



CLAY COUNTY

DEPARTMENT OF PURCHASING AND CONTRACT SERVICES INVITATION FOR BID (IFB)

IFB NO.: 26-16
TITLE: Appliance Maintenance Agreement
ISSUE DATE: 10/3/16

PURCHASING SPECIALIST II: Stacy Nickerson
PHONE NO.: 816-407-3643
E-MAIL: SNickerson@claycountymo.gov

BID RESPONSES MUST BE RECEIVED BY NO LATER THAN (“CLOSE/RETURN DATE and TIME”):

10/26/16 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print the SEALED BID LABEL found in Attachment 2 or type **IFB Number, IFB Title** and **Return Due Date** on the lower left hand corner of the envelope or package. Delivered sealed bids **must** be in Clay County Purchasing office prior to the return date and time.

RETURN BID TO: **CLAY COUNTY ~ DEPARTMENT OF PURCHASING & CONTRACT SERVICES
 ADMINISTRATION BUILDING
 1 COURTHOUSE SQUARE, 3RD FLOOR,
 COMMISSION FRONT DESK RECEPTION AREA
 LIBERTY, MO 64068**

CONTRACT PERIOD: DATE OF AWARD THROUGH ONE YEAR

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

**CLAY COUNTY FACILITIES MANAGEMENT
 14 S. WATER STREET
 LIBERTY, MO 64068**

By signing this IFB cover page, the bidder 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 bidder shall further agree that the language of this IFB shall govern in the event of a conflict with his/her bid. In addition, the bidder shall further agree that upon receipt of an authorized purchase order from Clay County or when a Contract Resolution is signed and issued by an authorized official of Clay County, a binding contract shall exist between the bidder 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 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.

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed bids from prospective bidders for appliance maintenance services for Clay County Facilities Management in accordance with the requirements and provisions stated herein.

1.1.2 IFB Document Contents: This document, referred to as an Invitation For Bid (IFB), is divided into the following parts:

Section 1:	Introduction and General Information
Section 2:	Scope of Work/Performance Requirements
Section 3:	Performance Requirements
Section 4:	Bid Submission Information
Section 5:	Contract Terms and Conditions
Section 6:	Evaluative Information
Exhibit A:	Equipment Listing Specification Table
Exhibit B:	Pricing
Exhibit C:	Experience and Expertise
Exhibit D:	Miscellaneous Information

Attachment 1: Approval for Background Investigation Criminal History and Driver's License Check

Attachment 2: Sample Resolution Agreement (contract cover page)

Attachment 3: Sealed Bid Label

1.2 Background Information:

1.2.1 Clay County had previously established an Appliance Maintenance Agreement contract via IFB 22-14. The awarded contract was Resolution No. 2014-211, which may be viewed at the following website link: <http://webdocs.claycogov.com/resord/docserv.php?id=2014-211>.

1.2.2 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 Invitation For Bid.

1.3 IFB Questions:

1.3.1 Questions and issues relating to the IFB must be directed to the buyer, **Stacy Nickerson**. It is preferred that questions be e-mailed to **SNickerson@claycountymo.gov**. **All questions and issues should be submitted no later than 10/07/16**. If not received prior to the aforementioned date, the Clay County Purchasing Agent may not be able to fully research and consider the respective questions or issues.

1.3.2 Questions and issues necessitating requirement changes or clarifications will result in an addendum to the IFB. As a result, some questions and issues may not result in a direct response to the inquiring vendor. There shall be no posted written records of the questions/communications (i.e. formal question/answer document).

1.4 Bidder's Contacts:

Vendor's Initials: _____

- 1.4.1 Bidders and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the IFB, the evaluation, etc., to the buyer of record indicated on the first page of this IFB. Bidders and their agents may not contact any other Clay County employee regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Bidders and their agents who have questions regarding this matter should only contact the buyer of record.
- 1.4.2 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 Invitation For Bid.

1.5 Attachments:

- 1.5.1 The bidder is advised that attachments exist to this document, which provide additional information and instruction. However, due to the size of the electronic files, they are not able to be incorporated into this document but, instead, must be downloaded from the Clay County online bidding website. Please refer to:
<https://www.claycountymo.gov/bids/current> or go to
<https://www.claycountymo.gov/Purchasing/DemandStar>.
- 1.5.2 The attachments shall be separate downloadable documents located on the same web page where the IFB document is downloadable. It shall be the sole responsibility of the bidder to obtain the attachments. The bidder shall not be relieved of any responsibility for performance under the contract due to the failure of the bidder to obtain copies of the attachments.
- 1.5.3 The following describes the Attachments to this IFB:
- a. Attachment 1 – Approval for Background Investigation
 - b. Attachment 2 – SAMPLE Resolution Contract Cover Page
 - c. Attachment 3 – Sealed Bid Label

1.6 Definitions: *The following definitions shall apply throughout this document:*

- 1.6.1 **“Addendum”** shall mean a written, official modification to an IFB.
- 1.6.2 **“Amendment”** shall mean a written, official modification to an awarded contract as approved by the Clay County Commission.
- 1.6.3 **“Attachment”** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- 1.6.4 **“Buyer”** shall mean the procurement staff member of Clay County Purchasing Agent. The **Contact “Person”** as referenced herein is usually the Buyer.
- 1.6.5 **“Contract”** shall mean a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services. All contracts must be approved by the Clay County Commission.
- 1.6.6 **“Contractor”** shall mean a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- 1.6.7 **“Entity”** shall mean the unit of Clay County government in the state of Missouri for which the equipment, supplies, and/or services are being purchased by the **Clay County Purchasing Agent (CCPA) via the Department of Purchasing and Contract Services (DP&CS)**. The entity is also often referred to as **“the County”**. The entity is also responsible for payment.

Vendor’s Initials:_____

- 1.6.8 **“Exhibit”** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- 1.6.9 **“May”** shall mean that a certain feature, component, or action is permissible, but not required.
- 1.6.10 **“Must”** shall mean that a certain feature, component, or action is a mandatory condition.
- a. The bidder’s bid response shall not take exception to or conflict with the mandatory requirements of the IFB (denoted by the words “must” and “shall”). Failure to fulfill mandatory requirements shall make the bidder’s bid response to be considered unacceptable and thus may result in the bid response no longer being given consideration in the evaluation process. Clay County shall not award a noncompliant bid.
- 1.6.11 **“Bidder”** shall mean the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- 1.6.12 **“Pricing Page(s)”** applies to the form(s) on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- 1.6.13 **“Bid Opening Date and Time”** and similar expressions shall mean the exact deadline required by the IFB for the receipt of sealed bids.
- 1.6.14 **“Invitation For Bid (IFB)”** shall mean the solicitation document issued by the DP&CS to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Addendums thereto.
- 1.6.15 **“RSMo (Revised Statutes of Missouri)”** refers to the body of laws enacted by the Legislature which govern the operations of all public governmental entities of the state of Missouri. Chapter 50 of the statutes is the primary chapter governing the operations of DP&CS.
- 1.6.16 **“Shall”** shall have the same meaning as the word “must”.
- 1.6.17 **“Should”** means that a certain feature, component and/or action is desirable but not mandatory.
- 1.6.18 **“Vendor”** shall have the same meaning as the word “Bidder”.

1.7 Estimated Quantities:

- 1.7.1 The quantities indicated in this Invitation For Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract 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.
- 1.7.2 The County shall not guarantee any minimum or maximum amount of the contractor’s products/services that may be required under the contract. The contractor shall provide products/services on an as needed, if needed basis. The County shall not guarantee any usage of the contract whatsoever.

Vendor’s Initials:_____

2. SCOPE OF WORK / PERFORMANCE REQUIREMENTS

This section of the IFB 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 bidder and subsequent contractor. The bidder is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The bidder'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 bidder must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the bidder (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 General Requirements:

- 2.1.1 The Contractor must provide time and materials Appliance Maintenance Services as well as preventative maintenance services for some or all of the equipment listed on EXHIBIT A (Equipment Listing Specification Table), which meets or exceeds the performance requirements contained in this document on an as needed, if needed basis.
- 2.1.2 The Contractor must have a minimum of one (1) year of previous experience in providing appliance maintenance support services for the equipment listed herein or for equipment of a similar nature/type.
- 2.1.3 The Contractor shall perform preventive maintenance inspections every three (3) months for all appliances stated in EXHIBIT A (Equipment Listing Specification Table) that the contractor has indicated he/she is able to service. The contractor shall also insure safe operation, achieve optimum performance and service life for the equipment. Contractor shall submit repair recommendations for County department approval.
- 2.1.4 The Contractor shall provide repair and parts for various appliances on an as needed basis as requested by the Clay County's Assistant County Administrator - Facilities (CCACAF) or designee.
- 2.1.5 Before providing repair work, cost estimates shall be provided to the County detailing parts and labor required for the repair. No additional repairs shall be allowed unless first authorized by CCACAF or designee.
- 2.1.6 The Contractor must have certificates/ licenses or other documentation to verify personnel are certified and authorized to work on the equipment as specified in this Bid.
- a. The Contractor shall use trained personnel directly employed and supervised by contractor. Personnel shall be qualified to keep all appliances specified in this Invitation For Bid, properly maintained and in good running condition.
 - b. The Contractor shall employ service technicians with demonstrated qualifications and training to industry standards for technical support.
- 2.1.7 The Contractor shall provide to the CCACAF or designee a dated, detailed report on work performed on each appliance.
- 2.1.8 Clay County shall have the right to add to or subtract from the total number of appliances in place at any given time. The contractor shall provide maintenance services for any additions in appliances if such appliance is able to be serviced by the contractor.
- 2.1.9 The contractor must provide additional support services for hardware trouble shooting and problem solving.

Vendor's Initials: _____

2.1.10 The contractor must provide telephone, email and on-site support services during normal regular work hours of operations, which shall at a minimum be Monday through Friday, 8:00 a.m. to 5:00 p.m.

- a. The contractor shall not charge for telephone support service calls. The only fees assessed shall be for on-site work and preventative maintenance support.

2.1.11 The contractor should provide a toll free telephone number for support calls.

2.2 Service Response Time:

2.2.1 The Contractor shall respond on site with qualified maintenance personnel within two (2) hours after notification of an emergency breakdown.

2.2.2 Upon receipt of notification from the County Department, the Contractor shall respond on site with qualified maintenance personnel within the eight (8) business hours (during regular work hours) for a non-emergency equipment failure.

2.2.3 The Contractor shall have a trained service technician available/on-call 24 hours, 7 days a week for emergency breakdowns.

2.2.4 If repairs cannot be completed within an appropriate time, the County shall have the right to obtain services from another source as deemed appropriate.

2.2.5 If the Contractor does not have a repair part item in stock they shall let the CCACAF or designee know immediately. The contractor shall indicate the measures that shall be taken to locate and obtain the repair/replacement part and provide an estimated timeframe for repair resolution/completion.

- a. The Contractor shall maintain direct communication with the CCACAF or designee on delivery and part stock issues.

2.3 Parts and Materials:

2.3.1 The Contractor shall supply all necessary parts, labor, tools and materials needed to keep all appliances in good working order.

2.3.2 All parts and materials supplied by the Contractor and used on County Appliances shall be new and of equal quality to the original equipment manufactured, unless otherwise specifically authorized by the CCACAF or designee (i.e., if only refurbished, reconditioned, or remanufactured parts are available for a particular repair that is needed in the repair timeframe needed by the County Department, then the County Department may at this sole discretion authorize the use of such refurbished, reconditioned, or remanufactured parts).

2.3.3 The Contractor shall maintain and make repairs using parts, according to manufactures recommendations. No parts, accessories, or supplies shall be used which might void the manufacturer's warranty.

2.3.4 Any part removed shall be considered the County's property and shall be returned or disposed of as directed by the requesting department.

2.3.5 Warranty: The contractor shall provide a minimum one-year warranty on all parts.

2.4 Repairs:

2.4.1 Before providing repair work, cost estimates shall be provided to the CCACAF or designee detailing parts and labor required for the repair.

2.4.2 No additional repairs shall be allowed unless first authorized by CCACAF or designee.

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- 2.4.3 No work shall be performed without the prior approval of the CCACAF or designee.
- 2.4.4 If a cost estimate for repair appears unreasonable in view of prior cost experience and other prevailing estimates, the contractor may be requested to justify the cost estimate expense. The County shall have the right to obtain services from another source if the County determines the repair may be more cost effective from another source.
- 2.4.5 In no case shall the charge for labor exceed the contractor's stated firm, fixed price per hour specified in EXHIBIT B (Pricing Pages) multiplied by the numbers of hours quoted at such time repairs were performed.

2.5 Working within Secured Areas:

- 2.5.1 The contractor is hereby advised that a portion of the work may be performed within secured areas.
- 2.5.2 Security: The Contractor shall, one (1) week prior to starting any work performance under the resulting awarded contract, supply the completed Criminal History and Background information forms (refer to Attachment 1) for all their employees and subcontractor employees who may be performing work onsite at a secured jobsite.
- a. The Contractor shall provide Clay County with a complete list of all persons duly authorized to work in accordance with the IFB requirements described herein and provide services pursuant to the awarded contract. Only those persons shall be allowed to work within secured areas. All Contractor's personnel authorized to work within secured areas may be subject to fingerprinting and a criminal security check performed by Clay County. Clay County may issue temporary identification cards, which shall be kept by its security personnel and issued and collected on a daily basis.
- 2.5.3 The Contractor shall be required to perform all work in keeping with Clay County security procedures while on the Facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their company to ensure that Facilities' dress codes and overall policies are followed.
- 2.5.4 Notice Warning: Any person who takes into, or out of, or attempts to take into, or out of a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility, shall be prosecuted under the provisions thereof. All persons, including employee and visitors, entering upon these confines are subject to routine searches of their persons, vehicles, property or packages.
- a. Contraband: Any staff of the contractor, including any subcontractor, shall not bring onto or take out of the facility premise any contraband. Contraband means any dangerous drug, narcotic drug, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use of or possession would endanger the safety, security or preservation of order in a correctional facility or any person therein. (Any article includes any substance that could cause abnormal behavior, i.e., marijuana, nonprescription medication, etc.)
- b. A person, not otherwise authorized by law, commits promoting contraband:
- 1) By knowingly taking contraband into a correctional facility or the grounds of such a facility; or
 - 2) By knowingly conveying contraband to any persons confined in a correctional facility; or
 - 3) By knowingly making, obtaining, or possessing contraband while being confined in a correctional facility.
- c. Law prohibits the import of contraband such as drugs, liquor, firearms, ammunition and other similar items into any areas of work. Clay County's security personnel may conduct searches of contractor's personnel, equipment, tools, and supplies at any time. Use of cameras and recording devices by the contractor's personnel shall be restricted. Such use must be approved by the County Department on a case-by-case basis.

Vendor's Initials: _____

- 2.5.5 Clay County may require Contractor to remove any worker who has been convicted of a felony, who is a family member of a detainee, or who violates any provision of this IFB.
- 2.5.6 Work being performed within certain areas may require an escort provided by Clay County. These areas shall not be entered into without an escort. Work within these areas may be restricted to spaces that can be observed by the County escort.
- 2.5.7 All tools and equipment taken into a secured area shall be listed in a manifest with copies provided to Clay County's security personnel. All tools and equipment shall be accounted for at the close of each day. All changes to the inventory shall be addressed by changing the manifest. Contractor shall be responsible for proper storage of tools and equipment when in a secured area and shall immediately report all broken tools and equipment to the security personnel.
- a. Upon discovery, the contractor's personnel shall immediately notify Clay County security personnel of any tools, parts, equipment, materials, or other contractor's property that is missing after arrival on the job secure work site. The contractor's personnel shall cooperate with the Clay County security personnel in the investigation of the incident.
- 2.5.8 A designated area outside of the secured area shall be arranged for parking of contractor's staff's personal vehicles. Delivery trucks shall be admitted to receiving areas only by the request of the Contractor, and under the supervision of Clay County's security personnel. Equipment and/or supplies shall immediately be loaded or unloaded onto vehicles and trucks removed from secured areas.
- 2.5.9 The contractor's workers shall not talk to, signal, whistle, or in any way attract the attention of any detainee, and shall restrict their movements to the project area. Nothing shall be taken from or given to a detainee. Detainees shall not help the contractor's workmen in any way. The contractor's workers shall promptly notify their supervisor or Clay County's security personnel of all unusual happenings pertaining to the detainees.
- 2.5.10 Within secured areas, Clay County shall designate washing and toilet facilities for the contractor's staff's use.

3. BID SUBMISSION INFORMATION AND REQUIREMENTS:

This section of the IFB includes information and instructions to the bidder that are integral to vendors offering a bid. The contents of this section are informational and instructional. Many of the instructional provisions require certain actions by the vendor in offering a bid.

3.1 Open Competition/Invitation For Bid Document:

- 3.1.1 It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the DP&CS if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from the DP&CS, unless the IFB specifically refers the bidder to another contact. Such e-mail, fax, or phone communication should be received at least ten (10) calendar days prior to the official bid opening date.
- 3.1.2 Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all bidders will be advised, via the issuance of an addendum to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten (10) calendar days prior to the IFB opening date may not be answered.

Vendor's Initials: _____

- 3.1.3 Bidders are cautioned that the only official position of Clay County shall be that which is issued by the DP&CS in the IFB or an addendum thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- 3.1.4 The DP&CS shall have the right to officially amend or cancel an IFB after issuance. It shall be the sole responsibility of the bidder to monitor the Clay County Current Bidding Opportunities website at: <https://www.claycountymo.gov/bids/current> to obtain a copy of the addendum(s).
- 3.1.5 Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- 3.1.6 Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- 3.1.7 Bids lacking any indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- 3.1.8 All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- 3.1.9 Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.

3.2 Preparation and Submission of Bids:

- 3.2.1 Bid Organization: In order to provide optimal readability of their bid by evaluators, bidders are strongly encouraged to organize their bid in **Tabbed Sections** as indicated below. Bidder's bid should be well-organized, straightforward, and easy to review.
- a. Tabbed Sections should be as follows:
- 1) **Tab 1:** Signed IFB Cover Page and any IFB Addendum Cover Pages
 - 2) **Tab 2:** Table of Contents
 - 3) **Tab 3:** Transmittal Letter/Executive Summary
 - 4) **Tab 4:** Copy of the IFB with Vendor's initials on each page pursuant to IFB paragraph 4.2.2 c.
 - 5) **Tab 5:** Exhibit A – Pricing Pages
 - 6) **Tab 6:** Exhibit B – Experience and Expertise
 - 7) **Tab 7:** Exhibit C – Miscellaneous Information
- 3.2.2 Conciseness/Completeness of Bid: It is highly desirable that the bidder respond in a complete, but concise manner.

Vendor's Initials: _____

- a. **It is recommended that bidders respond to each item or paragraph of the IFB in sequence.** Items not needing a specific vendor statement may be responded to by concurrence or acknowledgement; no response shall be interpreted as an affirmative response or agreement to the Clay County provisions and conditions. Reference to handbooks or other technical materials as part of a response **must not** constitute the entire response and vendor must identify the specific page and paragraph being referenced.
- b. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at bidder's risk.
- c. All bid documents must be submitted in full (all pages of the IFB shall be either signed or initialed) to be considered responsive. All information must be legible. Any and all corrections and/or erasures must be initialed. Each bid must be signed in ink by an authorized representative of the proposer and required information must be provided. The contents of the bid submitted by the successful vendor of this IFB shall include all bid documents and shall become a part of any agreement award as a result of this solicitation. **The bidder shall initial all pages where the document denotes "Vendor's Initials: ___"**. Any bids not complying with this condition may be considered non-responsive and rejected.

3.2.3 **Bid Copies: The bidder's bid should include an original document, plus two (2) copies for a total of three (3) hard copy documents.** In addition, the bidder should include one (1) complete electronic copy of their bid in Microsoft compatible format or in .pdf on CD(s) or flash drive(s).

- a. The bidder should ensure all copies and all media are identical to the bidder's hardcopy original bid. In case of a discrepancy, the hardcopy shall govern.
- b. The front cover of the original hard copy bid should be labeled "**original**" and the front cover of all copies should be labeled "**copy.**"
- c. Both the original and the copies should be printed on recycled paper and double sided. All bids and copies should minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves and binding.

3.2.4 **Confidentiality of Bid Information and Delivery Submission:** Each bid must be submitted in or under cover of a sealed envelope or package to provide confidentiality of the information enclosed. The outside of the envelope/package should be clearly marked with IFB number and the name of the project (IFB Title) as well as the bid return due date listed. All bids submitted in response to this IFB shall become the property of the County and a matter of public record.

- a. All bids and supporting documents will remain confidential until the bid opening. At the bid opening, the bidder's name, company location, and pricing shall be disclosed.
- b. Open Records: **The bidder shall not submit the entire bid as proprietary or confidential.** The bidder may submit a part of the bid as confidential, but only if the proprietary or confidential nature of the material is provided for in RSMo 610.021. Proprietary or confidential portions of the bidder's bid allowed by the statute **must** be separated, sealed, and clearly marked as confidential within the bidder's bid. Also, the bidder should provide adequate explanation of what qualifies the material to be held as confidential pursuant to the provisions of RSMo 610.021 which may be viewed at the following web site link: <http://www.moga.mo.gov/statutes/C600-699/610000021.HTM>. In the event the vendor claims portions of their bid response as "confidential", the contractor shall be requested to state prior to contract award that they will defend any action by the public disclaiming such confidentiality.
- c. The bidder must allow sufficient time for processing through the County's internal mailroom system. Electronic or faxed bids shall not be considered unless authorized by the Invitation For Bid.

Vendor's Initials: _____

- 3.2.5 Mailing Instructions: a “SEALED BID LABEL” is provided in Attachment 2, which should be affixed to the bidder’s bid response. This label should be affixed to the outside of the envelope or package, even if it is a “No Bid” response. Failure to attach the label may result in the bidder’s bid response being opened in error or not being routed the proper location for consideration. No bid shall be accepted after the bid closing date and time specified on the cover page of the IFB. Late bid responses shall be marked “LATE” and not opened nor given evaluation consideration for potential contract award. **IT SHALL BE THE BIDDER’S RESPONSIBILITY TO ENSURE THAT EACH BID RESPONSE HAS BEEN RECEIVED IN A TIMELY MANNER.**
- 3.2.6 Compliance with Requirements, Terms and Conditions: **Bidders are cautioned that Clay County shall not award a non-compliant bid.** Consequently, any bidder indicating non-compliance or providing a response in conflict with mandatory requirements, terms, conditions or provisions of the IFB shall be eliminated from further consideration for award unless the County determines there is a need to waive a minor technicality.
- a. The bidder is cautioned when submitting pre-printed terms and conditions or other type material to make sure such documents do not contain terms and conditions which conflict with those of the IFB and its contractual requirements.
 - b. In order to ensure compliance with the IFB, the bidder should indicate agreement that, in the event of conflict between any of the bidder's response and the IFB requirements, terms and conditions, the IFB shall govern. Taking exception to the County's terms and conditions may render a bidder's bid response as non-responsive and remove it from consideration for award.
 - c. Bidders shall deliver a hard copy bid to DP&CS and must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all IFB terms and conditions. Failure to do so may result in rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.
- 3.2.7 Bid Response Modifications: A bid which has been delivered to the DP&CS office, may be modified by signed, written notice which has been received by the DP&CS prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- 3.2.8 Bid Response Withdrawals: A bid which has been delivered to the DP&CS office, may only be withdrawn by a signed, written document on company letterhead transmitted via mail, e-mail, or facsimile which has been received by the DP&CS prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- a. A bid may also be withdrawn after the bid opening through submission of a written request by an authorized representative of the bidder. Justification of withdrawal decision may include a significant error or exposure of bid information that may cause irreparable harm to the bidder.
- 3.2.9 Prohibition of Electronic Submissions of Bid Responses: Faxed or e-mailed bid responses **shall not** be accepted, unless otherwise specified in the IFB. However, faxed and e-mail “no bid” notifications shall be accepted.
- 3.2.10 By submission of its bid response, the vendor shall hereby certify that neither it nor its principals are presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State Department or Agency, including listing in the U.S. General Services Administration’s List of Parties excluded from Federal Procurement or Non-Procurement programs. If the vendor is unable to certify any of the statements in this certification, the vendor must attach an explanation to its bid response.

Vendor’s Initials:_____

3.3 Bid Opening:

- 3.3.1 Bid openings are public on the opening date and at the opening time specified on the IFB document. At the bid open date and time, all bids received will be formally opened. The names, location (City, State) of the bidders, and the bid response pricing shall be read at the bid opening. The contents of the bid responses shall be disclosed at this time. No decisions relating to the award of a contract will be made at the opening.
- 3.3.2 Bids which are not received in the DP&CS office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. **All bids must be time stamped in at the Commission Front Desk Reception area located at: 1 Courthouse Square, 3rd Floor, Liberty, MO 64068.** Late bids may only be opened under extraordinary circumstances as indicated below:
- a. Under extraordinary circumstances, the Purchasing Agent or designee, may authorize the opening of a late bid. In such cases, the bid must have been turned over to the physical control of an independent postal or courier service with promised delivery time prior to the time set for the opening of bids. All such decisions are at the sole discretion of the Purchasing Agent or designee.
 - b. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance:
 - 1) County offices were closed due to inclement weather conditions;
 - 2) Postal or courier services were delayed due to labor strikes or unforeseen "Acts of God"; or
 - 3) Postal or courier service did not meet delivery time promised to the bidder. In such a case, the bidder must provide written proof that promised delivery time was prior to the time set for the opening of bids.

3.4 Bid Expiration:

- 3.4.1 All bid responses shall be considered as firm and valid for a period of ninety (90) calendar days, commencing the date and time of the IFB closing return date and expiring at 5:00 p.m. of the last day. If County extends a closing date through an addendum; the ninety (90) calendar days shall start from the extended closing date.
- 3.4.2 Unless withdrawn, as provided in this IFB, a bid response shall be binding on the vendor, and may be received by the County at any time up to and including the proposed IFB closing return date.

3.5 Preferences:

- 3.5.1 In the evaluation of bids, preferences shall be applied in accordance with applicable County Ordinances, applicable Missouri statutes and applicable Executive Orders. Contractors should apply the same preferences in selecting subcontractors.
- 3.5.2 By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the state of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.

3.6 Determination for Award:

- 3.6.1 The award shall be made to the lowest and best priced responsive bidder. The determination of the lowest price responsive bidder shall include consideration of the Domestic Product Procurement Act. Awards shall be made to the bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best priced bid, responsibility of the bidder, and all other evaluation criteria and/or preferences specified in the IFB.

Vendor's Initials: _____

- 3.6.2 The County reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the bidder within the past three years. As deemed in its best interests, the County reserves the right to clarify any and all portions of any bidder's offer.
- 3.6.3 Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- 3.6.4 Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the DP&CS to be in the best interest of Clay County.
- 3.6.5 Pricing shall be evaluated at the maximum potential financial liability to Clay County.
- 3.6.6 In the event all bidders fail to meet the same mandatory requirement in an IFB, DP&CS shall have the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the DP&CS shall have the right to waive any minor irregularity or technicality found in any individual bid.
- 3.6.7 The DP&CS shall have the right to reject any and all bids.
- 3.6.8 When evaluating a bid, the County shall have the right to consider relevant information and fact, whether gained from a bid, from a bidder, from bidder's references, or from any other source. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- 3.6.9 Bidders who include an e-mail address with their bid will be notified of the award results via e-mail.
- 3.6.10 The DP&CS shall have the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- 3.6.11 The final determination of contract(s) recommendations for award shall be made by DP&CS with signature approval from the County Commission for any awarded contract(s).
- 3.6.12 Bid Presentation and/or Solution Demonstration: After an initial screening process, a bid presentation and/or a solution demonstration may be conducted with the bidder, if requested by the DP&CS. Attendance cost shall be at the bidder's own expense. All arrangements and scheduling shall be coordinated by the DP&CS.
- 3.6.13 Approval of Award Determination: Any award of a contract must be approved by the County Commissioners and shall be made by notification from the DP&CS to the successful bidder. Clay County shall have the right to make awards by item, group of items, or an all or none basis. Clay County may make awards to multiple vendors. 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.

3.7 Evaluation of Cost:

Vendor's Initials: _____

3.7.1 The evaluation shall cover the original contract period. The cost evaluation shall include all mandatory requirements. However, the County reserves the right to evaluate items proposed as optional items, if deemed necessary to meet mandatory requirements.

3.8 Domestic Products (Buy American):

3.8.1 Clay County, Missouri has adopted a formal written policy. It is the policy of this County that each agreement for the purchase or lease of manufactured goods or commodities involving an expenditure of \$1,000 or more shall be for goods or commodities manufactured, assembled or produced in the United States. This policy shall not apply where the cost of the agreement would be increased by more than 10%, when only one line item of a particular good or product is manufactured, assembled or produced in the United States, or when the specified products or not in sufficient quantities to meet the County’s needs. (Ord GO -91-126- Purchasing Chapter 37.38). The bidder should complete applicable portions of Exhibit C, Domestic Products (Buy American) form.

3.9 Miscellaneous Requested Information:

3.9.1 Other Miscellaneous Requested Information: The bidder should respond to the information requested in Exhibit C, Miscellaneous Requested Information.

4. CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned Vendor/Contractor 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/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name

Vendor’s Initials:_____

EXHIBIT A
EQUIPMENT LISTING SPECIFICATION TABLE

SPECIFICATIONS: YES/NO SHEET. The bidder should circle or otherwise designate "yes" or "no" in the **Able to Service** column.

DETENTION CENTER EQUIPMENT

Item#	Quantity	Manufacturer	Description	Model#	Able to Service
1	2	Atlas	Cold Pan	RM-3	Yes No
2	1	Atlas	Hot Food Unit	WIH-DM-4	Yes No
3	1	Cleveland	Braising Pan	SL40TR	Yes No
4	1	Cleveland	Braising Pan	SASOT1	Yes No
5	1	Cleveland	Steamer Kettle	KEL-40T	Yes No
6	1	Cleveland	Steam Cooker	24CGA10	Yes No
7	1	Duke	Salad Bar	DC-DPAH-3M	Yes No
8	1	G.E.	Ice Cream Freezer	FCM7DUCWW	Yes No
9	1	Globe	Food Slicer	3850	Yes No
10	3	Greenheck	Exhaust Hoods	GHFW #113333-S	Yes No
11	1	Grind Master	Hot Water Heater	8106E	Yes No
12	1	Hatco	Booster Heater	C-54	Yes No
13	1	Hobart	Refrigeator	DAQ	Yes No
14	1	Hobart	Refrigeator	DA1	Yes No
15	1	Hobart	Heated Cabinet	QH-2	Yes No
16	1	Hobart	Mixer	A-200	Yes No
17	1	Hobart	Mixer	HL-800-C	Yes No
18	1	Hobart	Refrigeator	Q2	Yes No
19	1	Hobart	Refrigeator	Q1	Yes No
20	1	Hobart	Refrigeator	QET2	Yes No
21	1	Hobart	Dishwasher	CLPS66E	Yes No
22	1	Kolpak	Walk -in Cooler	18501S	Yes No
23	1	Kolpak	Walk-in- Freezer	18045	Yes No
24	1	Manitowoc	Ice Maker	B970	Yes No
25	2	Pitco	Deep Fat Fryer	35C-S	Yes No
26	1	Salvador	Garbage Disposal	200	Yes No
27	1	Salvador	Garbage Disposal	100	Yes No
28	1	true	True refrigerator	T-49-4	Yes No
29	4	Southbend	Convection Oven	SLGB/22SC	Yes No
30	1	Vulcan	Stove	36L-57	Yes No

Vendor's Initials: _____

**EXHIBIT A, continued
EQUIPMENT LISTING SPECIFICATION TABLE**

CHILDREN’S JUSTICE CENTER EQUIPMENT

Item#	Quantity	Manufacturer	Description	Model#	Able to Service
31	1	Beverage Air	Milk Cooler	SM34N	Yes No
32	1	Garland	Stove	H283	Yes No
33	1	Greenheck	Vent Hoods	GC-3-S	Yes No
34	1	Greenheck	Exhaust Hood	GHFW-6-S	Yes No
35	1	Hobart	Dishwasher	WM-5H	Yes No
36		Insinkerator	Garbage Disposal	SS100	Yes No
37		Insinkerator	Garbage Disposal	SS75	Yes No
38	1	Kolpak	Walk-in-Freezer	569-N	Yes No
39	1	Manitowoc	Ice Maker	BRO150A	Yes No
40	1	McCall	Refrigerator	M4-4070	Yes No
41	1	Seco	Steam Table	DME	Yes No

OTHER REQUESTED INFORMATION:

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:

Vendor’s Initials: _____

**EXHIBIT B
PRICING PAGES**

PRICING TABLE 1: REQUIRED PRICING

The bidder 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.

ITEM #	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
001	Preventive Maintenance Support Services	Quarterly (every 3 months)	\$ _____/ per Quarter
002	Hourly Materials Rate during Regular Work Hours Monday through Friday, between the hours of 8:00 a.m. - 5:00 p.m.	Per Hour	\$ _____
003	Hourly Rate during Emergency Work Hours After regular work hours, weekends, and holidays	Per Hour	\$ _____

PRICING TABLE 2: OTHER REQUIRED PRICING

The bidder 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 the services provided herein and to satisfy the IFB requirements.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

Describe any discounts offered:

Vendor's Initials: _____

**EXHIBIT C
Experience and Expertise**

The evaluation of the bidder's experience and expertise shall be subjective based on the requirements stated herein. Therefore, the bidder 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.

C.1 EXPERIENCE:

A MINIMUM of one (1) year experience is required of the successful bidder, in similar services, as described in the scope. Experience and references provided by bidders shall be verified and will be a significant factor in the evaluation. Bidders should provide the information below.

How many years has your company been in the appliance maintenance support services business?

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

Reference # 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Reference # 2 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Reference # 3 of 3	
Company/Organization Name:	
Customer Name:	
Address:	
Name of Contact and Title:	
Email Address:	
Telephone Number:	
Contract or Service Period (dates of services):	

Vendor's Initials: _____

**EXHIBIT D
Miscellaneous Information**

D.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

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

YES_____ NO_____

INITIALS: _____

- 2) Sales will be made in accordance with the prices, terms, and conditions of the Invitation For Bid and any subsequent term contract.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the bid or contract unless they are specifically named in the Invitation For Bid 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 contract administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Agent shall be responsible to handle the solicitation and award the contract. The Purchasing Agent shall have the sole authority to modify the contract and handle disputes regarding the substance of the contract. The Purchasing Agent shall be the Buyer of Record, Clay County, Missouri.
- 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 INFORMATION:

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

www. _____
- 3) Can product(s) be ordered from that website? YES_____ NO _____
- 4) Can we receive the pricing you have quoted us, when ordering from the website?

YES_____ NO _____

Vendor's Initials:_____

EXHIBIT D, continued

D.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Bidders 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 bidder or any owner of the bidder’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 subdivision thereof:

If employee of Clay County or political subdivision thereof, provide name of Clay County entity or political subdivision where employed:

Percentage of ownership interest in bidder’s organization held by elected or appointed official or employee of Clay County or political subdivision thereof:

_____ %

Vendor’s Initials: _____

**ATTACHMENT 2
SAMPLE AGREEMENT**

The County has included with this IFB a sample agreement for the services requested. This sample is provided for illustrative purposes only. The County shall have the right to submit an agreement which differs from the following example.

RESOLUTION/AGREEMENT #2016-~~XXX~~

IFB No. 26-16

This AGREEMENT, made and entered into this **DATE** day of **MONTH** 20**__**, by and between Clay County, Missouri, hereinafter referred to as "County," and **XYZ Company**, a corporation in the State of **STATE**, hereafter referred to as "Vendor." Witnesseth, that:

WHEREAS, Vendor has offered to provide the services described in APPENDIX B, in consideration of the payment terms/fee schedule(s) described in APPENDIX A, subject to the General Conditions described in APPENDIX C; and

WHEREAS, The County desires to engage Vendor to provide such services.

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, IT IS HEREBY AGREED by the parties hereto as follows:

1. The County employs vendor to provide the services hereinafter set forth.
2. **PRODUCTS AND/OR SERVICES:** The contractor represents that it is equipped, competent, and able to provide, and that it will provide all products and/or services hereinafter set forth in a diligent, competent, and workmanlike manner. Contractor will provide all such products and/or services in accordance with the following provisions, incorporated into this Agreement as if set forth in full herein: County's Invitation For Bid No. 26-16 (hereinafter "IFB"); the Contractor's Response to the IFB, ("Bid"), which includes *(specify any clarification documentation such as emails, letters, BAFO responses, etc that is incorporated as part of the vendor's bid response)*; Payment Terms/Fee Schedule(s), attached hereto; Scope of Work ("Scope"), attached hereto; and Contract Terms and Conditions, attached hereto. In the event of any conflict between provisions in the appendices attached herein, the provisions set forth in the bid shall control.
3. **PAYMENT AND ADDITIONAL SERVICES:** If additional services are requested by the County, the contractor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The County will review and approve in writing such cost estimate for additional services, and the total compensation and reimbursement to be paid by the County to the contractor for such approved additional services shall not exceed the approved amount. The contractor's fees for additional services shall be billed on an hourly basis at contractor's current standard rates as specified in Exhibit A of the contract agreement.
4. **TERM:** The Contract Agreement's initial contract period shall be from **MONTH, DAY, YEAR** to **MONTH, DAY, YEAR**. Pricing shall remain the same firm, fixed amounts as specified in APPENDIX A for the duration of the contract, unless otherwise stated within the contract agreement. **[INSERT RENEWAL TEXT FROM RFP'S CONTRACT SECTION]**
5. This agreement shall be binding on the parties thereto only after it has been duly executed and approved by the County Commission. The vendor has previously indicated their approval and agreement to enter into a binding contract agreement by virtue of their signature on the IFB cover page thereby declaring their 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 therein and the and the Contract Terms and Conditions.

WITNESS WHEREOF, the Clay County represent that the signatories below have full authority and authorization to sign on behalf of the Clay County and hereby accept the bid response from *(insert awarded vendor's name)* of *(insert Vendor's city, state)*.

Approved:

**COUNTY OF CLAY, MISSOURI
COUNTY COMMISSION**

County Counselor

Presiding Commissioner

ATTEST:

Clerk of the County Commission

Vendor's Initials: _____

**ATTACHMENT 3
SEALED BID LABEL**

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Department of Purchasing & Contract Services
1 Courthouse Square, 3rd Floor,
Commission Front Desk Reception Area
Liberty, MO 64068

BID # 26-16 DATE: 10/26/16

BIDS MUST BE RECEIVED BEFORE 2:00 P.M. CENTRAL TIME

DESCRIPTION: APPLIANCE MAINTENANCE

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

Vendor's Initials: _____