



CLAY COUNTY
 PURCHASING DEPARTMENT
 1 COURTHOUSE SQUARE
 LIBERTY, MO 64068
 PH 816-407-3630

INVITATION FOR BID No. 14-14

Clay County will accept separate sealed bids from qualified Vendors interested in providing the following:
Communications Tower Compound

There is a pre bid meeting on June 16, 2014 at 9:30 am. We will meet at the Clay County Highway Department located at 16616 NE 116th Street Kearney, MO 64060. For directions call 816-407-3300.

**Bids must be received by and will be opened at 2:00 pm local time on
 JUNE 30, 2014**

**Please mark your envelope "SEALED BID 14-14, Communications Tower Compound"
 Return one unbound (1) original, marked original and three unbound (3) copies to:**

Clay County, Purchasing Department
 Attention: Ethel Kitchell, Procurement Officer
 1 Courthouse Square
 Liberty, MO 64068
ekitchell@claycountymo.gov

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no bid." Please type or print the information below. **Bidder is REQUIRED to complete, sign and return this form with their submittal of bid.**

_____		_____	
Company Name		Authorized Person (Print)	
_____		_____	
Address		Signature	
_____		_____	
City/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID #
_____		_____	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

If submitting a "no bid" please provide a brief explanation below for the reason why and return this page:

BIDDER'S INITIALS _____

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Clay County will accept separate sealed bids from qualified Vendors for a Communications Tower Compound. Bids must be received by and will be opened at 2:00 PM Local Time, on June 30, 2014, at the Clay County Administration Building, Purchasing Department, 1 Courthouse Square, Liberty, MO 64068.

Bidding documents and any addendums are available by accessing the County's web site at www.claycountymo.gov, the County's e-procurement system, Onvia-DemandStar at www.demandstar.com or by contacting the Purchasing Department at 816-407-3630. The County reserves the right to reject any and all bids, to waive technical defects in bids, and to select the bid(s) deemed most advantageous to the County.

Ethel Kitchell, Procurement Officer

1.0 INSTRUCTIONS TO BIDDERS:

- 1.1** Completing Bid: **ALL BID DOCUMENTS MUST BE SUBMITTED IN FULL (ALL PAGES OF THE BID SHALL BE EITHER SIGNED OR INITIALED) TO BE CONSIDERED RESPONSIVE.** All information must be legible. Any and all corrections and/or erasures must be initialed. Each bid must be signed in ink by an authorized representative of the bidder and required information must be provided. The contents of the bid submitted by the successful bidder of this bid shall include all bid documents and will become a part of any contract award as a result of this solicitation. Bidder shall initial all pages where the document denotes "BIDDER'S INITIALS:____". Any bids not complying with this condition may be considered non-responsive and rejected.
- 1.2** Direct all questions regarding this bid to the Procurement Officer listed on page 1. The County reserves the right to reject any and all bids, to waive technical defects in bids, and to select the bid(s) deemed most advantageous to the County.
- 1.3** The Bidder MUST complete EVERY SPACE in the section marked "OFFEROR'S BID" through the use of either a "YES" to indicate that the item being bid is exactly as specified OR a description to indicate any deviation of item being bid from the specifications.
- 1.4** Bids submitted on separate forms are NOT acceptable unless specified in the bid document. Failure to complete bid forms to the satisfaction of the County Purchasing Agent may result in rejection of your bid.
- 1.5** It is the responsibility of each bidder before submitting a bid to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Requests for clarification must be received no later than June 16, 2014.
- 1.6** Changes to the specifications will not be allowed except by written addendum issued by the Purchasing Department. Oral explanations or instructions given prior to award will not be binding.
- 1.7** Quantities stated herein represent an estimate for the period of time stated. Orders shall be placed for actual requirements as needed.
- 1.8** Bidder shall bid net costs of all goods and services requested and all bids shall include all F.O.B. to destination and inside delivery.
- 1.9** Bids will be publicly opened and read aloud at the time indicated on the Invitation for Bid. The bidders and the public are invited but not required to attend the formal opening of bids. No decisions relating to the award of a contract will be made at the opening.
- 1.10** The County reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the County. The County may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- 1.11** Acceptance of this bid or any part thereof in writing within ninety (90) days after the opening date by the Purchasing Agent of the Clay County shall constitute a legal and binding agreement; wherein, the supplier shall furnish the supplies or material, in accordance with the specifications and offeror's bid on the written order of the Purchasing Agent.
- 1.12** For prompt payment, all invoices must be sent directly to the ordering department:
Highway Department
Attn: Lori Miller 816-407-3305
16616 NE 116th St.
Kearney, MO 64040.
- 1.13** Whenever a material, article, or piece of equipment is identified on the plans or specifications by reference to a manufacturer's or vendor's name, trade name, catalog number, etc., it is intended merely to establish a standard. Any material or article or piece of equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the proposed material, article, or equipment is, in the opinion of the County, of equal substance and function. When the manufacturer is referenced and the words "or approved alternate" do not follow, it shall be deemed that the words "or approved

alternate” shall follow such designations unless the material, article, or piece of equipment is identified as “no substitutes.” The County, in its sole discretion, may reject proposed substitute items. Samples may be required for evaluation prior to award. **PLEASE SUBMIT DESCRIPTIVE LITERATURE WITH ALTERNATE BIDS.**

2.0 SPECIFIC REQUIREMENTS:

2.1 Evaluation Criteria: Award consideration will be based on:

- 2.1.1** Price: Lowest and best price for base products and rates for delivery and or pick-up, as specified, will be considered in evaluating this bid. Optional components may be part of the evaluation.
- 2.1.2** References and Experience: Consideration will be given to the length of time the company has been in operation, providing similar products; past performance history, references, and qualifications of technicians.
- 2.1.3** Inventory Availability for Products: The bidder shall state the availability of inventory and the retail location. The County reserves the right to inspect the bidder's facilities as part of the evaluation for award.

2.2 RENEWAL: NA

- 2.2.1**
- 2.2.2**
- 2.2.3**
- 2.2.4**

2.3 DELIVERY AND BILLING:

- 2.3.1** Ordering Instructions: NA
Upon award, the department(s) will place orders using an order form provided by the County, created from the awarded items and pricing. The order will be faxed and confirmed with the successful bidder by the County. The purchase order number will be referenced on the order form, and **MUST** be referenced on all delivery tickets and invoices.
- 2.3.2** Delivery Instructions: NA
- 2.3.3** Tax Exempt: All or certain items required for this contract are for the constructing, repairing, or remodeling facilities for an exempt entity and qualify for exemption from State and local sales and use taxes under RSMO 144.062.

3.0 SPECIFICATIONS/ SCOPE OF WORK: Clay County, Missouri is soliciting bids from qualified vendors to provide a Communications Tower Compound. Bid shall include lightening rod, waveguide, fall protection/safety kit.

See Specification pages 7,8, 9 and 10

BIDDER'S INITIALS _____

240' SST Clay County, Missouri Highway Department Tower Specifications

Class III Structure - Structure that due to height, use or location represent a high hazard to human life and/or damage to property in the event of failure and/or used primarily for essential communications. Structure used primarily for essential communications such as: civil or national defense; emergency, rescue or disaster operations; military and navigation facilities.

Height (ACL)	Qty	Azimuth	Antenna info	Feedline type	Qty	Notes
100'	1	212.26 Degrees	3' Radiowaves HPD3-18	LDF4-50A & CAT5e	1	M/W Radio ODU mounted to back of dish
120'	1	120 degrees	6' HPX6-59P1A/K	EWP52 Heliac Elliptical Waiveguide	2	6' Andrew M/W Dish
130'	1	120 degrees	6' HPX6-59P1A/K	EWP52 Heliac Elliptical Waiveguide	2	6' Andrew M/W Dish
140'	1	120 degrees	6' HPX6-59P1A/K	EWP52 Heliac Elliptical Waiveguide	2	6' Andrew M/W Dish
150'	12	0, 120 & 240 Degrees	1' x 8' panel (generic), 4 per sector	1 5/8' Coax	12	Generic Wireless Provider Specs
	12		TMA's (generic)	3/8" RET Cable	1	
	9		RRH's (generic)	Fiber Bundles (up to 3/4")	4	
	3		Fiber/DC Distribution Boxes	DC/Power Bundle Cables (up to 7/8")	4	
165'	1	322.00 Degrees	6' Radiowaves HPD6-11	LDF4-50A & CAT5e	1	M/W Radio ODU mounted to back of dish
176'	12	0, 120 & 240 Degrees	1' x 8' panel (generic), 4 per sector	1 5/8' Coax	12	Generic Wireless Provider Specs
			TMA's (generic)	3/8" RET Cable	1	
			RRH's (generic)	Fiber Bundles (up to 3/4")	4	
			Fiber/DC Distribution Boxes	DC/Power Bundle Cables (up to 7/8")	4	
186'	12	0, 120 & 240 Degrees	1' x 8' panel (generic), 4 per sector	1 5/8' Coax	12	Generic Wireless Provider Specs
			TMA's (generic)	3/8" RET Cable	1	
			RRH's (generic)	Fiber Bundles (up to 3/4")	4	
			Fiber/DC Distribution Boxes	DC/Power Bundle Cables (up to 7/8")	4	
195'	1	68.97 Degrees	2' Ubiquiti RD-5G-30	Cat5e	1	Ubiquiti 2' dish will have radome option installed
210	3	0, 120 & 240 Degrees	Ubiquiti AM-V5G-Ti	Cat5e	3	120 Degree sector antenna
220'	1	25.41 Degrees	2' Ubiquiti RD-5G-30	Cat5e	1	Ubiquiti 2' dish will have radome option installed
232'	12	0, 120 & 240 Degrees	1' x 8' panel (generic), 4 per sector	1 5/8' Coax	12	Generic Wireless Provider Specs
			TMA's (generic)	3/8" RET Cable	1	
			RRH's (generic)	Fiber Bundles (up to 3/4")	4	
			Fiber/DC Distribution Boxes	DC/Power Bundle Cables (up to 7/8")	4	
245'	2	120 & 240 Degrees	BPS10-O-B1	AVS7-50	2	RFS Penetrator Antenna; base of antenna @238'
245'	1	0 Degrees		AVS6-50 & AVS5-50	1	RFS Penetrator Antenna; base of antenna @238'
Lightning arrestor with extension tip height to be 255'						

BIDDER'S INITIALS _____

Mounting Hardware

Mounting Elevation	Qty	Description
238	3	3' Sidearm with one (1) tieback kit
220	1	4-1/2" O.D. leg dish mount
210	3	Flush mounts each with one (1) 2-3/8" O.D. pipe
195	1	4-1/2" O.D. leg dish mount
165	1	4-1/2" O.D. leg dish mount with one (1) stiff arm mounting assembly
140	1	4-1/2" O.D. leg dish mount with one (1) stiff arm mounting assembly
130	1	4-1/2" O.D. leg dish mount with one (1) stiff arm mounting assembly
120	1	4-1/2" O.D. leg dish mount with one (1) stiff arm mounting assembly
100	1	4-1/2" O.D. leg dish mount

Materials to be provided include:

Complete tower steel and hardware
 Anchor bolts and templates
 Construction step bolts (see notes)
 Outside climbing ladder
 One (1) waveguide support ladder* (to support fifteen (15) initial lines)
**Stackable hangers to be provided by others*
 Required lighting mounts
 DBI safety cable kit without harness (250')
 One (1) 10' x 3/4" lightning rod copper clad and stiffener
 One (1) 2-7/8" x 5' lightning rod extension
 P.E. certified tower profile and foundation drawings
 Final erection drawings

NOTES:

Classification of Structure:

Class Three

Structures used primarily for essential communications such as: civil or national defense, emergency, rescue or other disaster operations, military and navigation facilities

Exposure Categories:

Exposure C

Open terrain with scattered obstructions having heights generally less than 30 feet. This category includes flat, open country, grasslands and shorelines in hurricane prone regions. **Exposure C is the standard default for exposure categories.**

BIDDER'S INITIALS _____

Topographic Categories:

Category 1

No abrupt changes in general topography, e.g. flat or rolling, no wind speed-up consideration shall be required.

. **Category 1 is the standard default for the topographic categories**

Each bidder shall include a profile drawing of the structure with member sizes; anchor bolt details; descriptive notes; structural calculations; a table of supported antennas, mounts and feedlines; and a foundation sketch and calculations.

Prices shall be based on ANSI/TIA-222-G and Customer provided specifications. Any information not provided by ANSI/TIA-222-G or the Customer has not been considered.

Foundation and anchor bolt designs are based strictly on ANSI/TIA-222-G.

Dimensional information is preliminary only; it may change based on final engineering.

All mounts are to be quoted with support pipes of appropriate length for most applications if not otherwise specified.

All T-Boom sector mounts quoted shall be at default azimuths of 120° apart if not otherwise specified.

Cable type safety climbing device is to be provided.

Lighting is to be provided by others.

All antennas, transmission lines, jumpers, ground kits, hangers, and hardware are to be provided and installed by others.

All tower materials will be hot dip galvanized as outlined in ASTM A-123.

Construction step bolts should be quoted to the 100' elevation on all three legs for safety and ease of construction. Step bolts should not be used for climbing without the use of a safety climbing device or fall protection equipment.

BIDDER'S INITIALS _____

SHELTER SPECIFICATIONS

Enclosure Dimensions:	12'W (OD) x 24'L (OD) x 9'H (ID)
Exterior Finish/Structure:	Concrete – Exposed Aggregate Shelter wall loads must be designed for a maximum of 1.5 klf
Entry:	3670 Door Aluminum Threshold and Weather-stripping Simplex Lock Set Pick Guard Hydraulic Closer with 'hold' feature Door Hood Door 'hold open' hook
Electrical System:	Service Configuration: 60 Hertz, 120/240 volt, 1 Ø Current: 400 amp Standby: DC power/battery (include specs) Generator – install only – LP Fuel Weatherproof housing (exterior) Include ice bridge – Commscope model EWB-K210-B Waveguide Bridge Kit
Distribution Equipment:	Load Center with main breaker Automatic transfer switch by generator manufacturer
Lighting:	4 ea 4' 2-lamp interior lights HPS Exterior light Motion detector Photocell Interior light timer Battery backup emergency light
Surge Arrestor:	Transient voltage surge suppressor
Alarms:	High temp Intrusion Smoke Detector – propane gas
Grounding:	#2 stranded green halo 1 ea 4" x 24" x 1/4" ground bar Ground cable ladder at walls
HVAC (Wall Mount Standard):	Redundant 2 ea 4 ton Battery vent
Cable Ladder/Tray:	32' x 24" aluminum cable tray
Hardware – Wave Guide Entry:	12 port, 4" microflex
Miscellaneous:	First aid kit Telcoboard
Documentation:	Standard Manual Suggested Foundation Plan Site Assembly Drawings 3 sets Stamped P.E. Drawings

Notes:

Interior and exterior grounding system, etc. to comply with **Motorola R56 standard**.
Cable tray layout and electrical connections for equipment – TBD

4.0 PRICING

ITEM		DESCRIPTION	
4.1	Option 1	Tower only (includes materials specified and delivery)	\$
4.2	Option 2	Shelter only (includes materials specified and delivery)	\$
4.3	Option 3	Tower and Shelter (includes materials specified and delivery)	\$
4.4	Option 4	Installation of concrete pads, grounding, tower and shelter (includes installation of concrete pads and grounding for tower and shelter and erection of tower and shelter)	\$
4.5	Option 5	Installation of grounding, tower and shelter Clay County to install concrete pads only(Includes installation of grounding for tower and shelter and erection of tower and shelter)	\$

Calendar Days after notice to proceed to begin work _____

BIDDER'S INITIALS _____

5.0 BID PAGE

Bidder must complete the following section in its entirety, and sign and date where indicated. This agreement shall take effect upon the approval of the County Commission or designated representative.

- A. ACCEPTANCE OF BID BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.
- B. County standard payment terms are Net 30 after receipt of invoice
State any discounts offered: _____
- C. Response time/calendar days to start project after notice to proceed: _____
- D. Submittals - The following must be submitted with bid:
 - 1. References and experience
 - 2. Key personnel
 - 3. Return all parts of this complete bid document (bidders to keep copy of bid submitted)
- E. Total Price: Price to be FOB destination, Clay County, Missouri
- F. Registered With DemandStar? Yes No

COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:

- 1) This section is optional, it will not affect bid award. If the County awarded you the proposed contract, would you sell under the prices and terms of this Contract to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).
YES _____ NO _____ INITIALS: _____
- 2) Sales will be made in accordance with the prices, terms, and conditions of the Invitation for Bid and any subsequent term contract.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the bid or contract unless they are specifically named in the Invitation for Bid as a joint bidder.
- 4) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration will be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Agent is responsible to handle the solicitation and award the contract. The Purchasing Agent has sole authority to modify the contract and handle disputes regarding the substance of the contract. The Purchasing Agent is the Buyer of Record, Clay County, Missouri.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

WEBSITE INFORMATION

- 1) Does your company have a website? YES _____ NO _____
- 2) If yes please provide the website address:
www. _____
- 3) Can product(s) be ordered from that website? YES _____ NO _____
- 4) Can we receive the pricing you have quoted us, when ordering from the website? YES ___ NO ___

BIDDER'S INITIALS _____

GENERAL DEFINITIONS

- (a) **"County"** shall refer to:
Clay County, Missouri, Who are the authorized representatives of the property, and their authorized representatives.
- (b) **"Vendor"** shall refer to the corporation, company, partnership, firm, or individual, named and designated in the contract agreement and who has entered into this contract for the performance of the work covered thereby, and its, or their duly authorized agents or other legal representatives.
- (c) The **"Specifications"** include Instruction to Bidders, the Terms and Conditions of Purchase, the Definitions and the technical specifications of the work.
- (d) A **"Sub-Contractor"** is a person, firm or corporation supplying labor or materials, or only labor for work at the site of the project for, and under separate contract or agreement with the contractor.
- (e) The term **"Sample"** as used herein includes natural materials, fabricated items, equipment, devices, appliances or parts thereof as called for in the specifications and any other samples as may be required by the County to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials, etc., proposed by the Contractor conform to the requirements of the contract documents.
Samples approved by the County shall establish the kind, quality, and other required characteristics, and all work shall be in accordance with the approved samples. Samples, when requested, shall be supplied at no cost to the County.
- (f) The term **"Estimated"** represents quantities estimated for the period of time stated. Purchase orders shall be placed for actual requirements as needed.
- (g) The term **"Minimum"** means the County will order this quantity of supplies during the period of this contract at the price bid.
- (h) The term **"Maximum"** means the County may order this quantity of supplies during the period of this contract and the bidder should be prepared to supply same at the price bid.

GENERAL TERMS & CONDITIONS

1. PREPARATION OF BIDS:

- (a) Completing Bid: **ALL BID DOCUMENTS MUST BE SUBMITTED IN FULL (ALL PAGES OF THE BID SHALL BE EITHER SIGNED OR INITIALED) TO BE CONSIDERED RESPONSIVE.** All information must be legible. Any and all corrections and/or erasures must be initialed. Each bid must be signed in ink by an authorized representative of the bidder and required information must be provided. The contents of the bid submitted by the successful bidder of this bid shall include **all** bid documents and will become a part of any contract award as a result of this solicitation. Bidder shall initial all pages where the document denotes "BIDDER'S INITIALS:_____". Any bids not complying with this condition may be considered non-responsive and rejected.
- (b) Bidders are expected to examine the drawing, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk.
- (c) Each bidder shall furnish the information required by the invitation. The bidder shall sign the invitation and print or type name on each bid sheet thereof on which bidder makes an entry. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of authority unless such evidence has been previously furnished to the Purchasing Department.
- (d) Unit price for each unit bid shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the total column for each item bid. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- (e) Alternate bids for supplies or services other than those specified will not be considered unless authorized by the invitation.
- (f) Bidder must state a definite time for delivery of supplies or services unless otherwise specified in the invitation.
- (g) Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.
- (h) If the item has a trade name, brand and/or catalog number, such must be stated in the bid.
- (i) Prices are to be firm and final.
- (j) In submitting bids, Vendor agrees that Clay County shall have 90 days in which to accept or reject any of the bids submitted unless otherwise specified on the bid page.
- (k) Specification sheets **MUST** be returned with bids with the page initialed by authorized agent.
- (l) One (1) original clearly marked "**Original**", and three (3) copies, clearly marked "**Copy**", must be submitted. The completed response should be sealed in an envelope or box for delivery to the Office of the Clay County Purchasing Agent. "Copy" documents must be identical to Original Response submitted. Clay County will not be held responsible for pricing sheets or materials left out of "Copy" or "Original" submittals. Further, responses announced at the Public Opening will be read from the Original" document.
- (m) Vendors are responsible for including all pertinent product data in the returned bid response package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid response package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the vendor wishes to include as a condition of the bid response, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid response.

2. **EXPLANATION TO BIDDERS:**
Any explanation desired by a bidder regarding the meaning or interpretation of the invitation, drawing, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. Oral explanation or instruction given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders.
3. **ACKNOWLEDGMENT OF ADDENDUM TO INVITATIONS:**
Receipt of an addendum to an invitation by a bidder must be acknowledged (a) by signing and returning the addendum with bid response.
4. **SUBMISSION OF BIDS:**
(a) Bids and modification thereof shall be enclosed in sealed envelopes and addressed to Clay County, Purchasing Department, 1 Courthouse Square, Missouri 64068. The bidder shall show the hour and date specified in the invitation for receipt, the invitation number, and the name and address of the bidder on the face of the envelope.
(b) Electronic or faxed bids will not be considered unless authorized by the invitation.
(c) Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the County, at no expense to the County. If not consumed by testing, samples will be returned at bidders request and expense, unless otherwise specified by the invitation.
(d) Bids will be publicly opened and read aloud as stipulated in the "Invitation To Bid".
(e) Submission of a bid constitutes an assignment by you of any and all anti-trust claims that you may have under the Federal and/or State laws resulting from this Contract.
5. **FAILURE TO SUBMIT BID:**
If no bid response is submitted, do not return the invitation unless otherwise specified. A letter or postcard should be sent to the issuing office advising whether future invitations for the type of supplies or services covered by this invitation are desired. Failure of the recipient to bid or to notify the issuing office that future invitations are desired may result in removal of the name of such recipient from the mailing list for the type of equipment/service/materials covered by the invitation.
6. **MODIFICATION OR WITHDRAWAL OF BIDS:**
Bids may be modified or withdrawn, by written or electronic notice received, prior to the exact hour and date specified for receipt of bids, provided the County is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the bid receipt deadline. The electronic communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the County until the sealed bid is opened. A bid also may be withdrawn in person by a bidder or an authorized representative provided proof of identity is made known and he signs a receipt for the invitation, but only if the withdrawal is made prior to the exact hour and date set for receipt of bids. Telephone requests to withdraw a bid will be considered only if confirmed by letter or telegram.
7. **LATE BIDS AND MODIFICATIONS:**
It is the responsibility of the bidder to deliver their bid or bid modifications on or before the date and time of the bid receipt deadline. Bids will NOT be accepted after the date and time of opening under any circumstances.
8. **ALTERNATE BIDS:**
Bidders must submit complete specifications on all alternate bids. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.

9. **EVALUATION OF BIDS:**

1. The evaluation of bids will include consideration of prior experience, financial statements, if requested, sub-contractors, suppliers, and manufacturers to be used in the work and manufacturers' data on the materials and equipment to be incorporated. Time of completion or delivery will also be a factor in the award.
2. "Or Approved Equal" Clause.
Whenever a material, article, or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vender's names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and, any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the County, of equal substance and function. Substitute items may be rejected at the discretion of Clay County.
3. Whenever the name of a manufacturer is mentioned on the face hereof and the words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designations unless the face hereof specifies "no substitutes". The County may assume that items bid are equal or it may request samples and proof thereof unless approved before shipment. County reserves the rights to return, at bidder's expense, all items that are not acceptable as equals, said items to be replaced by bidder with satisfactory items at the original price.
4. By virtue of statutory authority, the Purchasing Agent shall give preference to all commodities manufactured, mined, produced, or grown within the State of Missouri, and to all firms, corporations or individuals, when quality is equal or better and the delivered price is the same or less. Similar preference will be given to Clay County products and supplies.

10. **QUALIFICATIONS OF BIDDERS:**

The County may make such investigations as are deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

11. **AWARD:**

The right is reserved, as the interest of the County may require, to reject any or all bids and to waive any minor informality or irregularity in bids received. The County may accept any item or group of items of any bid unless qualified by specific limitation of the bidder. **UNLESS OTHERWISE PROVIDED IN THE SCHEDULE, BIDS MAY BE SUBMITTED FOR ANY QUANTITIES LESS THAN THOSE SPECIFIED; AND THE COUNTY RESERVES THE RIGHT TO MAKE AN AWARD ON ANY ITEM FOR A QUANTITY LESS THAN THE QUANTITY BID UPON AT THE UNIT PRICE OFFERED UNLESS THE BIDDER SPECIFIED OTHERWISE IN BID.** The Contract shall be awarded to that responsible and responsive bidder whose bid, conforming to the Invitation for Bids, will be most advantageous (lowest price and best value) to the County, price and other factors considered. An award mailed (or otherwise furnished) to the successful bidder within the time for acceptance specified in the bid, results in a binding contract without further action by either party.

12. **NOTICE OF AWARD:**

After considering the basis of award and evaluation of bids, County will within ninety (90) days after the date of opening bids, notify the successful bidder of acceptance of bid.

13. **AWARD OF CONTRACT:**

(a) **BASIS OF AWARD**

1. Only firm bids will be considered.
2. Bidders may be requested to submit financial statements subsequent to the bid opening. Such statements shall be submitted to County within three (3) days after being so requested.
3. The award of the Contract, if it is awarded, will be to the lowest responsible and responsive bidder whose qualifications indicate the award will be in the best interest of the County and whose bid complies with all prescribed requirements.
4. County reserves the right to reject any and all bids, and waive any and all informalities, and the right to disregard all non-conforming or conditional bids or counter-bid responses.

14. **CONTRACT TERMS:**
The performance of this contract shall be governed solely by the terms and conditions as set forth in this contract and any specifications or bid documents notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished by the Seller at any time and the acceptance by the County of any terms or conditions contained in such document which is inconsistent with the terms and conditions set forth in the contract. Any different or additional terms other than those herein contained in Seller's acceptance are hereby objected to.
15. **CONTRACT DURATION and ADDITIONAL SERVICES/PRODUCTS:**
This contract shall be in effect from the date of County Commission approval for a period of one year
16. **EXECUTION OF CONTRACT:**
The successful Vendor ("Contractor") shall, if its Response is accepted, execute a contract, or accept a purchase order, with the County within ten (10) days after receipt of such acceptance or within such longer period as may be permitted by the County. The purchase order or contract shall be in a form prescribed by or acceptable to the County and shall incorporate the terms of this Bid, any amendment(s) to this Bid, and the terms of the Contractor's written Bid Response that are consistent with and do not add to this Bid (the foregoing are hereafter collectively referred to as the "Contract").
17. **EXECUTION OF CONTRACT:**
Depending on the type of service provided, one of the following three (3) methods may be employed.
- (a) The Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- (b) The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- (c) (3) copies of the Contract.
1. County will furnish (1) copy of the Bid Documents to the successful Bidder who shall prepare (3) counterpart copies, each containing an exact copy of the Bid Form as submitted, required insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of Awardees signature.
2. The prepared counterpart copies shall be delivered to County within ten days after the date of Notice of Award.
3. County will sign the Agreement, insert the date of awardees signature at the beginning of the Agreement, and return one copy to Contractor after receiving the counterpart copies.
18. **INTERPRETATION OF CONTRACT AND ASSIGNMENTS:**
This contract shall be construed according to all applicable laws of the State of Missouri, Federal Government, and County of Clay including all applicable statutes, resolutions and ordinances. This contract, or any rights, obligations, or duties hereunder may not be assigned by Seller without County's written consent and any attempted assignment without such consent shall be void.
19. **NON-EXCLUSIVE SERVICES AGREEMENT:** The parties agree that no terms of the above-attached Agreement and/or Contract and the Attached Exhibits shall be deemed to create an exclusive services agreement and/or contract. Clay County retains the discretionary right to elect to bid or negotiate with other contractors for any project or services.
20. **CONTRACT LANGUAGE** The language of this Contract reflects negotiations between Contractor and County, each of whom have had the opportunity to modify the text. In the event of litigation or other dispute concerning the language of this Contract, general rules construing ambiguities against the drafter shall not apply. It is agreed that if more than one copy of this document may be executed and that the original filed with the Clay County Clerk shall pursuant to §432.080 R.S.MO be deemed to be the controlling original.
21. **NOTICE AND SERVICE THEREOF:**
Any notice to any Contractor from the County relative to any part of this contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular

mail, to the said Contractor's last given address or delivered in person to said Contractor or authorized representative on the work.

22. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED:**

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such insertion or correction.

23. **SUB-CONTRACTS:**

- (a) The Contractor shall not execute an agreement with any sub-contractor to perform any work until Contractor has written the County of Clay to determine any disapproval of the use of such sub-contractor.
- (b) The Contractor shall be fully responsible to the County for the acts and omissions of sub-contractors, and of persons either directly or indirectly employed by them, as the acts and omissions of persons directly employed by the awardee.
- (c) The Contractor shall cause appropriate provisions to be inserted in all sub-contracts relative to the work to require compliance by each sub-contractor with the applicable provisions of the contract.
- (d) Nothing contained in the Conditions shall create any contractual relationship between any sub-contractor and the County.

24. **TERMINATION OF CONTRACT:**

This contract may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The County may terminate this contract immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the County may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.

25. **ANTI-TRUST:**

Submission of a bid constitutes an assignment by you of any and all anti-trust claims that you may have under the Federal and/or State laws resulting from this contract.

26. **GUARANTEE:**

All customary guarantees for workmanship, quality and performance specific by the Manufacturer for any or all items shall apply to the items offered under this bid response.

27. **PURCHASE ORDERS:**

The County will not be responsible for articles or services furnished without a purchase order unless otherwise set forth in the Bid Documents.

28. **SELLER'S INVOICES:**

Invoices shall be prepared and submitted in triplicate unless otherwise specified. Invoices shall contain the following information: Contract Number (if any), Purchase Order number, Item Number; contract description of supplies or services, sizes, quantities, unit prices and extended totals. Any delay in receiving invoices, or errors and omissions on statement or invoices will be considered just cause for withholding settlement without losing discount privileges.

29. **FUND ALLOCATION:**

Continuance of any resulting Agreement, Contract, or issuance of Purchase Orders is contingent upon the available funding and allocation of County funds.

30. **TAX EXEMPT:**

Do not bill tax. Clay County is exempt from payment of the Missouri Sales Tax in accordance with Section 39 (10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated.

31. **SUPPLEMENTAL/ ADDITIONAL PURCHASE:**

Clay County may require additional equipment/services/materials as specified within this document. During the original contract year, the County reserves the right to purchase from the accepted bidder, additional equipment/services/materials. If additional services are requested by the County, the Vendor will prepare and submit to the County an estimate of the total cost associated with such additional

services/products. The County will review and approve in writing such cost estimate for additional services, and the total compensation and reimbursement to be paid by the County to the Vendor for such approved additional services shall not exceed the approved amount. Either the County or contractor may refuse this right for additional purchase.

32. **TIME OF DELIVERY:**

The County requires that all materials ordered will be delivered when specified. Time is therefore of the essence of this purchase order. If deliveries are not made at the time agreed upon, County reserves the right to cancel or to purchase elsewhere and hold Seller accountable for any damages sustained as a result thereof.

33. **TRANSPORTATION CHARGES:**

When terms of delivery or conditions of this order are F.O.B. destination, all transportation charges shall be paid by Seller.

34. **PACKAGING:**

The County will not be liable for any charges for drayage, packing, cartage, boxing, crating or storage in excess of the purchase price of this order unless stated otherwise herein.

35. **INSPECTION AND ACCEPTANCE:**

No material received by the County pursuant to the purchase order issued under the terms and conditions of this bid document shall be deemed accepted until the County has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Seller herein, upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Seller's expense for full credit or replacement.

No goods returned as defective shall be replaced without Buyer's written authorization. Such return shall in no way affect County's discount privileges. Such right to return, offered to the County arising from the County's receipt of defective goods, shall not exclude any other legal, equitable or contractual remedies the County may have therefore.

36. **MATERIAL AVAILABILITY: (if applicable)**

Bidders must accept responsibility for verification of material availability, production schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify the County of Clay County immediately if materials specified are discontinued, replaced, or not available for an extended period of time.

37. **QUANTITIES:**

County assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to County's rejection and return at Seller's expense.

38. **RESPONSIBILITY FOR SUPPLIES:**

The Contractor shall be responsible for supplies until they are delivered and accepted at the designated delivery point; and the Contractor shall bear all risks for rejected supplies after notice of rejection.

39. **GENERAL GUARANTY AND WARRANTY:**

The Contractor warrants that all materials, fixtures, and equipment furnished by the Contractor and sub-contractors shall be new, of good quality, and of good title, and that the work will be done in a neat and workmanlike manner. The Contractor also guarantees the workmanship and materials for a period of one year from the date of final acceptance of all the work required by the Contract. Furthermore, he shall furnish the County with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the Contract.

40. **PATENTS:**

Seller warrants that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent and Seller covenants that awardee will at their own expense, defend every suit which may be brought against the County, or those selling or using County's product (provided Seller is promptly notified of such suit and all papers therein are delivered to Seller) for any alleged infringement of any patent by reason of the sale or use of such articles and Seller agrees that they will pay all cost, damages and profits recoverable in any such suit.

41. **ACTS OF GOD:**
Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
42. **BANKRUPTCY OR INSOLVENCY:**
In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Seller, or in the event of breach of any of the terms hereof including the warranties of the Seller, County may cancel this contract or affirm the contract and hold Seller responsible for damages.
43. **INDEMNITY AND HOLD HARMLESS:**
Service Provider agrees to indemnify, release, defend, and forever hold harmless the County, its officers, agents, employees, and elected officials, each in their official and individual capacities, from and against all claims, demands, damages, loss or liabilities, including costs, expenses, and attorneys fees incurred in the defense of such claims, demands, damages, losses or liabilities, or incurred in the establishment of the right to indemnity hereunder, caused in whole or in part by Service Provider, sub-contractors, employees or agents, and arising out of services performed by Service Provider, subcontractors, employees or agents under this contract.
44. **UNIFORM COMMERCIAL CODE:**
This contract is subject to the Uniform Commercial Code and shall be deemed to contain all the provisions required by said Code that apply to said Contract.
45. **CHANGES:**
The Purchasing Agent may at any time, by written order, without notice to any surety, make changes or additions, within the general scope of this contract in or to drawings, designs, specifications, instructions for work, methods of shipment or packing or place of delivery. If any such change causes an increase or decrease in the cost of or in the time required for performance of this contract or purchase order, the Contractor shall notify the Purchasing Agent in writing immediately and an appropriate equitable adjustment will be made in the price or time of performance, or both, by written modification of the contract. Any claim by the Contractor for such adjustment must be asserted within 30 days or such other period as may be agreed upon in writing by the parties after the contractor's receipt of notice of the change. Nothing herein contained shall excuse the Contractor from proceeding with the contract as changed.
46. **NON-DISCRIMINATION IN EMPLOYMENT:**
In connection with the furnishing of supplies or performance of work under this contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, equal employment opportunity act, Missouri Human Rights Act, and all other applicable Federal and State Laws, Statutes; and County ordinances ,and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
47. **DOMESTIC PRODUCTS:**
It is the policy of this County that each contract for the purchase or lease of manufactured goods or commodities involving an expenditure of \$1,000.00 or more shall be for goods or commodities manufactured, assembled or produced in the United States. This policy shall not apply where the cost of the contract would be increased by more than ten percent, when only one line of a particular good or product is manufactured, assembled or produced in the United States, or when the specified products are not in sufficient quantities to meet the County's needs. The Purchasing Agent/Director shall give preference to all commodities and tangible personal property manufactured, mined, produced, processed or grown within the state of Missouri and/or the County of Clay when quality is equal or better and delivered price is the same or less. The Purchasing Agent/Director may also give such preference whenever competing bids, in their entirety, are comparable.
Editors Note: Ord. No. 2010-ORD-55 adopted Dec. 30, 2010 revised section 37.08 to reflect current statutes, laws, internal processes and procedures and enacted new provisions to read as herein set out. Reference: RSMO 34.070; (Ord. GO-91-126, passed 10-17-91)
48. **REGULATIONS PURSUANT TO SO-CALLED "ANTI-KICKBACK ACT":**
The Contractor shall comply with the applicable regulations of the Secretary of Labor, United States Department of Labor, made pursuant to the so-called "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 862; Title 18 U.S.C., Section 874 and Title 40 U.S.C.; Section 276c). and any amendments or

modifications thereof, shall cause appropriate provisions to be inserted in sub-contracts to insure compliance therewith by all sub-contractors subject thereto, and shall be responsible for the submission of statements required of sub-contractors there under, except as said Secretary of Labor may specifically provide for reasonable limitations, variations, tolerances, and exemptions from the requirements thereof.

49. **CONFLICTS:**

No salaried officer or employee of the County and no member of the County Commission shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.

50. **INTEREST OF CERTAIN FEDERAL AND OTHER OFFICIALS:**

No member of, or delegate to the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this Contract or to any benefit to arise from the same; provided, that the foregoing provision of the Section shall not be construed to extend to this Contract if made with a corporation for its general benefit.

51. **ASSIGNMENTS:**

Neither County nor Contractor shall, without the prior written consent of the other, assign in whole or in part their interest under any of the Contract Documents and, specifically the Contractor shall not assign any moneys due or to become due without the prior written consent of the County.

52. **DEBARMENT:**

By submission of its response, the Contractor certifies that neither it nor its principals is presently debarred or suspended by any Federal Department or agency, including listing in the U.S. General Services Administrations List of Parties Excluded from Federal Procurement or Non-Procurement programs; or if the amount of this response is equal to or in excess of \$100,000, that neither it nor its principals nor its subcontractors receiving sub-awards equal to or in excess of \$100,000 is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by an Federal department, agency or provision of law. If the Contractor is unable to certify any of the statements in this certification, the responder must attach an explanation to its response.

53. **INSURANCE:**

The Contractor shall purchase and maintain, at Contractor's expense, insurance of such types, and in such amounts as are specified in this announcement, to protect the County and contractor from claims which may arise out of or result from the contractor's operations under the contract documents, whether such operations be by the contractor or by any subcontractor or for anyone whose acts contractor or any subcontractor may be legally liable. Such insurance shall cover claims for damages because of Bodily Injury or death to the contractor's employees including claims brought under:

- A. Worker's Compensation Laws
- B. Disability Benefit Laws
- C. Occupational Sickness or Disease Laws
- D. Other similar employee benefit laws

Such insurance shall also cover claims for damages because of Personal Injury, Bodily Injury, Sickness, Disease or Death of any person or persons other than contractors employees, and claims arising out of destruction of property, including loss of use thereof.

Contractor must also carry liability insurance naming Clay County as "Additional Named Insured" with a \$2,000,000 umbrella.

Failure of the contractor to maintain proper insurance coverage will not relieve contractor of any contractual responsibility or obligations. If part of the work is to be subcontracted, the contractor shall either cover any and all subcontractors in contractor's insurance policy or require each subcontractor not so covered, to obtain insurance of same type and with the same limits as the contractor is required to carry. Any payment of an insured loss under policies of property insurance, including but not limited to, the insurance required shall be made payable to the County.

Insurance coverage and limits of coverage required are:

- A. Worker's Compensation – Statutory
- B. Employer's Liability - \$300,000/each employee
- C. General Liability - \$2,000,000/each occurrence
- D. Property Damage - \$300,000/each occurrence

54. **ACCIDENT PREVENTION:**

- (a) The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a result of their prosecution of the work. The safety provisions of applicable laws and building construction codes shall be observed and the Contractor shall take or cause to be taken such additional safety and health measures as the County may determine to be reasonably necessary. All materials, parts, supplies and services rendered under the technical specifications must comply with standards of the Williams - Steiger Occupational Safety and Health Act. In consideration of the price paid herein Contractor agrees to indemnify County for any penalties imposed by the Act arising out of misfeasance or malfunction of items or services purchased.
- (b) The Contractor shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the Contract. The contractor shall promptly furnish the County with reports concerning these matters.

REFERENCES AND EXPERIENCE

A MINIMUM of five years experience is required of the successful bidder, in similar services, as described in the scope. Experience and references provided by bidders shall be verified and will be a significant factor in the evaluation. Bidders are REQUIRED to provide the information below in FULL DETAIL.

How many years has your firm been in business?		YEARS:	
List references showing contracts, held by your company, providing the same services for other municipalities or private companies. Attach a separate sheet of paper, if needed.			
COMPANY NAME & ADDRESS	CONTACT NAME & PHONE NUMBER	DATE OF JOB:	DESCRIBE IN DETAIL THE SERVICES YOUR COMPANY PROVIDED:

BIDDER'S INITIALS _____

