

BARTON COUNTY ROAD & BRIDGE DEPARTMENT

INSTRUCTIONS TO BIDDERS

1. It is the intent of the County to purchase one (1) mowing tractor. A total bid shall be submitted for the new unit.
2. Bidders shall show list price, less Federal Tax, and net price to the County, F.O.B., Great Bend, Kansas. The County is not subject to city or state sales tax.
3. The unit specified shall be of current model and under standard production by the manufacturer. The vendor shall show in **WRITING**, over the signature of an officer of the company, the terms of the warranty furnished for the unit.
4. Bidders shall specify the estimated time to deliver the unit to the County.
5. The County reserves the right to reject any and/or all bids or waive technicalities and to purchase the equipment which, in the County's opinion, is best suited for the work for which it is intended.
6. Price, Warranty, and Delivery Date will all be considered in determining the successful bid.
7. Bidders must be registered on the Vendor Registry to bid. Vendors will receive electronic notifications and can submit a bid electronically through Vendor Registry, a link found under the Procurement tab at www.bartoncounty.org.

-OR-

Bids shall be sealed and shall show on the outside the name of bidders and items bid upon. Bids shall be delivered to the County Clerk's Office, 1400 Main, Room 202, Great Bend, Kansas 67530 on or before 2:00 p.m. November 10, 2021.

8.
 - When communicating, always refer to the bid number assigned by Vendor Registry.
 - To be considered, one copy of the bid must be properly filled in, signed, and submitted to Barton County by the specified closing date. Bids may be submitted using the above online portal, by mail, or by bringing the bid in a sealed, marked envelope to the Barton County Clerk's Office (1400 Main St. Great Bend, KS). E-mail and late bids cannot be considered.
 - A bid must be in U. S. Dollars (\$ U.S.) excluding Federal Excise/State Sales Taxes.

- All prices and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
- Bids for comparable merchandise will be considered unless the specifications indicate "no substitution."
- Bidder must specify exceptions to any requirement or specification in the bid.
- A bid must include complete specifications and descriptive literature to facilitate consideration.