



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

<b>IFB NO:</b>	<b>07-21</b>	<b>PURCHASING SPECIALIST:</b>	<b>PATRICK WEST</b>
<b>TITLE:</b>	<b>VENDING MACHINES</b>	<b>EMAIL:</b>	<b>PWEST@CLAYCOUNTYMO.GOV</b>
<b>ISSUE DATE:</b>	<b>2/5/2021</b>	<b>PHONE NO:</b>	<b>816-407-3637</b>

**BID RESPONSES MUST BE RECEIVED NO LATER THAN:**  
**3/5/2021 AT 2:00 PM 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> <b>CLAY COUNTY</b> <b>ATTN: ~ PURCHASING DEPARTMENT</b> <b>1 COURTHOUSE SQUARE</b> <b>3rd FLOOR COMMISSION DESK</b> <b>LIBERTY, MISSOURI 64068</b>	<b>COURIER/DELIVER TO:</b> <b>CLAY COUNTY</b> <b>ATTN: ~ PURCHASING DEPARTMENT</b> <b>16 W. FRANKLIN, SUITE B</b> <b>LIBERTY, MISSOURI 64068</b>
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**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:**  
**FACILITIES MANAGEMENT**  
**FACILITIES MANAGEMENT BUILDING**  
**115 S. MAIN STREET**  
**LIBERTY, MO 64068**

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 a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the Vendor and Clay County.

**SIGNATURE REQUIRED**

<b>Company Name</b>		<b>Authorized Representative (Print)</b>		<b>Title</b>
<b>Street Address</b>		<b>Authorized Signature</b>		
<b>City/State/Zip</b>	<b>County</b>	<b>Date</b>		<b>Company Tax ID No.</b>
<b>Telephone No.</b>	<b>Facsimile No.</b>	<b>E-Mail</b>		
<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>				

**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 bid from prospective Vendors for Vending Machines for the Facilities Management Department 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 Tuesday, February 23, 2021 .** 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 IFB 08-16 Resolution 2016-128 has expired in its entirety and will be replaced with the award to this IFB, 07-21.

- a. The current Vendor pays Clay County 23% of receipts.
- b.

Fiscal Year	Payments made to Clay County
2018	\$1,975.87
2019	\$1,651.67
2020	\$968.00

1.3.2 Vendors are encouraged to view the locations at which machines already exist during the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday, before the opening date of the bid.

- a. The following locations have machines in public access areas: Administration Building, James S. Rooney Justice Center, Shrader Building, Facilities Building, Annex, Children’s Justice Center, Public Safety and Parks.

Vendor’s Initials: \_\_\_\_\_

- b. The Clay County Detention Center needs to be scheduled to view, please contact the Facilities Management Department at 816.407.3320.
- c. Locations may be added or deleted as a result of additional information not available at the publication of this bid.

1.3.3 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:

- 1.4.1 The County shall not guarantee any minimum or maximum amount of the Vendor's products or services that may be required under the Agreement.
  - a. The Vendor shall provide products/services on an as needed basis.
  - b. The County shall not guarantee any usage of the agreement whatsoever.

#### 1.5 Award Determination

- 1.5.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder(s).
  - a. Clay County shall have the right to make awards by items, or as an all or none basis.
  - b. Clay County may make awards to multiple Vendors.
  - c. The grouping of items and/or multiple Vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.

## 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 Vending Machines, which meets or exceeds the specifications contained in this document.
- 2.1.2 The County will contract with a Vendor to allow the placement of various vending machines at designated locations within Clay County departments.
  - a. Vendor shall pay the County a percentage of gross receipts from all vending and related machines placed within any County buildings or location by the Vendor during the term of the agreement and guarantee a minimum amount as a guarantee whichever is higher.
- 2.1.3 Beyond the requirements herein provided, no guarantee can be made of the anticipated gross sales for any location nor is there any intention on the part of the County to propose to any Vendor any guarantee or minimum dollar volume in the future.
  - a. Nor will the County be amenable to the consideration of any such proposal, which may be submitted by the Vendor.

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

## 2.1.4 Locations &amp; Existing Types of Machines:

- a. Vendor shall place machines in only those locations designated by authorized Clay County personnel.
- b. An initial list of these locations is supplied in this package, however, Clay County reserves the right to add to or subtract from the total number of machines in place at any given time and the same criteria shall apply to all machine placements and/or replacements as may apply under this agreement.
- c. The term "placements" shall be construed to include multiple units within a single location as well as multiple locations within a single site.
  - i. Vendor shall not change the physical location of any machine in any manner from the specific locations designated and approved without the prior written consent of the Clay County Facilities Management Director or their designee.
- d. Children's Justice Center, 351 East Kansas, Liberty, MO
  - 1 – 37 item snack machine
  - 1 – 7 item soda machine w/dollar changer
- e. James S. Rooney Justice Center, 11 South Water Street, Liberty, MO
  - 1 – 154 item cold food machine w/dollar changer
  - 1 – 32 item snack machine w/dollar changer
  - 2 – 8 item soda machine w/dollar changer
  - 1 – 8 item hot drink machine
- f. Clay County Detention Center, 14 South Water Street, Liberty, MO
  - 1 – 24 item snack machine w/dollar changer
  - 1 – 7 item soda machine
- g. Public Safety Building, 14 South Water Street, Liberty, MO
  - 1 – 12 item snack/7 item soda combination machine
- h. Administration Building, Courthouse Square, Liberty, MO
  - 1 – 45 item snack machine
  - 1 – 7 item soda machine w/dollar changer
- i. Clay County Airport, 13106 Rhodus Road, Excelsior Springs MO
  - 1 – 6 item bottle soda machine w/dollar changer
  - 1 – 24 item snack machine w/dollar changer
- j. Highway Department, 16616 NE 116th, Kearney MO
  - 1 – 37 item snack machine w/dollar changer
- k. 234 West Shrader Building, Liberty, MO
  - 1 – 8 item soda machine
- l. West Side Annex, 1901 NE 48th St., Kansas City MO
  - 1 – 16 item snack /8 item soda combination machine
- m. Main Street Facilities Building, 115 S. Main, Liberty MO
  - 1 – 16 item snack /8 item soda combination machine
- n. Clay County Parks Department
  - 4– 8 item soda machines for the following locations:
    - 1) 1 at Camp Branch Campground, 6600 NE 176th St, Smithville, MO (outside in a cage)
    - 2) 2 at Crow's Creek Campground, 5612 Crow's Creek Rd, Smithville, MO (outside in a cage)
    - 3) 1 at Jesse James Farm, 21216 Jesse James Farm Rd, Kearney, MO (outside and covered by porch)

## 2.1.5 User Traffic:

- a. The amount of user traffic will vary by location, however, it is anticipated that traffic will include county personnel and visitors.

## 2.1.6 Gross Receipts Report

- a. The Vendor shall maintain a separate record for each machine.

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

- b. The County may, at its option, have a representative accompany Vendor's personnel on their service calls to restock, service, etc.
  - c. Vendor shall make and present gross receipts reports each month to the Clay County Facilities Management Director or their designee on or before the tenth (10th) day of each succeeding month covering all appropriate receipts for the full, immediate, prior month.
  - d. A sworn statement certifying that the amount of gross receipts for the immediately preceding calendar month is true and correct shall accompany each report.
  - e. Vendor shall be responsible for either obtaining an appropriate form from the County for submission of the report or obtaining approval from the Accounts Payable Department for a form generated in-house by the Vendor for submission of the report.
  - f. "Gross receipts from vending machines" shall be construed to include all moneys received from vending machines except sales tax revenues.
  - g. Payments shall be computed monthly and be delivered by the Vendor, along with a gross receipts report as defined herein, to Clay County Facilities Management Director or their designee.
  - h. Clay County shall have the right to make periodic audits and inspections of Vendor's records of gross receipts at any reasonable time without notice.
    - i. Such audit may include, and is not limited to, inventory control at all applicable locations, vending food service personnel accounting controls, methods of recording, checking and reporting sales, route and internal control of cash handling, internal audit, accounting and cash collection, commission statements, etc.
    - ii. Clay County may require supplementary information as needed to perform and conclude an audit.
    - iii. Vendor must keep and maintain all such records in Clay County, Missouri.
    - iv. In the event an audit suggests a discrepancy between reported receipts and actual receipts, Clay County will require a written statement of explanation and shall receive such reimbursement of moneys as may be due from accounting or other errors.
- 2.1.7 All vending machines provided will include properly installed and functioning, sealed transaction counters.
- 2.1.8 Each time vending machines are restocked, serviced or otherwise attended to, the Vendor, the County and/or its designee may conduct a vending count to record the number of sale items in the machines prior and/or following any restocking.
- 2.1.9 During normal working hours, the County may request an inspection of any or all vending machines.
- a. Vendor or its representative shall open and permit the County or its designee to count the amount of money in any or all vending machines at the facility.
  - b. The County will give a minimum of four (4) hour notice of such inspection.
- 2.1.10 The County or its designee may audit, examine and copy all books, records and information relating to the operation of vending machines in County facilities.
- a. Vendor shall keep and maintain all records for a minimum of three years or until audited by the County or its designee from the creation date of the record.
  - b. Vendor shall use generally accepted accounting principles as promulgated by the America Institute of Certified Public Accountants.
  - c. Lack of records or maintenance thereof shall constitute a breach of contract.
- 2.1.11 Vendor shall be responsible for all damage to Clay County property resulting from the Vendor's operation, which shall be promptly repaired by the Vendor at the Vendor's sole expense.
- a. Vendor shall obtain written approval from the County before making repairs.

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

- 2.1.12 All equipment shall operate on regular wall voltage - 110 VAC.
- a. All plugs shall be three pronged, properly grounded.
  - b. Energy efficient units should be used by the Vendor wherever possible.
- 2.1.13 It is anticipated county personnel will not need to move any of the machines; however, in the event of an emergency or need, the County reserves the right to move any unit in response to resolution of a problem.
- 2.1.14 Vendor shall provide and be responsible for the installation and maintenance of all vending machines and bill changing equipment.
- a. The County shall not be responsible for any loss or damage to the Vendor's equipment, products or money from any cause, including but not limited to fire, flood, vandalism or theft.
  - b. The County shall not be required to purchase any liability or property insurance covering the Vendor's equipment, products or money.
- 2.1.15 Vendor shall not operate, or permit to be operated by the Vendor's employees any other business of any kind, or any other vending units, other than as specified herein, unless approved in writing by the County prior to implementation.
- 2.1.16 Should it become necessary for Clay County to discontinue operation of any facility for any reason, that portion of this agreement serving that facility shall become null and void.
- 2.1.17 Throughout the agreement term and any extension thereof, the Vendor shall furnish and install vending machines acceptable to the Facilities Management Director or their designee and at all County locations indicated by the Facilities Management Director or their designee.
- a. No less than the present number of machines shall be provided by the Vendor.
  - b. Vendor shall provide the same type of machines as those that are presently located in County facilities unless directed otherwise by the Facilities Management Director or their designee.
  - c. Vendor shall provide "No-Cost" bill changing machines at those locations deemed necessary by the Facilities Management Director or their designee.
  - d. Throughout the term of this agreement, the County may require that vending machines be relocated, added to or reduced in number to better serve the interest of the County and the public.
- 2.1.18 Vendor shall submit with bid a proposed list of items to be sold from vending machines and the item's selling prices.
- a. Bids received without the list of proposed items and selling prices will be rejected.
- 2.1.19 A minimum of 15% of the products listed for sale shall be low fat, reduced calorie and/or low sodium products.
- a. Samples of some of these products are:
    - i. sugarless gum
    - ii. baked potato chips
    - iii. trail mix
    - iv. sugar free candy
    - v. bottled water, diet soda, and/or 100 % fruit juices,
    - vi. reduced fat cookies and/or pastries,
    - vii. granola bars and dried fruit.
- 2.1.20 Vendor shall obtain in advance the written approval of the Facilities Management Director or their designee before deleting any item, selling any other item or increasing the selling prices of any items.
- a. Price increases will only be considered after Vendor has provided proper evidence of increases in Vendor cost for these items.

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

- b. All prices are to be F.O.B. designated delivery point.
  - c. All shipping, packing and drayage charges are the responsibility of the bidder.
    - i. C.O.D. shipments will not be accepted.
- 2.1.21 The Facilities Management Director or their designee reserves the right to periodically inspect the vended merchandise and to require Vendor to suspend the dispensing of any items that do not meet the standards as set forth herein.
- 2.1.22 During the period of the agreement, vending machines are subject to sanitary inspections.
- a. Failure to meet sanitary standards could result in termination of the agreement.
- 2.1.23 Each machine location must provide information to the customer where malfunctions, product quality comments and refund requests may be made.
- a. This may be accomplished using a local or toll free number or by collect call privileges.
  - b. Upon completion of installations, Vendor shall provide a list of all their equipment and all locations of said equipment, to the Facilities Management Director or their designee, and certify that each unit is in proper working order in accordance with original equipment manufacturer's specifications including any/all electrical and/or plumbing connections, drainage, stability, etc. as is appropriate to the unit.
  - c. Vendor shall be responsible for all refunds.
  - d. A uniform system of refunding money, acceptable to the County must be in operation at all times.
    - i. Example – Vendor must provide a workable system for refunding money to customers who insert money in a vending machine and, through malfunction of the vending machine, receive no product or money in return.
    - ii. Current provisions for refunds, is to contact the Facilities Management Department for refunds.
    - iii. The current Vendor has provided the Facilities Management Department with a cash balance to make these refunds from.
- 2.1.24 Vendor shall submit with bid; manufacturer's literature, picturing and describing the vending machines Vendor proposes to furnish.
- a. All materials or equipment furnished shall meet the minimum requirements of the Occupational Safety and Health Standard (OSHA) published in the Federal Register.
- 2.1.25 Vendor shall comply with all the requirements of all local, state and federal ordinances, codes, laws, rules, regulations and directives.
- a. Vendor shall pay all legally required fees, licenses and permit, and pay all taxes, including, but not limited to sales tax.
- 2.1.26 All employees of the Vendor entering the Clay County Detention Center must have a valid Driver's License or State Identification Card.
- a. A background check will be done on all such personnel.
    - i. Vendor shall supply Name (last/first/middle initial), Race, Date of Birth and Social Security Number on all such employees before their entry into the Detention Center.
    - ii. Vendor's employees with outstanding warrants will be denied access to the facility and are subject to arrest.
    - iii. Vendor's employees are subject to search in the Detention Center.
- 2.1.27 Vendor shall have trained competent repairpersons available within one business day to make repairs on the vending machines as necessary.
- a. If the Vendor does not respond to service calls for inoperative machine within twenty four hours, machines are not maintained and kept in working order or a malfunctioning machine is not replaced or repaired within two business days by the Vendor, then the

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

County shall obtain repair services on the market and the Vendor must reimburse the County for all cost incurred.

- 2.1.28 Personnel employed by the Vendor shall wear uniforms and Vendor's vehicles shall be clearly marked.
- 2.1.29 Vendor shall hold the County harmless for any damages resulting from consumption of products delivered under this agreement, when damages are attributed to foreign materials or other defects in products in products/ services delivered by Vendor.
- a. All foods and food products delivered and sold under this agreement shall be processed, packaged and delivered in accordance with the regulations of the State of Missouri, USDA and the requirements of the Federal Food, Drug and Cosmetic Act and regulations promulgated thereunder.
  - b. An authorized representative of the County shall have the right to inspect the premises, facilities and processing methods for producing items covered by this agreement.
  - c. Said authorized representative may make, or cause to be made, standard tests for any items delivered for the purpose of insuring satisfactory Vendor performance.
  - d. All "fresh food" items (Examples: sandwich, fruit, salads) shall be wrapped in heat-seal packaging to insure sanitation.
  - e. Each package shall be clearly labeled as to the date of preparation and date of expiration.
  - f. Vendor shall regularly restock machines and inspect foods for expiration dates, replacing those items that are at or will pass expiration dates before next visit by service representative. Items must not exceed expiration date.
- 2.1.30 Clay County is open and willing to accept proposals utilizing different combinations of equipment.
- a. For example, the county will consider a machine that dispenses both cans and bottles instead of just cans.

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



**3. ZOOM MEETING INFORMATION**

**DUE TO CO-VID 19 PROTOCOLS, THERE WILL BE NO IN-PERSON PUBLIC OPENING OF IFB 07-21 VENDING MACHINES. THE RESPONSES WILL BE PUBLICLY OPENED AND READ ALOUD VIA ZOOM MEETING AT 3:00 P.M. Friday March 5, 2021 SEE BELOW:**

Join Zoom Meeting

<https://us02web.zoom.us/j/82923646227?pwd=QUhtNmZubUNTTGJTNmMxTkczbW9MQT09>

Meeting ID: 829 2364 6227

Passcode: 038038

One tap mobile

+13017158592,,82923646227#,,,,\*038038# US (Washington DC)

+13126266799,,82923646227#,,,,\*038038# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 829 2364 6227

Passcode: 038038

Find your local number: <https://us02web.zoom.us/j/82923646227?pwd=QUhtNmZubUNTTGJTNmMxTkczbW9MQT09>

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

**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/application/files/1515/9923/0486/CONTRACT\\_TERMS\\_AND\\_CONDITIONS.pdf](https://www.claycountymo.gov/application/files/1515/9923/0486/CONTRACT_TERMS_AND_CONDITIONS.pdf)

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: \_\_\_\_\_

**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	
COMMISSION RATE	%
Calendar Days to Start after Notice to Proceed is given:	

**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, including upgrade fees, will be assessed to the County whatsoever in connection with Vending Machines herein and to satisfy the IFB requirements.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

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

**EXHIBIT A, continued**

**PRICING TABLE 3: OPTIONAL PRICING**

The Vendor may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the proposed Vending Machines solution. Also, list any pricing discounts.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

**PRICING TABLE 4: FEE SCHEDULE**

If additional services are requested by the County, the Vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The Vendor must indicate in the pricing table below the firm, fixed hourly rate for the personnel job classification that may be necessary to fulfill the requirements of the IFB.

**TASK/PERSONNEL BREAKDOWN**  
 SCHEDULE OF HOURLY BILLING RATES FOR SERVICES

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

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

**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 Vending Machine 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	
<b>Company/Organization Name:</b>	
<b>Address:</b>	
<b>Name of Contact and Title:</b>	
<b>E-mail Address:</b>	
<b>Telephone No.:</b>	
<b>Agreement or Service Period (dates of services):</b>	
Reference No. 2 of 3	
<b>Company/Organization Name:</b>	
<b>Address:</b>	
<b>Name of Contact and Title:</b>	
<b>E-mail Address:</b>	
<b>Telephone No.:</b>	
<b>Agreement or Service Period (dates of services):</b>	
Reference No. 3 of 3	
<b>Company/Organization Name:</b>	
<b>Address:</b>	
<b>Name of Contact and Title:</b>	
<b>E-mail Address:</b>	
<b>Telephone No.:</b>	
<b>Agreement or Service Period (dates of services):</b>	

Vendor’s Initials: \_\_\_\_\_

**EXHIBIT B, continued**

**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: \_\_\_\_\_

Complete the following for employees that would be working on this project. List any previous work directly relating to the IFB specifications that have been performed for other public entities, local government or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING/CERTIFICATIONS

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

**EXHIBIT C  
Miscellaneous Information**

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

1) This section is optional, it will not affect proposal 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: \_\_\_\_\_

**ATTACHMENT 1  
Sealed IFB Label**

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

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**SEALED IFB RESPONSE ENCLOSED**

**DELIVER TO:**

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

**IFB No.: 07-21      DATE: 3/5/2021**

**IFB's MUST BE RECEIVED 2:00 pm CENTRAL TIME**

**DESCRIPTION: VENDING MACHINES**

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

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

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