



# CLAY COUNTY

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

**IFB NO.:** 34-16  
**TITLE:** Fire Extinguisher Inspections  
**ISSUE DATE:** 10/31/16

**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”):**

**11/23/16 AT 2:00 PM CENTRAL TIME**

**MAILING INSTRUCTIONS:** 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. Delivered sealed bids **must** be in Clay County Purchasing office prior to the return date and time.

**RETURN BID TO:** **CLAY COUNTY ~ PURCHASING DEPARTMENT**  
**ADMINISTRATION BUILDING**  
**ATTN: STACY NICKERSON**  
**1 COURTHOUSE SQUARE, 3<sup>RD</sup> FLOOR,**  
**COMMISSION FRONT DESK**  
**LIBERTY, MO 64068**

**CONTRACT PERIOD: DATE OF AWARD THROUGH ONE YEAR**

**DELIVER SUPPLIES/SERVICES/INVOICES 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

<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. All instructions for submittal and determination of award can be found on the Clay County website [https://www.claycountymo.gov/@api/deki/files/7304/=Submittal\\_Instructions\\_RFP\\_IFB.PDF](https://www.claycountymo.gov/@api/deki/files/7304/=Submittal_Instructions_RFP_IFB.PDF)*

**1.1 Purpose:**

1.1.1 This document constitutes a request for competitive, sealed bids from prospective bidders for fire extinguisher inspections for 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
- Section 3: Contractual Terms and Conditions Acknowledgement Form
  
- Exhibit A: Pricing
- Exhibit B: Experience and Expertise
- Exhibit C: Domestic Product Certification (Buy American)
- Exhibit D: Miscellaneous Information

Attachment 1: SEALED BID LABEL

**1.2 IFB Questions:**

1.2.1 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**.

1.2.2 **All questions and issues should be submitted no later than 11/09/16**. 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.

1.2.3 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, 3<sup>rd</sup> Floor, Liberty, MO 64068**. Late bids may only be opened under extraordinary circumstances as indicated on our website.

**1.3 Background Information:**

1.3.1 IFB 51-11 has expired in its entirety and will be replaced with the award to this IFB, 34-16. The expenditures made for the past 3 years under the previous contracts are as follows:

Fiscal Year	Yearly Expenditures
2013	\$12,752.75
2014	\$8,919.75
2015	\$10,019.15

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

1.3.2 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.

#### **1.4 Estimated Quantities:**

1.4.1 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.

1.4.2 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.

## **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 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 Specific Requirements:**

2.1.1 The contractor must provide fire extinguisher inspections, which meets or exceeds the specifications contained in this document.

2.1.2 All specifications as detailed herein shall be acceptable minimums unless specifically otherwise stated. Annual inspection of fire extinguishers and semi-annual inspections of two (2) kitchen hoods, two (2) FM-200 Systems and one (1) Sapphire System.

2.1.3 The successful proposer will inspect and provide service to all fire extinguishers located at the following sites:

- a. James S. Rooney Justice Center, 11 South Water Street, Liberty, MO
- b. Clay County Detention Center, 14 South Water Street, Liberty, MO
- c. R. Kenneth Elliot Children's Justice Center, 351 East Kansas, Liberty, MO
- d. Juvenile Girl's Group Home, Address provided upon award of contract, Liberty, MO
- e. Juvenile Boy's Group Home, Address provided upon award of contract, Liberty, MO
- f. Election Board, 100 West Mississippi, Liberty, MO
- g. Shrader Building, 234 W. Shrader, Liberty, MO
- h. Midwest National Air Center, 13106 Rhodus Road, Excelsior Springs, MO

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

- i. Disaster Recovery Site, 8600 N.E. Underground Drive Pillar 150, Kansas City, MO
- j. Maintenance/Storage Building, 201 East Mill Street, Liberty, MO
- k. Clay County Highway Department, 16616 NE 116th Street, Kearney, MO
- l. Administration Building, 1 Courthouse Square, Liberty, MO
- m. Public Safety Building, 12 S. Water, Liberty, MO
- n. Clay County Park Department Central Services, 2207 NE 188th Street, Smithville, MO
- o. West Side Annex, 1901 NE 48th Street, Kansas City, MO
- p. Facilities Management, 115 S. Main, Liberty, MO
- q. Storage Building, 117 South Main, Liberty, MO

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

**3. 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  
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.

New Equipment:

Item	DESCRIPTION	WEIGHT	UNIT COST
01	A	2 ½ lb	\$ _____
02	ABC	2 ½ lb	\$ _____
03		3 lb	\$ _____
04		5 lb	\$ _____
05		7 lb	\$ _____
06		8 lb	\$ _____
07		9 lb	\$ _____
08		10 lb	\$ _____
09		14 lb	\$ _____
10		16 lb	\$ _____
11		18 lb	\$ _____
12	BC	2 ½ lb	\$ _____
13		3 lb	\$ _____
14		5 lb	\$ _____
15		7 lb	\$ _____
16		8 lb	\$ _____
17		9 lb	\$ _____
18		10 lb	\$ _____
19		14 lb	\$ _____
20		16 lb	\$ _____
21		18 lb	\$ _____
22	Co2 / ABC	8 lb	\$ _____
23	Halon	2 ½ lb	\$ _____
24		4 lb	\$ _____

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

Item	DESCRIPTION	WEIGHT	UNIT COST
25		5 lb	\$ _____
26		8 lb	\$ _____
27		9 lb	\$ _____
28		10 lb	\$ _____
29		20 lb	\$ _____
30		36 lb	\$ _____
31	Co2	5 lb	\$ _____
32		26 lb	\$ _____

Item	DESCRIPTION	EST. QTY.	UNIT COST	TOTAL PRICE
33	Service Inspection	NA	\$ _____	\$ _____
34	Minimum Billing	NA	\$ _____	\$ _____
	<b>Recharge / 6 year maintenance – Dry Chemical &amp; Halon</b>			
35	5 lb. Dry Chemical	NA	\$ _____	\$ _____
36	10 lb. Dry Chemical	NA	\$ _____	\$ _____
37	20 lb. Dry Chemical	NA	\$ _____	\$ _____
38	Halon 1211 Fire Extinguisher	NA	\$ _____	\$ _____
	<b>Recharge/Co2</b>			
39	5 lb. Co2	NA	\$ _____	\$ _____
40	10 lb. Co2	NA	\$ _____	\$ _____
41	15 lb. Co2	NA	\$ _____	\$ _____
42	20 lb. Co2	NA	\$ _____	\$ _____
43	Recharge water pressurized fire extinguisher 2 ½ gallon water pressurized	NA	\$ _____	\$ _____
44	Hydrostatic test & dry	NA	\$ _____	\$ _____
45	Dry Chemical extinguisher	NA	\$ _____	\$ _____
46	Co2 extinguisher	NA	\$ _____	\$ _____
47	Water pressurized extinguisher	NA	\$ _____	\$ _____
48	Halon 1211 extinguisher	NA	\$ _____	\$ _____

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

	<b>Repair Costs</b>			
49	O-Rings	NA		\$_____
50	Valve Stems	NA		\$_____
51	Gauges	NA		\$_____
52	Pull Pins	NA		\$_____
53	Carry Handles	NA		\$_____
	<b>Inspect two (2) kitchen hoods semi-annually (Proposal price to include two (2) inspections for two (2) hoods):</b>			
54	Children's Justice Center 351 East Kansas, Liberty, MO	1	\$_____	\$_____
55	Clay County Detention Center 14 South Water Street, Liberty, MO	1	\$_____	\$_____
	<b>Inspect two (2) FM-200 Systems semi-annually (Proposal price to include two (2) inspections for two (2) systems):</b>			
56	Clay County Shader Building 234 W. Shrader, Liberty, MO	1	\$_____	\$_____
57	James S. Rooney Justice Center 11 South Water Street, Liberty, MO	1	\$_____	\$_____
58	Sapphire System semi-annual inspection (Proposal price to include two (2) inspections for one (1) system)	1	\$_____	\$_____
	<b>Training*</b>			
59	Cost Per Participant	NA	\$_____	\$_____
60	Training room Provided by Vendor	NA	\$_____	\$_____
61	Maximum Number of Participants per class			
62	Minimum Number of Participants per class			
<b>TOTAL</b>	\$_____			

\*Detail what training will include below (training materials, such as videos, brochures, etc.)

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Optional: During the course of the contract 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

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

**EXHIBIT A, continued**

**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 fire extinguisher inspections herein and to satisfy the IFB requirements.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

**PRICING TABLE 3: OPTIONAL PRICING**

The bidder may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the proposed fire extinguisher inspections solution. Also list any pricing discounts.

DESCRIPTION/COMMENTS	UNIT OF MEASURE	UNIT PRICE

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

**EXHIBIT A, continued**

**PRICING TABLE 4: FEE SCHEDULE**

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 bidder must indicate in the pricing table below the firm, fixed hourly rates for the personnel job classifications 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

Optional: During the course of the contract 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

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

**EXHIBIT B  
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.

**B.1 EXPERIENCE:**

A MINIMUM of three (3) years' 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 fire extinguisher inspection 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	
<b>Company/Organization Name:</b>	
<b>Address:</b>	
<b>Name of Contact and Title:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b>	
<b>Contract or Service Period (dates of services):</b>	

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

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

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





**EXHIBIT C  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN) PREFERENCE**

In accordance with County Ordinance 37.08, the offeror is instructed to provide information regarding the point of manufacture for each of the products being proposed so that the product’s eligibility for the Domestic Products Procurement Act (Buy American) Preference can be determined. This information is requested for the finished product only, not for components of the finished product. The offeror may be required to provide supporting documentation indicating proof of compliance.

**Qualifying for the Domestic Products Preference:**

A product qualifies for the preference if one of the following circumstances exist:

- if manufactured or produced in the U.S.; or
- if the product is imported into the U.S. but is covered by an existing international trade treaty that affords the specific product the same status as a product manufactured or produced in the U.S.; or
- if only one line of products is manufactured or produced in the U.S.

**Non-Domestic Product:**

If the product is not manufactured or produced in the U.S. and does not otherwise qualify as domestic, then it will be considered non-domestic and not eligible for the preference.

**THE OFFEROR MUST COMPLETE THE FOLLOWING APPLICABLE TABLES TO CERTIFY WHETHER:**

(Table 1) ALL products proposed are manufactured or produced in the U.S. and qualify for the Domestic Products Procurement Act Preference;  
OR

(Table 2) ALL products proposed are manufactured or produced outside the U.S. and do not otherwise qualify for the Domestic Products Procurement Act Preference;  
OR

(Tables 3-6) Not all products proposed fall into the prior two categories so an item-by-item certification is necessary.

**The offeror is responsible for certifying the information provided on the exhibit is accurate by signing where indicated at the end of the exhibit.**

**TABLE 1 – ALL PRODUCTS MANUFACTURED OR PRODUCED IN U.S. (eligible for preference)**

Check the box to the right if ALL products proposed are MANUFACTURED OR PRODUCED IN THE U.S.:	<input type="checkbox"/>
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**TABLE 2 – ALL PRODUCTS MANUFACTURED OR PRODUCED OUTSIDE U.S. AND DON'T QUALIFY FOR PREFERENCE (ineligible for preference)**

Check the box to the right if ALL products proposed are MANUFACTURED OR PRODUCED OUTSIDE THE U.S. and DO NOT OTHERWISE QUALIFY for the Domestic Products Procurement Act Preference:	<input type="checkbox"/>
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**TABLES 3 THROUGH 6 – ITEM BY ITEM CERTIFICATION (NOT ALL PRODUCTS PROPOSED FALL INTO PRIOR TWO TABLES)**

- For those line items for which a U.S.-manufactured or produced product is proposed, complete **Table 3**.
- For those line items which are manufactured or produced outside the U.S. that do not qualify for the Domestic Products Procurement Act Preference, complete **Table 4**.
- For those line items which are not manufactured or produced in the U.S., but for which there is a U.S. trade treaty, law, agreement, or regulation in compliance with section 34.359, RSMo, complete **Table 5**.
- For those line items which are not manufactured or produced in the U.S., but for which there is only one U.S. Manufacturer of that product or line of products, complete **Table 6**.

**TABLE 3 – U.S.-MANUFACTURED OR PRODUCED PRODUCTS (Eligible for Preference)**

- List item numbers of products proposed that are U.S.-manufactured or produced and therefore qualify for the Domestic Products Procurement Act Preference.
- List U.S. city and state where products proposed are manufactured or produced.

Item #	U.S. City/State Where Manufactured/Produced	Item #	U.S. City/State Where Manufactured/Produced

**TABLE 4 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS (Not Eligible for Preference)**

- List item numbers of products proposed that are foreign manufactured or produced and do not otherwise qualify for the Domestic Products Procurement Act Preference.
- List country where product proposed is manufactured or produced.

Item #	Country Where Manufactured/Produced	Item #	Country Where Manufactured/Produced

Vendor’s Initials: \_\_\_\_\_

**EXHIBIT C, continued**

**TABLE 5 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT U.S. TRADE TREATY, LAW, AGREEMENT, OR REGULATION APPLIES (Eligible for Preference)**

- List item numbers of products proposed that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because a U.S. Trade Treaty, Law, Agreement, or Regulation applies.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify name of applicable U.S. Trade Treaty, Law, Agreement, or Regulation that allows product to be brought into the U.S. duty/tariff-free.
- Identify website URL for the U.S. Trade Treaty, Law, Agreement, or Regulation.
- NOTE: As an imported product, if an import tariff is applied to the item, it does not qualify for the preference. In addition, "Most Favored Nation" status does not allow application of the preference unless the product enters the U.S. duty/tariff-free.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Name of Applicable U.S. Trade Treaty, Law, Agreement, or Regulation	Official Website URL for the U.S. Treaty, Law, Agreement, or Regulation

**TABLE 6 -- FOREIGN-MANUFACTURED OR PRODUCED PRODUCTS BUT ONLY ONE US MANUFACTURER PRODUCES PRODUCT OR LINE OF PARTICULAR GOOD (Eligible for Preference)**

- List item numbers of products proposed that are foreign manufactured or produced but qualify for the Domestic Products Procurement Act Preference because only one US Manufacturer produces the product or line of a particular good.
- Identify country where proposed foreign-made product is manufactured or produced.
- Identify sole US manufacturer name.
- Identify name of sole US manufactured product/line of particular good.

Item #	Country Where Proposed Foreign-Made Product is Manufactured/Produced	Sole US Manufacturer Name	Name of Sole U.S. Manufactured Product or Line of Particular Good

**The offeror shall be responsible for certifying the information provided on this exhibit is accurate by signing below:**

I hereby certify that the information provided herein is true and correct, and complies with all provisions of Clay County Ordinance 37.08. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor.

**SIGNATURE** (If submitting proposal electronically, scanned or typed signature is acceptable)

**COMPANY NAME**

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:

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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 1  
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, 3<sup>rd</sup> Floor,  
Commission Front Desk  
Liberty, MO 64068

**BID # 34-16    DATE: 11/23/16**

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

**DESCRIPTION: FIRE EXTINGUISHER INSPECTIONS**

**ATTN: STACY NICKERSON**

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

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

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