



**CLAY COUNTY  
PURCHASING DEPARTMENT  
INVITATION FOR BID (IFB)**

IFB NO:	87-20	PHONE NO:	816-407-3600
TITLE:	FIREWOOD	EMAIL:	PURCHASING@CLAYCOUNTYMO.GOV
ISSUE DATE:	10/2/2020		

**BID RESPONSES MUST BE RECEIVED NO LATER THAN:  
10/23/2020 AT 10:00 AM CENTRAL TIME**

**SUBMITTAL INSTRUCTIONS:** In an effort to support the County's initiative for conservation, it is preferred that the Request for Qualification (IFB) be submitted via [www.PublicPurchase.com](http://www.PublicPurchase.com). Sealed IFBs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed Bid Label** found in Attachment 1 or type IFB Number, IFB Title and Return Due Date on the lower left hand corner of the envelope or package. In order for a response to be considered complete, the Clay County document MUST be completed in its entirety. The cover page MUST be completed, all subsequent pages MUST be initialed and the Terms and Conditions Acknowledgement form MUST be signed.

<b>RETURN IFB TO:</b>	<b>US MAIL/DELIVER TO:</b> CLAY COUNTY ATTN: ~ PURCHASING DEPARTMENT 1 COURTHOUSE SQUARE 3rd FLOOR COMMISSION DESK LIBERTY, MISSOURI 64068	<b>COURIER/DELIVER TO:</b> CLAY COUNTY ATTN: ~ PURCHASING DEPARTMENT 16 W. FRANKLIN, SUITE B LIBERTY, MISSOURI 64068
-----------------------	---	--

**AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS**  
**DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**  
 Public Services  
 17201 Paradesian  
 Smithville, MO 64089

By signing this IFB cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this IFB shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when an Official Action is signed and issued by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

**SIGNATURE REQUIRED**

Company Name		Authorized Representative (Print)		Title
Street Address		Authorized Signature		
City/State/Zip	County	Date	Company Tax ID No.	
Telephone No.	Facsimile No.	E-Mail		
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt				
<b>Vendor Tax Filing Type with IRS (Check One)</b>				

Reviewed and Approved by Clay County Purchasing Manager

  
 \_\_\_\_\_  
 (Signature)

## 1. INTRODUCTION AND GENERAL INFORMATION

*This section of the IFB includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.*

Submittal instructions and determination of award information can be found on our website by clicking the following link <https://www.claycountymo.gov/bids/current>

### 1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed bids from prospective vendors for Firewood for Public Services at Smithville Lake in accordance with the requirements and provisions stated herein.

1.1.2 IFB Document Contents:

- Introduction and General Information
- Scope of Work
- Zoom Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form
- Exhibit A: Pricing
- Exhibit B: Experience and Expertise
- Exhibit C: Miscellaneous Information
- Attachment 1: Sealed Bid Label

### 1.2 Questions:

1.2.1 Questions and issues relating to the IFB must be submitted via the [www.PublicPurchase.com](http://www.PublicPurchase.com) website or e-mailed to [Purchasing@ClayCountyMo.gov](mailto:Purchasing@ClayCountyMo.gov)

1.2.2 **All questions and issues should be submitted no later than Wednesday, October 13, 2020.** If not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

### 1.3 Background Information:

1.3.1 Weather conditions will dictate how much wood is needed in any given year.

1.3.2 Expenditures for; 2017-\$25,579/2018-\$21,568/2019-\$21,056

1.3.3 Clay County Parks purchased approximately the following number of bundles per year in the past couple of years: 2017-approx. 7400 bundles/2018-approx. 5600 bundles/2019-approx. 7520 bundles

1.3.4 Although an attempt has been made to provide accurate and up-to-date information. Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Bid.

### 1.4 Estimated Quantities:

1.4.2 The County shall not guarantee any minimum or maximum amount of the vendor's products that may be required under the Agreement. The vendor shall provide products/services on an as needed basis. The County shall not guarantee any usage of the contract whatsoever.

Vendor's Initials: \_\_\_\_\_

Purchasing Manager Initials: UDS

**2. SCOPE OF WORK**

*This section of the IFB includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent vendor. The vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Clay County. The vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.*

**2.1 Specific Requirements:**

2.1.1 The vendor shall provide Firewood, which meets or exceeds the specifications contained in this document. Failure to provide product as specified may result in automatic cancellation of order and another vendor will be used.

**THE VENDOR SHALL PROVIDE:**

- a. Split firewood
- b. Seasoned hardwoods only
- c. Approximately 18" in length
- d. All firewood must be free of pests and foreign materials, such as but not limited to emerald ash borer and metal from nails
- e. Firewood bundles should contain about 10-12 pieces in a 30" circumference bundle
- f. Bundles should have a sturdy secure handle

**DELIVERY REQUIREMENTS:**

- a. The bundles shall be delivered to four locations at Smithville Lake: Crows Creek Campground, Camp Branch Campground, Camp Branch Maintenance and Crows Creek Maintenance
- b. The Vendor must be able to deliver within 48 hours after receipt of order (ARO) request
- c. The Vendor shall notify County Park staff of delivery date and time so that the County Park staff may make arrangement to have areas open and accessible  
Delivery times must be at Park Staff convenience during normal working business day
- d. Prior to delivery, the County shall have the right to request a sample firewood bundle which shall be provided by the Vendor at no cost to the County
- e. The Vendor must be able to unload firewood with Vendor's own equipment onto pallets provided by the Vendor
- f. The max amount that can be delivered for each location per delivery is 20 pallets; plus or minus some
- g. All areas are accessible by semi, lift gate and pallet jack

Vendor's Initials: \_\_\_\_\_

Purchasing Manager Initials: UDG

**3. ZOOM MEETING INFORMATION**

**DUE TO CO-VID 19 PROTOCOLS THERE WILL BE NO IN-PERSON PUBLIC OPENING OF IFB 87-20 FIREWOOD. THE RESPONSES WILL BE PUBLICLY OPENED AND READ ALOUD VIA ZOOM MEETING AT 11:00 A.M. SEE BELOW:**

Topic: IFB 87-20 Firewood

Time: Oct 23, 2020 11:00 A.M. Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83073384719?pwd=UmNucTFnZTR4NGEzZTgvTEtGMkNSZz09>

Meeting ID: 830 7338 4719

Passcode: 1GtHX5

Vendor's Initials: \_\_\_\_\_

Purchasing Manager Initials: UDS

**4. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM**

The undersigned vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located at:

[HTTPS://WWW.CLAYCOUNTYMO.GOV/TERMSANDCONDITIONS](https://www.claycountymo.gov/termsandconditions)

All terms and conditions as stated shall be adhered to by vendor upon acceptance of Agreement. Vendors enter into this agreement voluntarily, with full knowledge of its effect.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Name

Vendor's Initials: \_\_\_\_\_

Purchasing Manager Initials: UDG

**EXHIBIT A  
Pricing Pages**

**PRICING TABLE 1: REQUIRED PRICING**

The vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

DESCRIPTION	Unit Price Per Bundle
Firewood-18" approx. length 30" circumference bundle (10-12 pieces) Delivered and Unloaded	
The Vendor should state the delivery timeframe after receipt of order (ARO) if less than 48 hours	Response time/delivery: _____ day(s) ARO

**PRICING TABLE 2: OTHER REQUIRED PRICING**

The vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the IFB. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, will be assessed to the County whatsoever in connection with IFB 87-20 Firewood herein and to satisfy the IFB requirements.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

**PRICING TABLE 3: OPTIONAL PRICING**

The vendor may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the Firewood. Also, list any pricing discounts.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

Vendor's Initials: \_\_\_\_\_

Purchasing Manager Initials: UDK

**EXHIBIT B  
Experience and Expertise**

The evaluation of the vendor’s experience and expertise shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

**B.1 EXPERIENCE:**

A MINIMUM of 1 year experience is required of the successful vendor, in similar services, as described in the scope. Experience and references provided by vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Firewood business? \_\_\_\_\_

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local government or private companies.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor’s Initials: \_\_\_\_\_

Purchasing Manager Initials: UDG

**B.2 EXPERTISE:**

**PERSONNEL QUALIFICATIONS**

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: \_\_\_\_\_ No. of Years \_\_\_\_\_

Type of Experience: \_\_\_\_\_

Vendor's Initials: \_\_\_\_\_

Purchasing Manager Initials: UDG

**EXHIBIT C  
Miscellaneous Information**

**C.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):**

1) This section is optional, it will not affect bid award. If the County awarded you the proposed agreement, would you sell under the prices and terms of this agreement 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 Agreement.)

YES:  NO:  INITIALS: \_\_\_\_\_

- 2) Sales shall be made in accordance with the prices, terms, and conditions of the IFB and any subsequent term agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the agreement unless they are specifically named in the IFB as a joint participating entity.
- 4) All sales to other jurisdiction shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Manager shall be responsible to handle the solicitation and award the agreement. The Purchasing Manager shall have the sole authority to modify the agreement and handle disputes regarding the substance of the agreement.
- 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.

**C.2 WEBSITE**

- 1) Does your company have a website? YES:  NO:
- 2) If yes please provide the website address: \_\_\_\_\_

**C.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:**

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointment official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any Political sub-division thereof:	
If employee of Clay County or Political sub-division thereof, provide name of Clay County entity or political sub-division where employed:	
Percentage of ownership interest in vendor's organization held by elected or appointed official or employee of Clay County or political sub-division thereof:	

Vendor's Initials: \_\_\_\_\_

Purchasing Manager Initials: UDG

ATTACHMENT 1  
Sealed IFB Label

**PLEASE ATTACH LABEL TO OUTSIDE OF IFB PACKAGE**

**SEALED IFB RESPONSE ENCLOSED**

**DELIVER TO:**

**CLAY COUNTY ~ PURCHASING DEPARTMENT  
16 W. FRANKLIN, SUITE B  
LIBERTY, MO 64068**

**IFB No.: 87-20 DATE: 10/23/2020**

**IFB's MUST BE RECEIVED 10:00 AM CENTRAL TIME**

**DESCRIPTION: FIREWOOD**

**SPECIFY VENDOR NAME:** \_\_\_\_\_

**SPECIFY VENDOR'S CITY, STATE LOCATION:** \_\_\_\_\_

City, State Location

Vendor's Initials: \_\_\_\_\_

Purchasing Manager Initials: UDS