

COUNTY OF JASPER, MISSOURI

REQUEST FOR PROPOSALS 2018-03

Cabinet Installation to the
Jasper County Detention Center
A Division of the Jasper County Sheriff's Office

REQUEST FOR PROPOSALS

The County of Jasper (MO) is seeking proposals for counter removal and installation to the Jasper County Detention Center which is located at 405 East 5th Street, Carthage, Missouri, 64836, as described in specifications that can be picked up at the following locations:

Jasper County Sheriff's Office
405 E 5th Street
Carthage, Mo. 64836

Jasper County Commissioners Office
302 S. Main
Jasper County Courthouse, Room 101
Carthage, Mo. 64836

Specifications can also be found at www.jaspercountysheriff.org, under the RFP Projects Tab.

Sealed proposals will be received at the Jasper County Commissioners office, 302 S. Main, Room 101, Carthage, Mo., 64836 until May 1 , 2018 at 11:00 a.m. at which time they will be publicly opened and read aloud in the Commissioner's Office. There will be a walk through to look at the current layout and to answer any questions. This meeting will take place on **April 18, 2018 @ 1300** at above address.

Equal Opportunity Employer

John Bartosh
Presiding Commissioner
County of Jasper (MO)
302 S. Main Street,
Carthage, MO. 64836
417-358-0421

1. Information for Bidders

This Request for Proposals is intended to solicit proposals from qualified bidders for the installation of counter tops and cabinets to the Jasper County Detention Center, a division of the Jasper County Sheriff's Office, located in Carthage, MO. Bidders are encouraged to bid all components and services listed and certify that they are capable of successfully meeting the specifications and requirements. The County of Jasper reserves the right to make a single award, multiple awards, adjust quantities either up or down, or makes no award on an item by item basis as determined to be in the best interests of all agencies involved, based on the available funding.

Request for bids for new cabinets and countertop for the Central Control room of the Jasper County Detention Center. Totaling approx. 39 linear feet.

Please list 2 (two) options in your bid.

Option #1

Specified Products: Plywood cabinets with laminate face, doors, and countertops. For drawer fronts use Oak or like hardwood with laminate.

Option #2

Specified Products: Hardwood cabinets with laminate face, doors, and countertop. Drawer front use Oak or like hardwood with laminate.

List warranty coverage. For commercial use.

Installation requirements: Quote to include transitions and all costs to remove existing cabinets and install new. Offsite disposal of cabinets and other waste materials is required. Destruction and installation will need to be done in segments as this area is in use 24 hours a day.

1.1 Identification of Contact Person

All questions, requests for clarifications or interpretations shall be directed to:
Sgt. Mitchell Mauller
Jasper County Detention Center

405 East 5th Street, Carthage, MO 64836
417-358-8177 ext. 1510

1.2 Qualifications of Bidders

The County may make such investigations as deemed necessary to determine the ability of the bidder to supply the required supplies and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by the bidder or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to supply the required services contemplated therein.

1.3 Performance Bond/Insurance Required

The successful bidder shall be required to provide a performance (surety) bond in the amount of their proposal to insure the successful performance under the terms and conditions of the contract negotiated between the successful proposer and the County of Jasper. Proof of Liability Insurance and Workmen's Compensation Insurance will be required prior to letting of bid.

1.4 Basis of Award

The County of Jasper reserves the right to make an award on the basis of the services and equipment provided or available. The County of Jasper retains the right to accept or reject any or all bids, to waive informalities and to advertise for new bids as the interest of the County may require. The County of Jasper may accept the bid which is judged best, although it may not be the lowest bid.

2. Proposal Response Preparation and Submission

Each proposal response shall be prepared in accordance with the instruction set forth within this document. The box or envelope which the vendor delivers their bid in shall include labels identifying the name of the project, bid number, and name of the bidder submitting the response. No responsibility will attach to the County of Jasper or Sheriff's Office for premature opening of bids not properly submitted as instructed. Use the following format for labels:

Cabinet Installation to the Jasper Co Detention Center

BID NO.: 2018-03

<INSERT NAME OF BIDDER>

OPENS: May 1 , 2018 AT 11:00 A.M.

2.1 Submit one original and four (4) printed copies. The original shall be marked as such with each of the copies being marked appropriately. Failure to provide the required number of copies may be grounds for rejection of the bid.

2.2 Bids must be submitted using the format examples provided where applicable. Failure to submit bids in the stated format may be grounds for rejection of the bid. Changes, additions, or limiting provisions made to the format may render the bid informal and may cause its rejection.

2.3 Each bid must be signed in ink and include the full business address of the bidder. Bids by partnerships must be signed in the partnership name by one or more of the general partners. Bids by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the bid. The names and titles of all persons signing shall be typed or printed below their signatures.

2.4 Bids must be received by the County of Jasper no later than the date and time designated. Method of delivery is at the sole discretion and risk of the bidder. Bidders mailing their bids should allow sufficient time to insure receipt of their bids by the date and time designated. Bids will be publicly opened and read aloud at the designated date and time.

2.5 **Electronically transmitted or faxed copies of the proposal are not acceptable.**

2.6 The bidder may withdraw the bid after depositing with the Commissioner's Office at any time prior to the stipulated time of receipt for such bids. No bid shall be withdrawn within ninety (90) days after the opening thereof, unless material errors are apparent.

2.7 The County of Jasper and all entities represented in this request are tax exempt by law. Federal tax exempt certificate will be furnished if requested. Pursuant to Section 144.030.1 RSMo, the Sheriff's Office has been approved as exempt from Missouri sales/use tax. Do not include this tax in the amount bid, as the Sheriff's Office will provide the necessary tax exemption certificates on applicable items.

2.8 The County of Jasper will not pay costs incurred, including, but not limited to the preparation, printing, delivery, demonstration, or site visits undertaken to respond to this RFP. All costs will be borne by the bidder.

3.0 Evaluation, Award, and Protest Procedure

3.1 An evaluation committee will review all proposals. Award recommendation will be based upon the lowest and/or best proposal.

3.2 Protest Procedure

For all bids not exempted from the competitive bidding procedures, the Jasper County Commission will provide a tabulation of bids and recommendation for award by telephone, fax, or mail to all responding bidders. Bidders wishing to challenge the award decision must submit their protest in writing to the Jasper County Commission. Protests must be received by the Commissioner's Office (located at 302 S. Main, Carthage, MO 64836) within ten (ten) business days of the date of the award.

The protest must specify the grounds upon which the protest is based. A valid protest must 1) come from an actual bidder or offeror for the request, and 2) who claim to be the rightful award. That is, a protest is not valid if filed by a bidder who cannot show they would be awarded the contract if their protest were accepted.

The Commission, along with the Sheriff (or his designated appointee), and County legal counsel will review the protest and issue a written decision within thirty (30) calendar days. All decisions are final and not subject to any appeal.

References:

Provide a minimum of three (2) references where services of a similar scope are being provided. Please provide response in the format below.

Name of Company _____

Address _____

County, State, Zip _____

Contact Name _____ Telephone No. _____

