



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

<b>IFB NO:</b>	<b>34-21</b>	<b>PURCHASING SPECIALIST:</b>	<b>PATRICK WEST</b>
<b>TITLE:</b>	<b>ON-CALL PETROLEUM PARTS, SALES, SERVICE AND INSTALLATION</b>	<b>EMAIL:</b>	<b>PWEST@CLAYCOUNTYMO.GOV</b>
<b>ISSUE DATE:</b>	<b>3/26/2021</b>	<b>PHONE NO:</b>	<b>816-407-3637</b>

**BID RESPONSES MUST BE RECEIVED NO LATER THAN:  
4/21/2021 AT 2:00 PM CENTRAL TIME.  
BID RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME.**

**SUBMITTAL INSTRUCTIONS:** In an effort to support the County's initiative for conservation, it is preferred that the Request For Bid (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 ADDRESSES:**

<b>CLAY COUNTY PARKS DEPARTMENT</b> <b>1720 PARADESIAN</b> <b>SMITHVILLE, MO 64089</b>	<b>CLAY COUNTY HIGHWAY DEPARTMENT</b> <b>16616 NE 116<sup>th</sup> STREET</b> <b>KEARNEY, MO 64060</b>	<b>MIDWEST NATIONAL AIR CENTER</b> <b>13106 RHODUS ROAD</b> <b>EXCELSIOR SPRINGS, MO 64024</b>
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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 On-Call Petroleum Parts, Sales, Service and Installation for Clay County Parks Department, Clay County Highway Department and Midwest National Air Center in accordance with the requirements and provisions stated herein.

1.1.2 IFB Document Contents:

- Introduction and General Information
- Scope of Work
- Bid Opening 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 Friday, April 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 The previous IFB 49-17, Resolution Number 2017-198 was approved by the Clay County Commission on June 12, 2017. The approved Term and Supply Agreement included the following vendor: Double Check Company, Inc.

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

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

**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 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.
- 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 On-Call Petroleum Parts, Sales, Service and Installation, which meets or exceeds the specifications contained in this document.
- 2.1.2 When the contractor is requested to provide services on-site at a Clay County location, the work performed must occur during the normal business hours, unless the County Department has otherwise authorized after-hours access for the contractor.
- a. Normal, regular business hours varies by department from 6:30 a.m. to 5:00 p.m. central time, excluding County Holidays.
  - b. It shall be at the County's sole discretion as to allow the contractor's staff any after-hours access to the County location.
- 2.1.3 **Safety:**
- a. The contractor shall understand and agree that all practices, materials, supplies, and equipment shall comply with any pertinent Federal, State and/or local safety or environmental codes.
- 2.1.4 **Applicable Codes and Ordinances:**
- a. The contractor shall hereby certify that all workmanship and materials shall conform to all local applicable codes and ordinances.

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

**2.1.5 Fuel Types:**

- a. The Contractor may be requested to provide parts, perform maintenance and repair services on equipment dispensing the following fuels:
1. Clay County Parks Department
    - i) Marina
      - a) Non-Ethanol Premium
      - b) Non-Ethanol Unleaded
    - ii) Central Services
      - a) Unleaded
      - b) Premium
      - c) Diesel
  2. Clay County Highway and Transportation Department
    - i) Diesel
    - ii) Unleaded
    - iii) Regular Gasoline
  3. Midwest National Air Center
    - i) Jet A
    - ii) AVGAS
    - iii) MoGAS

2.1.6 The Vendor should respond to the information requested in all sections and all exhibits.

**3. BID OPENING**

- 3.1.1 Bid Responses will be read out loud at 3:00 P.M. on April 21, 2021 in the Purchasing Department. Location subject to change.
- a. All attendees will be required to wear a mask.

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	AM to PM		HOURLY RATE	TRIP CHARGE	EXTENDED COSTS HOURLY RATE PLUS TRIP CHARGE
Hourly Labor Rate for Regular Work Hours Monday through Friday ____ AM to ____ PM			\$	\$	\$
Overtime Hourly Labor Rate after ____ PM Monday through Friday			\$	\$	\$
Saturday and Sunday hourly labor rate			\$	\$	\$
Emergency Service labor rate Monday thru Friday ____ AM to ____ PM			\$	\$	\$
Emergency Service labor rate Monday thru Friday After ____ PM			\$	\$	\$
Emergency Service labor rate Saturday, Sunday, and Holidays, anytime			\$	\$	\$
	<b>PERCENTAGE</b>				
Guaranteed percentage of mark-up for all parts Cost Plus		%			

**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 On-Call Petroleum Parts, Sales, Service and Installation 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 On-Call Petroleum Parts, Sales, Service and Installation 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

**DURING THE COURSE OF THE AGREEMENT YEAR, THE USING DEPARTMENTS MAY NEED TO ORDER ITEMS NOT SPECIFICALLY LISTED ABOVE. PLEASE STATE BELOW, ANY DISCOUNTS FOR SUCH PURPOSES, FROM YOUR LISTED PRICES.**

DISCOUNT OFF LIST PRICE	%
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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 3 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 On-Call Petroleum Parts, Sales, Service and Installation 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.: **34-21**      DATE: **4/21/2021**

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

**DESCRIPTION: On-Call Petroleum Parts, Sales, Service and Installation**

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

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

City, State Location

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