

Regional Homeland Security Oversight Committee
(RHSOC)

Region C

INVITATION For BID

**Bid Number: IFB-7000-17-01
Animal Shelter Trailers**

Bid Opening: February 28, 2018



January 25, 2018

Bid Instructions

1. Sealed Bids shall be submitted to Boonslick Regional Planning Commission (BRPC), 111 Steinhagen Road, P.O. Box 429, Warrenton, MO 63383, prior to **1 PM CST, on February 28, 2018**. There is NO pre-bid conference scheduled for this bid. Bid opening will take place in the BRPC office immediately following the bid deadline listed above. Late bids will not be opened. Note: NO contract will be awarded at the time of bid opening.
2. Bid envelopes must be clearly marked on the outside, "**Animal Shelter Trailers.**" Vendors are requested to deliver two copies of their proposals to the above location prior to the bid opening.
3. Each proposal shall be made on the attached bid form and must include all documents in this bid package. In addition, the signature of the owner or authorized officer of the organization submitting said bid and the complete mailing address of said organization must be included.
4. All bidders must furnish satisfactory evidence that they have previously provided this equipment and / or service.
5. Bidders who desire a copy of the bid tabulation shall enclose a self-addressed stamped envelope with the bid package.
6. The Region C Regional Homeland Security Oversight Committee (RHSOC) and its fiscal agent, Boonslick Regional Planning Commission, (BRPC) reserve the right to reject any or all bids.
7. Bidders who submit a proposal to Region C RHSOC must accept and meet the following terms and conditions.

Inquiries about the Invitation for Bid may be made in writing via the United States Postal Service or by Email to:

Mark Cunningham, Region C RHSOC
Boonslick Regional Planning Commission
PO Box 429
111 Steinhagen Rd.
Warrenton, MO 63383

Email: mcunningham@boonslick.org

Telephone inquiries will not be taken.

TERMS OF AGREEMENT

The Contractor / Supplier, by executing the Invitation for Bid Form (IFB), certifies that:

1. Certificate of Independent Price Determination

A. The prices in the bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other bidder or with any competition.

B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to opening.

C. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid or proposal for the purpose of restricting competition.

2. Prices

The price or prices specified in the bid are firm and are not subject to contingency or reservation. Contractor/Supplier represents that the price or prices specified in this quotation do not exceed the current selling price for these same or substantially similar supplies or services and are no higher than the other quotes to his/her most favored customer taking into account the quantity specified for delivery. Further, the contractor/supplier, by signing the Bid Form, certifies that he/she secured similar certification from each subcontractor or part supplier.

3. Fees and Taxes

The Contractor/Supplier is current with any / all federal, state and / or local personal property and real estate taxes, if applicable, and all other required licenses and fees.

TERMS AND CONDITIONS OF BIDDING

Qualifications

All bidders must furnish satisfactory evidence that they have previously performed this service.

Laws and Ordinances, Regulations, Licensing Fees

Contractor/Supplier shall conform to all rules, regulations, ordinances, laws or directives set forth by Region C RHSOC and/or the State of Missouri. Region C RHSOC and its fiscal agent, Boonslick Regional Planning Commission, shall not be responsible for any fees, charges, money, etc. resulting from any service provided under the provision of this contract. Contractor/Supplier shall conform to any and all changes made to this contract / agreement as a result of any ordinance, law and / or directive issued by Region C RHSOC, the State of Missouri, or the federal government of the United States.

Assignment Of Contract

Neither this contract, nor any portion thereof, shall be reassigned except by formal written approval the Region C RHSOC and Boonslick Regional Planning Commission.

Waiver

Region C RHSOC and Boonslick RPC reserve the right to reject any or all bids. Region C RHSOC and Boonslick RPC reserve the right to waive any variances from original bid specifications in cases where

the variances are considered to be in the best interest of Region C RHSOC and the receiving agency / agencies.

Termination Of Contract

Region C RHSOC and Boonslick RPC reserve the right to terminate the contract for reasons of violations by the successful bidder of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party ample time to remedy the deficiencies.

Method Of Award

Contracts shall be awarded to the lowest and / or the best bidder meeting all specified requirements and proposing the best equipment.

Indemnification

The contractor shall indemnify, save, and hold harmless Region C RHSOC, Boonslick Regional Planning Commission, its employees, and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from the Invitation for Bid.

Disbarment / Suspension and Excluded Parties Lists

The contractor shall not be listed on Missouri's Suspension/Debarment List nor on the Federal Government's (SAM) Excluded Parties List.

Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Procurement of Recovered Materials

Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Compliance With Davis-Bacon Act

The contractor shall be compliant with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor Regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction).

Additional Information

All goods / services must meet or exceed stated specifications. Goods or services not meeting these standards will be rejected. Contractor / Supplier shall clearly identify any deviations from the specifications in the Invitation for Bid. Bids are subject to the terms and conditions of this Invitation for Bid, and the attached specifications for the purchase and installation of the requested goods/services. Bids must be submitted on all attached forms. Failure to do so will be considered basis for rejection.

Delivery

Any / all delivery fees / charges shall be included in total bid price.

Payment Terms

Payment terms shall be net thirty (30) days after delivery / installation unless otherwise stated.

Submission Of Bids And Supplemental Materials

Bids shall be submitted to Boonslick Regional Planning Commission. If supplemental materials are required or requested, they must be submitted as part of the bid package. Supplemental materials will not be accepted after the bids have been opened, unless requested by the receiving agency. Submission or distribution by the bidder of unsolicited supplemental materials to Region C RHSOC members or its agents may result in rejection of the bid.

SPECIFICATIONS

Scope

The intent of this Invitation for Bid is to obtain competitive bids and to award a contract for two animal shelter trailers and the specified provisions. The cost of the trailers and equipment/expendables provisions must be listed separately in the bid. These trailers shall include the detailed specifications listed below.

Following contract award, the winning firm will coordinate all work with Emma Epplin, Director, Lincoln County Emergency Management Agency, 250 West College Street, Troy, MO 63379, (636) 528-8567. Trailers and supplies will be delivered to the following two addresses;

- Hank Voelker, Director; Perry County Emergency Management Agency, 406 North Spring Street, Perryville, MO 63775, (573) 547-4000
- Emma Epplin, Director, Lincoln County Emergency Management Agency, 250 West College Street, Troy, MO 63379, (636) 528-6182

Unless specifically stated otherwise, brand names and / or model numbers used below are for illustration purposes, and equal equipment may be bid, but must meet or exceed all specifications, and be approved by Region C RHSOC.

Trailer Specifications

- 1) 7' x 18' Enclosed Trailer (7' interior height)
- 2) 16" Radial Tires
- 3) 2 - 7,000 pound electric brake axles
- 4) Breakaway kit for electric brakes
- 5) 2-5/16" ball coupler with 7-way RV electrical plug
- 6) Heavy duty rear ramp door with spring assist
- 7) 1-piece aluminum roof

- 8) Swing down rear stabilizer jacks
- 9) 6" I-Beam frame
- 10) Forward located 32" side door with cam lock and RV latch back lock.
- 11) Door hold backs on all doors
- 12) 1 pair jack stands
- 13) 24" aluminum tread plate stone guard
- 14) Aluminum tread plate exterior fenders
- 15) ¾" plywood floor
- 16) Wall post and floor cross members on 16" centers
- 17) .030" Exterior aluminum skin
- 18) Roof Vent
- 19) E-track Strapping System
- 20) 24" deep shelf across front interior with 1/2" lip mounted 24" above floor
- 21) 48" L X 24" deep storage unit
- 22) 2 – 110VAC duplex interior receptacles
- 23) 2 – 4' fluorescent lamps controlled by 1 wall switch
- 24) Exterior GFI 2-prong grounded wall receptacle
- 25) 30A or greater breaker box with shoreline
- 26) 2 - 12V dome lights and wall switch
- 27) White vinyl interior walls and ceiling
- 28) Non-skid rubber tread plate flooring and on ramp
- 29) Spare tire and cover
- 30) Padlocks for side door and rear ramp
- 31) Triple tube tongue
- 32) AC unit with a heat strip

Equipment and Expendables

- 1) 35 – Animal Crates, 48"x30"x36"
- 2) 18 – Animal Crates, 30"x19"x22"
- 3) 3 – Carts for moving cages
- 4) 1 - Digital Camera, rechargeable battery, spare battery, charger, and 16Gb or greater memory card
- 5) 2 - Orange Cones
- 6) 2 - Animal Control Poles
- 7) 1 – 6 Gallon Shop Vacuum
- 8) 3 – Telescoping Work Lights
- 9) 2 – Spare Bulbs for Work Lights
- 10) 2 – Flashlights and Batteries
- 11) 1 – Box Spare Batteries and Spare Bulb for Flashlights
- 12) 6 – Pairs Safety Glasses
- 13) 2 – Medium Size Box Fans
- 14) 3- 50' 12-gauge Extension Cords
- 15) 1 – 50' Heavy Duty Garden Hose
- 16) 1 – Nozzle for Garden Hose
- 17) 2 - Measuring Spoon Sets
- 18) 6 – Large Food Scoops
- 19) 100 – Stainless Steel Bowls, 1 Quart
- 20) 100 – 8-1/2"x11" Poly Envelopes for crates
- 21) 200 – Ties for envelopes on animal cages, 8" zip

- 22) 2 – Single Hole Punches
- 23) 1500 – 10” Tab Band Collars for animal ID
- 24) 1500 – 20” Tab Band Collars for animal ID
- 25) 2 – Non-Electric Can Openers
- 26) 6 – Safety Straps, 1-1/4” X 15’
- 27) 2 – Vinyl Tarps, 12’x16’
- 28) 1 – Pressure Washer
- 29) 12 – Rolls of Painters’ Tape for Plastic on Walls
- 30) 4 – 25-pound bags of cat litter
- 31) 250 – Cat Litter Boxes
- 32) 6 – Litter scoops
- 33) 1 – Bag, Shredded Paper
- 34) 4 – Spray bottles for crate cleaning
- 35) 10 – Pair Latex Gloves, assorted sizes
- 36) 1000 – Pair Nitrile Gloves, Large
- 37) 2 – Stainless Steel Buckets
- 38) 5 – 5-Gallon Plastic Buckets
- 39) 1 – 2-1/2 Gallon Plastic Bucket
- 40) 5 – Pads Animal Intake Registration Forms
- 41) 5 – Pads Volunteer Registration Forms
- 42) 5 – Registration Log Book
- 43) 2 – Scrub Brushes
- 44) 3 – Scrub Brushes, Small
- 45) 2 – Pair Handling Gloves
- 46) 2 – Pooper Scoopers
- 47) 1 – Round Point Shovel
- 48) 2000 – Sandwich Bags for Poop Pick-up
- 49) 2 – Mops
- 50) 4 – Gallons Hand Disinfectant Soap
- 51) 2 – Bottles, Liquid Hand Soap
- 52) 4 – Gallons, Quaternary Disinfectant
- 53) 6 - Gallons, Liquid Bleach
- 54) 3 – First Aid Kits for Volunteers and Pets
- 55) 2 – 44-Gallon Trash Cans
- 56) 125 Garbage Bags for Trash Cans
- 57) 1 – Case, Paper Towels
- 58) 1 – Case, Cleaning Rags
- 59) 48 – Large Cotton Towels
- 60) 1 – Drop Hitch with 2-5/16” Ball
- 61) 1 – Keyed Lock for Hitch
- 62) 1 – Security Ball Lock for Hitch
- 63) 1 - 5 KW Gasoline portable generator with Twist Lock Adapter
- 64) 1 – Gasoline Can for Generator, 5 Gallon
- 65) 2 – Trash Pans
- 66) 2 – Small Trash Pans
- 67) 2 – Corrugated Pet Carriers
- 68) 48 – Slip Leads
- 69) 1 – Polly Rope
- 70) 7 – Canine Muzzles
- 71) 3 – Feline Muzzles
- 72) 1 – Package Scouring Pads

- 73) 1 – Package Sponges
- 74) 1 – Package assorted Bunge Cords
- 75) 2 – Brooms
- 76) 1 – Small Brooms with Dust Pan
- 77) 2 – Large Dust Pans
- 78) 3 – ESTRAP with Ratchet, 16’
- 79) 2 – 12 Gallon Storage Boxes

General Provisions

Qualification Of Bidder

The bidder must be either the manufacturer, or the authorized agent or dealer of the manufacturer, of the complete unit for which a bid is submitted.

Service, Parts, and Maintenance

Bidders shall furnish statements with their proposals of the service facilities maintained and the repair parts available, in the local area for the unit bid.

Data and Information

Each bidder shall furnish complete manufacturer’s specifications, maintenance, and user data. Any variations from the specifications shall be so stated, or it shall be assumed the equipment is equal to or greater than the specifications as outlined. Region C RHSOC reserves the right to make the final decision whether any variations in the specifications will be allowed.

All bidders are directed to indicate compliance with specifications and shall outline any variations between their bid and the specifications. Failure to indicate compliance or deviation shall be considered cause for rejection of the bid.

Contract Price

The amount bid shall be for the total delivered price for all specified work.

Warranty

If any parts or workmanship prove defective during the warranty period, the bidder shall upon notice from Region C RHSOC or receiving agency, immediately make necessary repairs or replacement without cost. Failure to have the bid accompanied by a detailed warranty may be cause for rejection of the bid.

Intent of Specifications

It shall be the intent of these specifications to cover the complete delivered trailer as specified, plus provisions, including any related hardware required but not otherwise stated herein. This budget for this project is divided into two components; the Trailer itself and the Equipment and Expendables. Bidders are expected to bid each component separately.

Contact Information:

Mark Cunningham, Region C RHSOC
Boonslick Regional Planning Commission
PO Box 429
111 Steinhagen Rd.
Warrenton, MO 63383

Email: mcunningham@boonslick.org

Note: No telephone requests regarding bid specifications will be taken. All questions must be in writing via email or US post, and shall be made available to all bidding parties.

Invitation for Bid Form

The signature of the bidder indicates the bidder understands and will comply with all Terms and Conditions and all other specifications made a part of this Invitation for Bid and any subsequent award or contract. All terms, conditions and representations made in this IFB will become an integral part of the contract. In compliance with the IFB and to all the conditions imposed herein, the undersigned offers and agrees to furnish and/or provide the aforementioned Scope of Work to the Region C RHSOC per instructions stated above and for the bid price as indicated hereafter.

General Scope of Work (if different from IFB): _____

Total bid price for Trailers as specified: \$ _____

Total bid price for Equipment/Expendables as specified: \$ _____

Total Bid Price for Trailers and Equipment/Expendables: \$ _____

(To include ANY and ALL shipping, handling, surcharges, and/or other fees.)

Estimated Delivery Date: _____

Company (Bidder): _____

Indicate whether: () Individual () Partnership () Corporation

Company Address: _____

Incorporated in the state of: _____

Tax ID Number: _____

Authorized Representative: _____

Title of Authorized Representative: _____

Phone Number of Authorized Representative: _____

Authorized Representative Email : _____

Authorized Representative Signature: _____

Date Executed: _____