



FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE

RFB NO: 2020-03

TITLE: Sign Materials

Solicitation Schedule & Deadlines:

October 30, 2019	Solicitation Release/Advertising Date
November 6, 2019 2PM	Deadline for Submitting Questions
November 8, 2019 4:30 pm	Deadline to post Addendum
November 19, 2019 2:00 pm	Deadline to Submit Response
November 19, 2019 2:30 pm	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

November 19, 2019 2PM

Ann Struttmann, Purchasing Agent

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: _____

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

USE THESE FORMS ONLY

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement

_____ Pricing Form completed and signed

_____ I have one original and two copies that are labeled accordingly

_____ I have included contact information

_____ I have included the COI as requested

_____ Affidavit for Work Authorization is completed, Notarized, and supporting information is included

_____ Envelope is sealed and label attached

SPECIFIC REQUIREMENTS

1. Contractor must be able to provide Sign Materials to the requesting departments, which meet or exceed the specifications contained in this document. Sign orders may be for individual signs or bulk orders.
2. Unit prices for bulk sign supplies shall include all costs associated with loading and hauling to the Franklin County Highway Department, Union Maintenance Shed, 1360 Riverview Drive, Union, MO 63084. Sign supplies shall be unloaded by Franklin County personnel.
3. Individual sign costs should include cost of shipping to requesting County departments by services such as UPS or Federal Express. The individual signs will be the 6" and 9" Blue Reflective Road Signs. (as indicated on the pricing sheet in blue)
4. Stocked* sign supplies shall be delivered when requested on an as needed basis and within two (2) weeks of placing the order. Custom orders shall be delivered within (30) thirty days of proof approval. Artwork shall take no longer than three business days for completion.
5. Sign Specifications are outline in document labeled Attachment 2.
6. Drawing of Channel, Modified Channel, or Delineator Steel Marker Post is Attachment 3.
7. Typical sign descriptions and estimated quantities are outlined in the Pricing Forms.
8. Quantities are estimates and will vary.
9. Prior to approval and use of any material delivered, the manufacturer shall submit a certification that the materials furnished comply with all the requirements of this specification and said certification shall include specific test results of the mechanical and chemical properties of the steel conforming to this specification. The certification should be submitted to the Franklin County Purchasing Department, 400 East Locust Street, Rm 004, Union, MO 63084
10. One certification covering all materials will be required for the duration of this contract.
11. The material may be inspected at the source or at a destination as determined by the owner. Acceptance of materials furnished under this specification will be based on an acceptable certification and on inspection by the owner.
12. Franklin County, at its own expense, reserves the right to sample any material, for the purpose of having an independent laboratory test of the material for conformance to specifications. Product that does not meet specifications will cause all of the shipments to be returned at the bidder's expense.
13. Contractor must be able to provide service to all locations/departments necessary. Normal business hours are Monday through Friday 7:30 a.m. – 4:00 p.m. (CST). However, these times must be verified with the requesting department. County observed holidays will be provided upon request. Hours are subject to change.

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

INSURANCE REQUIREMENTS

1. The Contractor shall furnish County with a certificate of insurance indicating proof of the following insurance from company's license in the State of Missouri:
 - A. Worker's Compensation and Employers' Liability: Worker's Compensation Statutory in compliance with the Compensation law of the Sate and Employers' Liability Insurance with a limit no less than \$1,000,000.00 each accident.
 - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not be limited to, the following coverage.
 1. Premises – Operations
 2. Products and Completed Operations
 3. Broad Form Property Damage
 4. Contractual
 5. Personal Injury
 - C. Automobile Liability with a minimum limit of \$1,000,000.00 per occurrence, \$3,000,000.00 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all the following:
 1. Owned Automobiles
 2. Hired Automobiles
 3. Non-Owned Automobiles
 - D. The certificate shall list the Certificate Holder and Address as follows: Franklin County, 400 E Locust Street, Room 206, Union, Mo 63084. The services provided to Franklin County shall be listed under "Description of Operations."
 - E. Such insurance shall include under the General Liability and Automobile Liability policies Franklin County, its employees, elected officials, representatives, and members of its board and/or commissioners as "Additional Insured's".
2. The Agreement of Insurance shall provide for notice to the County of amendment or cancellation of insurance policies 30 days before such amendment or cancellation is to take effect.

ADDITIONAL REQUIREMENTS

1. E-Verify

Completion of Affidavit of Work Authorization and provide acceptable documentation of enrollment in the program.

2. Employment of Unauthorized Aliens Prohibited

a.) Vendor agrees to comply with Missouri Revised Statute Section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

b.) As a condition for the award of this contract, the Vendor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Vendor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

c.) Vendor shall require each subcontractor to affirmatively state in its contract with Vendor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the State of Missouri and shall not henceforth do so. Alternatively, Vendor shall require each subcontractor to provide Contractor with a sworn affidavit under penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

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 and Title

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
---	--

Business Entity Name	Date
----------------------	------

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

PRICING FORM

2020-03 SIGN MATERIALS

The offeror shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation. All invoices must reflect discounts applied to final order. All orders are AS NEEDED, no minimum order quantities acceptable.

Type	Description	In x in	Unit	Price	Stock item*
OM-3L	Left Object	10 x 30	EA		
OM-3R	Right Object	10 x 30	EA		
R1-1	Stop	30 x 30	EA		
R1-2	Yield	30 x 30	EA		
R2-1	Speed Limit XX	24 x 30	EA		
R11-1	Road Closed	30 x 30	EA		
R12-1	Weight Limit (Blank) Tons	24 x 30	EA		
W1-1	90 Degree Curve	30 x 30	EA		
W1-2	Gradual Curve	30 x 30	EA		
W1-3	Reverse Curve	30 x 30	EA		
W1-5	Winding Curve	30 x 30	EA		
W1-6	Single Arrow	36 x 18	EA		
W1-7	Double Arrow	36 x 18	EA		
W1-8	Chevron	18 x 24	EA		
W2-1	Cross Road Intersection	30 x 30	EA		
W2-2	T Intersection	30 x 30	EA		
W3-1	Stop Ahead (Symbol)	30 x 30	EA		
W11-3	Deer (Symbol)	30 x 30	EA		
W11-5	Tractor (Symbol)	30 x 30	EA		
W13-1	XX MPH	18 x 18	EA		
W14-1	Dead End	30 x 30	EA		
	No Passing Zones Unmarked	30 x 30	EA		
	Impassable During High Water	30 x 30	EA		
	Watch For Falling Rock	30 x 30	EA		
	Very Dangerous Driveway 500 Foot	24 x 24	EA		
	Letters, White, Pressure Applied	2" Tall	PK		
	Letters, White, Pressure Applied	4" Tall	PK		
	Letters, White, Pressure Applied	5" Tall	PK		
	Light Post – 7 Ft. with Tapered End	1.12 lb.	EA		
	Medium Post – 4 Ft. with Tapered End				
	Break Away Type III Barricade		EA		

PRICING FORM - Continued

2020-03 SIGN MATERIALS

REQUIRED PRICING

Type	Description	In x in	Unit	Price	Stock item*
	Type 1 Plasticade		EA		
	24" Cones		EA		
	36" x 36" Mesh/Roll up signs (various messages)		EA		
	Mid-size stands for mesh/roll up signs		EA		
	Medium Post – 8ft. with Tapered End		EA		
	Medium Post – 10ft. with tapered End		EA		
	5 ½" Flat Bracket-Channel post to aluminum sign		EA		
	5 ½" Flat Bracket-U Post to aluminum sign		EA		
	5 ½" Flat Bracket-Cross		EA		
	3 ¾" Flat Bracket- Universal Cross		EA		
	Green Blanks	18 x 6	EA		
	Green Blanks	24 x 6	EA		
	Green Blanks	30 x 6	EA		
	Green Blanks	36 x 6	EA		
	Green Blanks	42 x 6	EA		
	No Parking Anytime	12 x 18	EA		
	No Parking Stopping Standing Anytime	18 x 18	EA		
	Stop Slow Hand Paddles	18 x 18	EA		
	Blanks that are Black	18 x 18	EA		
	Horse Symbol Signs	30 x 30	EA		
	Loose Gravel	30 x 30	EA		
	Fresh Oil	30 x 30	EA		
	Road Closed Due To Flooding	30 x 30	EA		
	30" Round RXR		EA		
	RXR Intersection Symbol Signs	30 x 30	EA		
	One Lane Road Ahead	30 x 30	EA		
	Bridge Closed	30 x 30	EA		
	Franklin Co Maintenance Ends	6 x 9	EA		
	Franklin Co Maintenance Begins	6 x 9	EA		
	Type A, C, and 3-way Barricade Lights		EA		
	Type A, C, and 3-way Solar Led Barricade Lights		EA		
	Pedestrian Cross		EA		
	Bus Stop		EA		
	Red/Yellow Brite-May Post Reflectors, 36"		EA		

PRICING FORM - Continued

2020-03 SIGN MATERIALS

REQUIRED PRICING

Type	Description	In x In	Unit	Price w/shipping	Price w/out Shipping	Stock item*
	6" Blue Reflective Road Sign		EA			
	9" Blue Reflective Road Sign		EA			
	XX MPH	18 x 24	EA			
	Dangerous Intersection Sign	30 x 30	EA			
	No Passing zone unmarked	24 x 24	EA			
	Small Chevrons	18 x 18	EA			
	Slow Children Playing	18 x 24	EA			
	Slow Church Zone	30 x 30	EA			
	Uneven Lanes	24 x 24				
	Uneven Lanes	30 x 30				
	No Parking on Bridge	12 x 18				
	No Dumping Violators will be prosecuted	12 x 18				
	Horizontal Alignment	30 x 30				
	Trucks entering	24 x 24				
	Brush Hog Ahead	30 x 30				
	Dead End	24 x 24				
	No Outlet	24 x 24				
	2- Way	6 x 12				
	3-Way	6 x 12				
	4-Way	6 x 12				
	Cross Traffic does not stop	12 x 24				
	Road Closed Due to Flooding (Flip)	30 x 30				
	Very Dangerous Driveway 500 Feet Ahead	30 x 30				

PRICING FORM - Continued

2020-03 SIGN MATERIALS

REQUIRED PRICING

Type	Description	In x In	Unit	Price w/ Shipping	Price w/out Shipping	Stock Item
	Cones 18"					
	Brackets Roll up					
	3.5ft (2#) green posts					
	Chevrons	18 x 18				
	Chevron Brackets					
	Letters, Black, Pressure Applied (2" tall)					
	Letters, Black, Pressure Applied (4" tall)					
	Letters, Black, Pressure Applied (5" tall)					
	Mirror Image Chevron Double Faced Signs	18 x 18				
	Mirror Image Chevron Double Faced Signs	18 x 24				

**Please indicate which items are stock items for your company. The County defines stock items as those items the awarded company is storing on-site and ready to be shipped when order has been placed.*

Disclosure of
Subcontractor(s): _____

Company Name _____

Authorized Signature _____

Printed name and title _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

Preferred method to place order

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary. Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

ATTACHMENT 1

SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

SOLICITATION # 2020-03 DATE: November 19, 2019

DESCRIPTION: Sign Materials

Vendor Name: _____

Vendor Address: _____