wheel and reverse alarm, with a minimum of 87 decibels.
 - 2.3.5. **Frame and Cab:** All material shall be solid weld, heavy structural steel, minimum 6" channel front and rear bumpers. Certified OSHA approved rollover protection structure (ROPS) and Cab with heavy duty tinted safety glass, right and left full view doors, door locks, windshield wiper, padded insulation, floor mat, heater and defroster fan, windshield washer, west coast mirrors. Alternates include air conditioning. Air conditioning shall consist of a pressurized system with condenser mounted in the rear with the radiator and oil cooler condenser. Blower fan shall be of sufficient CFM to adequately cool the cab.
 - 2.3.6. **Steering:** Shall be open center orbital type power steering unit, with power beyond and dead steering capabilities.
 - 2.3.7. **Tires:** P225/75R16 radials on 6 bolt steel automotive grade wheels. All wheels must interchange front and rear.
 - 2.3.8. **Brakes:** Rear brake shall be self-adjusting hydraulic with dual master cylinder for backup safety. A mechanical type parking brake with indicator light shall be furnished. Brakes shall be disc type.
 - 2.3.9. **Towing:** Machine can be towed, with no disassembly of any part. To be towed for unlimited time for speeds up to 45 MPH, when equipped for a surge brake and dual master cylinder. Hydraulic lockouts which limit towing distance or speed are **not** acceptable.

- 2.3.10. **Brush Core:** Shall be steel constructed for use with minimum 32” diameter wafer type brush segments. Shall be 10” diameter by 8’ in length with capacity for 7’-6” of polypropylene wafers. Brush to be powered by hydraulic motor independent of travel speed, with direct drive motor located inside the brush core. A heavy-duty shock absorber to be utilized on core support frame to maintain core balance. Full length rubber shield shall be provided to deflect flying debris from damaging other parts of the sweeper. Brush assembly shall have a wrap-around type, metal shield the length of the brush core and covering 140 degrees at a minimum. Brush shall be outfitted with electronic variable speed brush control for varied speeds in different applications.
- 2.3.11. **Sweeping Angle:** Unit shall be capable of sweeping 45 degrees left to 45 degrees right.
- 2.3.12. **Brush Mounting:** Brush shall be mounted in such a manner that it is “pulled” permitting it to “float” through a range of at least 12” to follow the contour of the pavement plus the ability to be locked in any position, for extra heavy sweeping.
- 2.3.13. **Lighting Systems:** Machine shall include two headlamps, stop, tail and turn signals with controller and flasher (including 4-way flashers). Optional equipment shall include 4 led strobes – two visible from the front and two from the rear with separate switch mounted in the cab.
- 2.3.14. **Overall Operating Specification/Dimensions:** Minimum wheelbase of 133 in. Unit shall have a maximum overall transport length of 172”.
- 2.3.15. **Manuals/Videos:** Operator’s manual, safety and operation video, parts book(s) and service/repair manual(s) shall be furnished with each machine upon delivery. Manual(s) may be in the form of CD’s or DVD’s.
- 2.4. **Equipment Training:** The successful vendor agrees to provide an appropriate on-site machine operation and preventative maintenance training program for a maximum of two (2) county operators and two (2) county equipment technicians in sufficient scope as to assure efficient and economical performances and maintenance of the equipment as purchased.
- 2.5. **Vendor Service/Repair Facilities:** Because the maintenance and repair of this type equipment is complex and due to the critical nature of our operation, repair parts and service must be adequately and readily available. The vendor shall certify that he/she maintains an adequate stock of repair parts and service items within the area and employs qualified service and repair technicians within the area, available within 12 hours. The vendor should state in the returned bid response the location of the service and repair facility, parts depot, and credentials of the service and repair person(s).
- 2.6. **Demonstration:** Prior to awarding the bid, vendor(s) may be requested to demonstrate equipment on-site at the Boone County Public Works Department to determine the most feasible and suitable machine for the operation. Evaluation will be based upon engine power and performance, fuel consumption, broom performance, operator cab configuration, comfort, conveniences, operator visibility 360 degrees, and ease of maintenance and repair, as well as, scheduled preventative maintenance costs.
- 2.7. **Deviation(s):** Any deviation(s) to the above specification(s) shall be listed on a separate sheet(s) of paper and attached to the response form stating section number, component(s) with deviation(s) and a clearly defined explanation for deviation(s).
- 2.8. **Warranty:** A full machine, 1 year / unlimited hour warranty shall be applied to the machine.
- 2.9. **Designee** – Boone County Road & Bridge
- 2.9.1. **Contact** – Robert Wilson, Boone County Purchasing Department 613 E. Ash St., Room 113, Columbia, MO 65201. Telephone: 573-886-4393 Fax: 573-886-4390
Email: rwilson@boonecountymo.org

- 2.10. **Delivery:** Units shall be delivered with Bill of Sale and Manufacturer's Statement of Origin.
- 2.10.1. **Delivery Terms:** FOB Boone County Road & Bridge Department, 5551 Tom Bass Road, Columbia, MO 65201
- 2.11. **SPECIAL CONDITIONS AND REQUIREMENTS**
 - 2.11.1. Equipment shall be properly serviced, including grease and oil to the proper levels.
 - 2.11.2. Vendor to include product literature for each proposed piece of equipment.
 - 2.11.3. 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.
- 2.12. **Bid Clarification** - Any questions or clarifications concerning bid documents should be addressed to Robert Wilson, Buyer, 613 E. Ash Street, Room 113, Columbia, Missouri 65201. Telephone (573) 886-4393 Fax (573) 886-4390, E-mail: rwilson@boonecountymo.org.
- 2.13. **County Authorized Representative** – Boone County Road & Bridge Department, Greg Edington, Director, Public Works, 5551 Tom Bass Rd., Columbia, Missouri 65201.
- 2.14. The County of Boone reserves the right to accept or reject any and all bids in the best interest of the County.
- 2.15. **Pricing:** Firm bids are desired. Bids which are not subject to any form of escalation may receive favorable consideration during the evaluation of bids. Any bid which is subject to an open or unlimited escalator clause may be rejected. The County reserves the right to consider any bid which may be offered subject to an escalator clause which is based on a nationally recognized index which permits both upward and downward escalation.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your 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" or "No Bid". 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. We are not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** – Submit to the location specified on the title page **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
 - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 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** – 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** – 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** - Our 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** – 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 our use. County also reserves the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified.
 - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
 - 3.5.4. **Endurance of Pricing** – Bidders' 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. Email: _____

4.6. Federal Tax ID: _____

4.6.1. Corporation

Partnership - Name _____

Individual/Proprietorship - Individual Name _____

Other (Specify) _____

4.7. PRICING				
	ITEM	MODEL	QTY	UNIT PRICE
4.7.1.	Ride-On Sweeper		1	\$
4.7.2.	Option	Air Conditioning (2.3.5.)	1	\$
4.7.3.	Grand Total			\$

4.8. Describe any warranty restrictions:

4.9. **Delivery (ARO):** _____

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 the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Today's Date: _____

Authorized Representative (Sign by Hand):

Type or Print Signed Name:

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

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. 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.
3. 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.
4. 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. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. 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.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. 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.
9. 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.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. 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.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. 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.
14. 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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. 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.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. Equipment and serial and model numbers - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

“No Bid” Response Form

Robert Wilson, Buyer
(573) 886-4393 – Fax: (573) 886-4390
Email: rwilson@boonecountymo.org

“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 email, 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: 31-03JUL18- 2018 Ride-on Sweeper

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

