



**CLAY COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR PROPOSAL (RFP)**

<b>RFP NO:</b>	<b>12-21</b>	<b>PURCHASING SPECIALIST II:</b>	<b>ETHEL KITCHELL</b>
<b>TITLE:</b>	<b>ON-CALL CABLING SERVICES</b>	<b>EMAIL:</b>	<b>EKITCHELL@CLAYCOUNTYMO.GOV</b>
<b>ISSUE DATE:</b>	<b>1/29/2021</b>	<b>PHONE NO:</b>	<b>816-407-3633</b>

**PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN:  
2/19/2021 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 Proposals (RFP) be submitted via [www.PublicPurchase.com](http://www.PublicPurchase.com). Sealed RFPs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP 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 which includes this cover page. All subsequent pages **MUST** also be initialed and the Terms and Conditions Acknowledgement form **MUST** be signed.

<b>RETURN RFP 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
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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:**

PUBLIC SERVICES  
INFORMATION TECHNOLOGY  
234 W. SHRADER  
LIBERTY, MO 64068

By signing this RFP 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 RFP 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 RFP 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 proposals from prospective vendors for On-Call Cabling Services for Public Services/Information Technology in accordance with the requirements and provisions stated herein.

1.1.2 RFP Document Contents:

- Introduction and General Information
- Scope of Work/Functional Specifications
- Agreement Terms and Conditions Acknowledgement Form
- Exhibit A - Pricing
- Exhibit B - Experience and Expertise
- Exhibit C - Project Approach
- Exhibit D - Domestic Product Certification (Buy American)
- Exhibit E - Miscellaneous Information
- Attachment 1 – Sealed RFP Label

### 1.2 **Questions:**

1.2.1 Questions relating to the RFP 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 9, 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 This proposal was previously awarded under RFP 89-17. Resolution Number 2017-288 to Black and McDonald, LLC., Lan –Tel communications & Underground Services and Mark One Electric Company, Inc.

1.3.2 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 Request for Qualification.

### 1.4 **Estimated Quantities:**

1.4.1 The County shall not guarantee any minimum or maximum amount of the vendor's 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 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.

- 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.

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

## 2. SCOPE OF WORK

*This section of the RFP 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 proposal 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 On-Call Cabling Services, which meet or exceeds the specifications contained in this document.

The intent of this Request for Proposal (RFP) is to obtain the services of a qualified Vendor to be readily available to provide On-Call Cabling Services at County Facilities. Specific jobs are not outlined or described herein.

2.1.2 During the agreement period, the successful Vendor shall be available for any and all cabling jobs required by the County and if applicable shall abide by the current Annual Wage Order that is in effect at time of work (Refer to Missouri's Current Prevailing Wage).

2.1.3 The Vendor should have a flexible organization capable of performing multiple assignments simultaneously for emergency and non-emergency calls.

2.1.4 When the Vendor is requested to perform services on-site at a County Facility or job site, the work performed must occur during the normal business hours, unless the County Department has otherwise authorized after-hours access for the Vendor. The Vendor's hourly rates specified in Exhibit A, Pricing Pages, must include the cost associated with fringe benefits.

2.1.5 Normal, regular business hours varies by department from 6:30 a.m. to 5:00 p.m. central time, excluding Federal Holidays. It shall be at the County's sole discretion as to allow the Vendor's Staff any after-hours access to the County Facility or job site.

2.1.6 Overtime hours shall have a rate of pay of one and one-half (1 ½) times the regular rate of wages. Overtime hours shall be for the period of Monday through Friday, 5:00 p.m. to 9:00 p.m., as well as Saturdays from 8:00 a.m. to 5:00 p.m., excluding Federal Holidays.

2.1.7 Double Time hours shall have a rate of pay of two (2) times the regular rate of wages. Double Time hours shall be for the period of Monday through Friday, 9:00 p.m. to 6:30 a.m., Saturday from 5:00 p.m. to 12:00 a.m., and all day Sunday as well as on any Federal Holiday.

2.1.8 All work should adhere to Building Industry Consulting Service International (BICSI) standards when applicable.

2.1.9 The County, in some instances, has a set cabling standard and may at times specify certain types of cable, connectors, jacks, wall plates and patch panels. Therefore, the Vendor shall adhere to such cabling standards and supply requirements.

2.1.10 The County shall have the right to supply some or all materials on a case by case basis.

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

**Scope of Services:**

The Vendor shall provide the installation of new or modifications to existing cables. The Vendor must have experience installing and modifying such cabling systems described in the table below. The Vendor should be able to provide some or all of the services that include the typical types of work described below:

DESCRIPTION OF TYPICAL TYPES OF WORK	OFFEROR' INDICATION OF WHETHER THEIR COMPANY HAS AT LEAST FIVE (5) YEAR'S EXPERIENCE INSTALLING AND MODIFYING THIS TYPE OF CABLING SYSTEMS
Ethernet cabling systems including; Cat5, Cat5e, Cat6, and Cat7	Yes _____ No _____
Single or Multi-Mode fiber optic systems both above ground and underground, interior and exterior	Yes _____ No _____
Alarm systems	Yes _____ No _____
Access control systems	Yes _____ No _____
Energy management systems	Yes _____ No _____
Detention Center inmate control systems	Yes _____ No _____
Communication, microwave and radio systems including antenna feeds	Yes _____ No _____
Video surveillance systems both analog and IP	Yes _____ No _____
Wireless and Wi-Fi systems	Yes _____ No _____

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

**RESPONSE TIME:**

- a. The Vendor must be available for service seven (7) days a week, twenty-four (24) hours a day.
- b. Some work under this agreement may come up as an emergency. The Vendor shall provide a single twenty-four (24) hour telephone number to assure prompt response to calls from the County for needed repairs.
- c. It shall be the County's responsibility, upon placing a call for service, to designate an emergency or non-emergency situation.
- d. The Vendor shall verbally confirm to the initial request for emergency service within one (1) hour of notification and shall have a qualified service person on the job site within four (4) hours of the original notification.
- e. In the event repairs cannot be completed with the initial response, every effort by the Vendor shall be made to provide limited repair to allow for effective functioning of the system until complete restoration can be made.
- f. Failure to meet the above requirements may result in the County contacting another Vendor and requesting the work be performed by them. In this circumstance, the Vendor shall not be entitled to any payment. Failure to respond or report to the job site within the agreement time frame, may be construed as a breach of agreement, and at the County's discretion, agreement may be terminated upon written notice by the County.
- g. Requests for non-emergency service shall have a response time within twenty-four (24) hours from notification. The County shall schedule the time and dates with mutual agreement from the Vendor for non-emergency service to be performed under this agreement.
- h. The County shall determine if equipment should be serviced, maintained or repaired as an emergency in unusual and unpredictable situations.

**PROCEEDING WITH SERVICES:**

- a. Vendor will be contacted for services as required for all work by a County Project Manager which typically will be the Facilities Management Director or their assignee or Information Technology Director or their assignee.
- b. Vendor shall not perform work for any department without prior approval by the County Project Manager or their assignee.
- c. Prior to commencing any work; the Vendor may be required to provide a work order cost estimate:
- d. These estimates shall include the estimated number of hours, hourly rate pursuant to the Exhibit A Pricing Pages, number and type of employees required, estimated material cost and completion date.
- e. Vendor shall respond to requests for estimates for non-emergency work within twenty-four (24) hours and provide written estimates within five (5) days of the original request.
- f. The estimate shall be reviewed and approved by the County Project Manager or their assignee. Unreasonable estimates may be deemed cause to terminate this agreement.
- g. Unforeseen or unknown repairs will be mutually agreed upon by the Vendor and the County, and a written change order will be issued. The Vendor shall submit to the County Project Manager a written estimate for the extra work on a Time and Materials basis using agreement pricing.

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

- h. It shall be the Vendor's responsibility to ensure they have all information to prepare accurate estimates.
- i. Vendor shall not perform more than five hundred (\$500.00) of non-emergency work, including materials, for a given job without a written estimate and obtaining approval from the County Project Manager.
- j. The County shall have the right to bid any project over the County's bid threshold amount of \$6,000.00 if it is determined to be in the best interest of the County.
- k. Hourly charges are to begin when Service Technician arrives at job site or reports to the County Project Manager; whichever is requested by the County Project Manager.
- l. The Vendor shall not commence any work until they have notified the proper County Project Manager of their arrival.
- m. The County shall not be responsible for payment to the Vendor for any briefings or meetings held between the County and Vendor, as these meetings are to the mutual benefit of both parties.
- n. All testing following service and repair shall be performed to ensure proper functioning at 100%. The County's Project Manager has to provide written approval of job completion and that such approval shall be granted when the work performed results in appropriate functioning and any worksite cleanup/repair work has been satisfactorily completed

**EQUIPMENT, LABOR AND WORKSITES:**

- a. All equipment furnished and installed by the Vendor must be new and unused unless otherwise authorized by County Project Manager. The County reserves the right to reject and return, at the Vendor's expense any and all components which are defective or fail to comply with this specification. Such rejections and/or returns will neither validate nor invalidate the remainder of the agreement.
- b. The Vendor shall be responsible for the repair of any damage to the County's property or leased property of the County, if caused by the Vendor or its sub-contractors during installation, maintenance, or de-installation of any equipment or services performed within the scope of these services.
- c. All workmanship must conform to industry standards and will be examined before acceptance. All equipment will be installed by or under the supervision of the Vendor.
- d. The Vendor must completely remove all residues due to its work and shall be responsible for the cost of repairing any damage caused, as a result of the work, during installation of equipment and/or related components.
- e. Vendor must have the applicable resources to complete the services. Vendor may be required to meet specified times and schedules and must supply applicable resources to meet schedules and deadlines.

**SUPPLIES AND MATERIALS:**

- a. The County shall determine the urgency and necessity of emergency shipping and the County shall be responsible for any such charges (i.e. overnight express). Upon notification by the County, the Vendor shall make all necessary arrangements and include the emergency shipping costs with invoice. Any emergency shipping costs shown on an invoice shall also designate County personnel authorizing the shipping.

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

**COMMUNICATIONS:**

- a. If, at any time after the Agreement Award, the Vendor becomes aware of any problems that could result in a delay in completing work, it must immediately notify the County Project Manager by telephone with confirmation in writing citing the cause and probable effect, with recommendations for alternative action. This paragraph does not relieve the Vendor of contractual responsibilities; however, failure to notify promptly will be a basis for determining the Vendor negligent of an otherwise excusable delay.

**SECURITY CLEARANCE:**

- a. At the written request and at the sole discretion of the County Project Manager, the County shall have the right to require the Vendor's and/or subcontractor's staff that will be performing work for the County to undergo a security background review prior to performing work. The Vendor shall agree to provide information that may be needed to complete security background investigations of the Vendor's and subcontractor's employees. Failure to provide the required information or forms and/or failure to successfully pass the security background checks may result in removal of individual(s) from service eligibility in performance of project contracted services.
- b. The Vendor shall be responsible for the costs for such security background investigations.

**2.2 Miscellaneous Requested Information:**

- 2.2.1** The Vendor should respond to the information requested in all sections and all exhibits.

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

**3. ZOOM MEETING INFORMATION**

**DUE TO CO-VID 19 PROTOCOLS THERE WILL BE NO IN-PERSON PUBLIC OPENING OF RFP 12-21 On-Call Cabling Services. THE RESPONSES WILL BE PUBLICLY OPENED AND READ ALOUD VIA ZOOM MEETING AT 11:00 A.M. SEE BELOW:**

Topic: RFP 12-21 On-Call Cabling Services

Time: Feb 19, 2021 11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87826586561?pwd=QU5FVFZMAYtSZG0xSnY4MkxLbmZXQT09>

Meeting ID: 878 2658 6561

Passcode: 047445

One tap mobile

+13126266799,,87826586561#,,,,\*047445# US (Chicago)

+19292056099,,87826586561#,,,,\*047445# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 878 2658 6561

Passcode: 047445

Find your local number: <https://us02web.zoom.us/j/kc7CmEsCXm>

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 RFP.

DESCRIPTION	UNIT OF MEASURE	HOURLY REGULAR RATE
Journeyman Lineman	Per Hour	\$
Lineman Operator	Per Hour	\$
Groundman	Per Hour	\$

**PRICING TABLE 2: OTHER REQUIRED PRICING**

The Vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the RFP. 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 On-Call Cabling Services herein and to satisfy the RFP 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 On-Call Cabling Services 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 RFP.

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

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

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

Describe your 8-5 and after hours call in procedure for service; see below.

SERVICE SUPPORT CENTER, HOURS OF SERVICE AND CONTACT INFORMATION:	
Nearest Customer Service/Support Center	Location:
Regular Business Hours for service if longer duration than 8:00 a.m. to 5:00 pm central time is available	____ a.m. to ____ p.m., ____ day through ____ day
Support Service Telephone number and contact person(s)	Name: Phone Number:  Name: Phone Number:
Response time after call for service	Respond within _____ Hours
Additional information:	

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 2 years 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 Cabling 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: \_\_\_\_\_

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 RFP 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**  
**Project Approach**

The evaluation of the vendor's proposed method of performance/project approach shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding the proposed method of performance/project approach. The County shall have the right to use this information, including information gained from any other source, in the evaluation process.

It is the vendor's responsibility to make sure all products and services proposed are adequately described. It should not be assumed that the evaluator has specific knowledge of the services proposed; however, the evaluator does have sufficient technical/business background to conduct an evaluation when presented complete information.

**C.1 PROJECT APPROACH INFORMATION**

Describe the schedule of events necessary to complete this project clearly defining the roles of all involved parties. Outline familiarity with the project and identify critical or unique issues specific to this project.

How many technicians do you have on staff?

Can your company provide cabling, including copper Ethernet and fiber optic; single and multimode? If so, how many techs are BICSI certified?

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

**EXHIBIT D  
Miscellaneous Information**

**D.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 RFP 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 RFP 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.

**D.2 WEBSITE**

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

**D.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 RFP Label**

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

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**SEALED RFP RESPONSE ENCLOSED**

**DELIVER TO:**

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

**RFP No.: 12-21    DATE: 2/19/2021**

**RFPs MUST BE RECEIVED 10:00 AM CENTRAL TIME  
DESCRIPTION: ON-CALL CABLING SERVICES**

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

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

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