



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

RFP No.: 39-19
TITLE: HIGHWAY EQUIPMENT SHEDS
ISSUE DATE: May 9, 2019

PURCHASING STAFF TITLE: ETHEL KITCHELL
PHONE No.: (816) 407-3630
E-MAIL: EKITCHELL@CLAYCOUNTYMO.GOV

**PROPOSAL RESPONSES MUST BE RECEIVED BY NO LATER THAN (“CLOSE/RETURN DATE and TIME”):
MAY 23, 2019 AT 2:00 PM CENTRAL TIME**

SUBMITTAL INSTRUCTIONS: In effort to support the County’s initiative for conservation, it is preferred that proposals be submitted via www.PublicPurchase.com. Sealed RFPs may be delivered to the Clay County Purchasing Office 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 proposal to be considered complete, the Clay County document must be completed in its entirety. The cover page **MUST** be completed, all pages **MUST** be initialed and the Terms and Conditions Acknowledgement Form **MUST** be signed.

RETURN PROPOSAL TO: CLAY COUNTY ~ PURCHASING DEPARTMENT
ATTN: ETHEL KITCHELL
16 W. FRANKLIN, SUITE 16-B
LIBERTY, MO 64068

AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWAL OPTIONS

DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

**PUBLIC SERVICES
CLAY COUNTY HIGHWAY DEPARTMENT
16616 N.E. 116th Street
Kearney, MO 64060**

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 Agreement 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 an Official Action is signed and issued by an authorized official 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			
___ Corporation		___ Individual		___ State/Local Government	
___ Partnership		___ Sole Proprietor		___ IRS Tax-Exempt	
Vendor Tax Filing Type With IRS (Check One)					

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.claycountymmo.gov/departments/purchasing#CurrentSolicitations>

1.1 Purpose:

1.1.3 This document constitutes a request for competitive, sealed proposals from prospective Vendors Free Standing Buildings for Public Services in accordance with the requirements and provisions stated herein.

1.1.3 RFP Document Contents: This document is divided into the following parts:

Section 1:	Introduction and General Information
Section 2:	Scope of Work/Functional Specifications
Section 3:	Agreement Terms and Conditions Acknowledgement Form
Exhibit A:	Pricing
Exhibit B:	Experience and Expertise
Exhibit C:	Project Approach
Exhibit D:	Miscellaneous Information

Attachment 1: Sealed RFP Label

1.2 Pre-Proposal Meeting:

1.2.3 A Pre-Proposal Meeting regarding this Request for Proposal will be held on May 16, 2019 beginning at 10:00 AM Central Time at the Clay County Highway Department located at 16616 N.E. 116th Street, Kearney, MO 64060.

1.2.3 The RFP will be used as the agenda for the Pre-Proposal Meeting.

1.2.3 Pre-Proposal Meeting RFP Questions: All potential Vendors are encouraged to participate in the Pre-Proposal Meeting as it will be used as a forum for questions, communications, and discussions regarding the RFP. The Vendor should become familiar with the RFP and develop all questions prior to the Meeting in order to ask questions and otherwise participate in the public communications regarding the RFP.

- a. Prior Communication – Prior to the Pre-Proposal Meeting, the Vendor may submit written communications and/or questions regarding the RFP to Purchasing2@ClayCogov.com Such prior communication will provide Clay County with insight into areas of the RFP which may be brought up for discussion during the Meeting and which may require clarification.
- b. During the Pre-Proposal Meeting, the County will attempt to respond to all previously received questions/concerns regarding the RFP but it shall be the sole responsibility of the Vendor to orally address any issues previously presented to the County by the Vendor that the County may have failed to address.
- c. Addendum to the RFP - Any changes needed to the RFP as a result of discussions from the Pre-Proposal Meeting will be accomplished as an addendum to the RFP. Formal minutes of the Meeting shall not be maintained. Any questions that require a revision to the RFP shall be accomplished as an amendment to the RFP.

Vendor's Initials: _____

1.3 Questions:

- 1.3.3 Questions relating to the RFP must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing2@ClayCogov.com
- 1.3.3 **All questions and issues should be submitted no later than May 17, 2019.** If not received by the aforementioned date, the County may not be able to fully research and consider the respective questions or issues.

1.4 Background Information:

- 1.4.3 Free Standing Buildings will be used for storing large equipment – motor graders, tankers, semi-tractors, etc.
- 1.4.3 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 Request for Proposal.

1.5 Estimated Quantities:

- 1.5.3 The quantities indicated in this RFP are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated Agreement period. The estimates do not indicate single order amounts unless otherwise stated. Clay County shall not make guarantees about single order quantities or total aggregate order quantities.
- 1.5.3 The County shall not guarantee any minimum or maximum amount of the Vendor's products/services that may be required under the Agreement. The Vendor shall provide products/services on an as needed, if needed basis. The County shall not guarantee any usage of the Agreement whatsoever.

1.6 Miscellaneous Requested Information:

- 1.6.3 Other Miscellaneous Requested Information: The Vendor should respond to the information requested in all Sections and all Exhibits.

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 the Clay County Entity. 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:

The Vendor shall provide Free Standing Buildings, which meets or exceeds the specifications contained in this document.

- Free Standing Buildings shall be installed at the Clay County Highway Department located at 16616 N.E. 116th Street, Kearney, MO 64060.
- Color samples shall be provided upon request. Colors will be determined during the awarding of the RFP and before an agreement is signed.

SHED #1

- a. Free Standing Building installed on County's level site
- b. 48' width x 98' length x 15' inside height with a 1372sq ft. open side – open side shall have 7 bays with 14' wide clearance
- c. Interior vertical metal support beams shall be placed in line with bay opening supports to allow clear access from front to rear of the building
- d. Roof System: 4' o/c trusses Pitch 4/12 Loading: 25-5-5 standard
- e. Walls: 8' o/c TR Laminated Load-Bearing Columns w/2x8 Tr Skirt Board & 2x6 Purlins
- f. Siding: 29 Gauge steel, Color to be determined (TBD)
- g. Trim: Color TBD after award of agreement
- h. Roofing Type: 29 Gauge Painted Steel. Color TBD
- i. Overhangs: 24" Boxed on 1-side. Color TBD
- j. Footing: 18" x 42" Concrete Pier with Sturdy Wall Brackets
- k. 98 lineal ft of 3' Sidelight Sidelight Belt
- l. 196 lineal ft of Gutter with 6 downspouts. Color TBD

SHED #2

- a. Free Standing Building installed on County's level site
- b. 60' width x 168' length x 15' inside height with a 2352sq ft. open side – open side shall have 12 bays with 14' wide clearance
- c. Interior vertical metal support beams shall be placed in line with bay opening supports to allow clear access from front to rear of the building
- d. Roof System: 4' o/c trusses Pitch 4/12 Loading: 25-5-5 standard
- e. Walls: 8' o/c TR Laminated Load-Bearing Columns w/2x8 Tr Skirt Board & 2x6 Purlins
- f. Siding: 29 Gauge Steel. Color TBD
- g. Trim Color TBD
- h. Roofing Type: 29 Gauge Painted Steel. Color TBD
- i. Overhangs: 24" Boxed on 1-side Color TBD
- j. Footing: 18" x 42" Concrete Pier with Sturdy Wall Brackets
- k. 168 lineal ft of 3' Sidelight Sidelight Belt
- l. 336 lineal ft. of Gutter with 8 downspouts. Color TBD

Vendor's Initials: _____

- a. SITE INSPECTION: Vendor shall be familiar with the work site, local labor conditions, and all laws, regulations, and other factors affecting performance of the work. Before submitting a Proposal, all Vendors are strongly encouraged to attend the pre-proposal meeting noted on page one (1).
- b. LICENSES AND PERMITS: It shall be the Vendor's responsibility to acquire all licenses and permits imposed by law and ordinance, pay all charges and fees, and shall provide proof of the licenses and permits (i.e. copy of the paid receipt or copy of the actual license(s) and or permit(s) to the Purchasing Department before work is started.
- c. WARRANTIES: The Vendor shall state the warranty for materials and coverage's offered on labor for the work performed. All warranties shall be stated in writing and submitted with the Proposal Response.
- d. INSURANCE: The successful Vendor shall be required to provide a Certificate of Insurance within ten (10) calendar days after Notice of Award has been issued.
- e. PERFORMANCE BOND: Performance Bond will be required of the successful Vendor. See General Terms & Conditions as found on County Website and Public Purchase; 1.11 Public Work Performance Bond Requirement.
- f. SCHEDULING OF WORK: The project start date shall be coordinated with the department representatives. The completion of work shall be in accordance with the dates submitted by the Vendor on the Pricing Page of the RFP Document.
- g. PAYMENT: After final inspection and acceptance of all work by the owner, the Vendor shall prepare a statement/invoice for final payment. The Vendor shall also submit certified copies of payrolls in compliance with the Prevailing Wage Law Check-Off List included in this document.
- h. PREVAILING WAGE:
Vendor shall pay all project workers the minimum wage as detailed in the "Annual Wage Order No 25". When bidding on Prevailing Wage Projects for the County, it is the responsibility of the Vendor to contact the Division of Labor Standards to verify any questions pertaining to the guidelines of the current Annual Wage Order at time of RFP. This includes but is not limited to updated information, replacement pages, occupational titles, or any questions that may affect Vendor's response.
 - a. Pursuant to Missouri Prevailing Wage Law, RSMo Chapter 290, Sections 290.210 through 290.340 and 290.550 through 290.580, this project must adhere to the current Prevailing Wage Order.
 - b. Guidelines for Contractors may be located here: <https://labor.mo.gov/DLS/PrevailingWage/pwContractors>
 - c. Not less than the prevailing hourly rate of wages, as set in the wage order attached to and made part of the specification for work under the Agreement, shall be paid to all workers performing work under the Agreement. (RSMo 290.250)
 - d. The Contractor will forfeit a penalty to the contracting public body of \$100 per day (or portion of a day) for each worker that is paid less than the prevailing rate for any work done under the Agreement by the contractor or by any subcontractor. (RSMo 290.250)
 - e. The contractor and all subcontractors to the contract must require all on-site employees to complete the ten-hour construction safety training program required, unless they have previously completed the program and have documentation of having done so. (RSMo 290.675)
 - f. The contractor will forfeit a penalty to the contracting public body of \$2,500 plus an additional \$100 for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training. (RSMo 292.675)
 - g. Wage Order 25 for Clay County available here:
https://laborwebapps.mo.gov/DLS/PrevailingWage/AWO/25_WO024.pdf
- i. INSTALLATION SCHEDULE: Upon award of the Agreement and receipt of the required Insurance Certificate and Performance Bond, the Vendor shall be prepared to order required materials and commence work upon receipt of the materials.
- j. DAMAGES: The Vendor shall promptly report any damage to adjacent facilities, property, streets and sidewalks as a result of installing the buildings. The Vendor shall be responsible for any such repairs needed.
- k. ALTERNATE PROPOSALS:
Vendors must submit complete specifications on all alternate Proposals. Alternate Proposals without complete specifications may be rejected. Alternate Proposals and exceptions may be rejected. Alternate Proposals and exceptions must be clearly noted on the Pricing Page. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.

Vendor's Initials: _____

3. 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:

[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.
Vendor enters 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.

LUMP SUM COST SHALL INCLUDE ALL MATERIALS, LABOR, LICENSES, PERMITS AND DELIVERIES.

DESCRIPTION	LUMP SUM COST	CALENDAR DAYS TO COMMENCE WORK after receipt of Notice of Award	CALENDAR DAYS TO COMPLETE WORK:
<h1>OPTION 1</h1>			
<p>SHED #1 BUILT AT VENDORS LOCATION, DELIVERED AND INSTALLED ON COUNTRY SITE</p> <p>AS DETAILED UNDER SCOPE OF WORK ON PAGE 3 (THIS MAY NOT BE PREVAILING WAGE)</p>	<p>\$ _____</p>		
<p>SHED #2 BUILT AT VENDORS LOCATION, DELIVERED AND INSTALLED ON COUNTY SITE (THIS MAY NOT BE PREVAILING WAGE)</p> <p>AS DETAILED UNDER SCOPE OF WORK ON PAGE 3</p>	<p>\$ _____</p>		
<h1>OPTION 2</h1>			
<p>SHED #1 BUILT ON AND INSTALLED ON COUNTY SITE</p> <p>AS DETAILED UNDER SCOPE OF WORK ON PAGE 3</p>	<p>\$ _____</p>		
<p>SHED #2 BUILT AND INSTALLED ON COUNTY SITE</p> <p>AS DETAILED UNDER SCOPE OF WORK ON PAGE 3</p>	<p>\$ _____</p>		

Vendor's Initials: _____

**EXHIBIT A
Pricing Pages Continued**

WARRANTIES:

SHED #1

SHED #2

PAINT	_____ YEARS	PAINT	_____ YEARS
LABOR AND MATERIALS	_____ YEARS	LABOR AND MATERIALS	_____ YEARS

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 (describe purpose of RFP – such as for the products/services described, etc.) herein and to satisfy the RFP requirements.

DESCRIPTION/COMMENTS	UNIT PRICE

PRICING TABLE 3: OPTIONAL PRICING

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

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

Vendor's Initials: _____

**EXHIBIT A
Pricing Pages Continued**

Optional: During the course of an Agreement year, Clay County Departments or other Municipalities may need to order items not specifically listed. Please state below, any discounts for such purposes, from your listed prices.

_____ % Discount off list price

ADVANCE PAYMENT OPTION

Vendors may indicate below a percentage deposit required to begin work if the total cost of proposal exceeds \$25,000.00.

_____ %

**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 one (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 Free Standing Building 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 governments 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:	
Customer 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:	
Customer 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

Personnel: All work must be performed by skilled, experienced, personnel directly employed, supervised, and trained to work with materials and equipment of the trade in a safe workmanlike manner.

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 governments or private companies in the last five years. Attach a separate sheet of paper if needed.

EMPLOYEE NAMES	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/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:

Build at Vendors location, Deliver to County Site and install on site:

Build at County Site and install on site:

Vendor's Initials: _____

**EXHIBIT D
Miscellaneous Information**

E.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 will 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 jurisdictions 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.

E.2 WEBSITE INFORMATION:

1) Does your company have a website? YES: _____ NO: _____

2) If yes please provide the website address:

www. _____

Vendor's Initials: _____

EXHIBIT D, continued

E.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 appointed 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 subdivision 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 PROPOSAL PACKAGE

SEALED RESPONSE ENCLOSED

DELIVER TO:

**CLAY COUNTY ~ PURCHASING DEPARTMENT
ATTN: ETHEL KITCHELL
16 W. FRANKLIN, SUITE 16-B
LIBERTY, MO 64068**

RFP No.: 39-19 DATE: MAY 23, 2019

PROPOSALS MUST BE RECEIVED BEFORE 2:00 PM CENTRAL TIME

DESCRIPTION: HIGHWAY EQUIPMENT SHEDS

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

Vendor's Initials: _____