

# BARTON COUNTY ROAD & BRIDGE DEPARTMENT

## INSTRUCTIONS TO BIDDERS

1. It is the intent of the County to purchase four (4) rotary mowers and to trade in three used units (listed below). A total bid shall be submitted for the new units less trade-in allowance for the used units as listed:

Unit #	Description	Year	ID Number
651	John Deere 15ft Rotary Mower	2018	MDL CX15 SN 1POCX15FLHC-047178
652	John Deere 15ft Rotary Mower	2018	MDL CX15 SN 1POCX15FHHC-047179
653	John Deere 15ft Rotary Mower	2018	MDL CX15 SN 1POCX15FEHC-047183

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 units 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 units.
4. Bidders shall specify the estimated time to deliver the units 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 which it is intended.
6. Price, Warranty, and Delivery Date will all be considered in determining the successful bid.
7. The used units to be traded in may be viewed at the Barton County Shop, 7<sup>th</sup> and Morphy, Great Bend, Kansas, weekdays, 8:00 a.m. to 4:00 p.m. The units to be traded will be available when the new units are delivered.

8. Each bid must be submitted through the Vendor Registry or sealed and submitted in an envelope clearly marked – ROTARY MOWERS to provide confidentiality of the bid information prior to the bid opening. Supporting documents and/or descriptive literature may be submitted with the bid. Do not indicate bid prices on literature.
9. Vendors may receive electronic notifications and submit electronically through Vendor Registry, a link found under the Procurement tab at [www.bartoncounty.org](http://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 2:00pm Wednesday, November 10, 2021

10.
  - 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.