



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

RFB NO: 201904

TITLE: Sign Materials

Solicitation Schedule & Deadlines:

October 24, 2018	Solicitation Release Date
October 24, 31, November 7, 2018	Advertising Period
November 8, 2018, 2:00 pm	Deadline for Submitting Questions
November 9, 2018, 4:30 pm	Deadline to post Addendum
November 16, 2018 at 9:00 AM	Deadline to Submit Response
November 16, 2018 at 10:00 AM	Opening Date I Time

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

November 16, 2018 at 9 am

**Awarding is good for one year, January 1, 2019 through December 31, 2019. **

Kathy Hardeman, Purchasing Agent

Ann Struttman, 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.

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 (page 4)

_____ Affidavit for Work Authorization is completed and Notarized (page 5&6)

If you have already submitted E-Verify information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.

_____ Current, signed W-9 is included in solicitation packet (page 7)

If you have already submitted E-Verify information through Vendor Registry, you do not have to resubmit with response. Just reference Vendor Registry.

_____ Completed Affidavit of Paid Property Taxes and Notarized (page 8)

_____ Completed Vendor Information Form (page 9)

_____ Pricing Form completed and signed (page 10, 11 & 12)

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

_____ Envelope is sealed and label attached (page 13)

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.
2. Unit prices for 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. 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.
4. Sign Specifications are outline in document labeled Attachment 2.
5. Drawing of Channel, Modified Channel, or Delineator Steel Marker Post is Attachment 3.
6. Typical sign descriptions and estimated quantities are outlined in the Pricing Forms.
7. Quantities are estimates and will vary.
8. 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 Highway Department, 400 East Locust Street, Rm 003A, Union, MO 63084
9. One certification covering all materials will be required for the duration of this contract.
10. 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.
11. 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.
12. Contractor must be able to provide service to all locations/departments necessary. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 a.m. (CST). However, these times must be verified with the requesting department. County observed holidays will be provided upon request.

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

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative)
as _____ (Position/Title)

first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____, I am
Day Month, Year

commissioned as a notary public within the County of _____, State of _____
_____ and my commission expires on Date _____

Signature of Notary

Date

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).

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number																					
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or																					
Employer identification number																					
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

AFFIDAVIT OF PAID PROPERTY TAXES

I certify that _____ (Business name) does not owe any unpaid personal or real estate taxes to Franklin County for either the current tax year or prior years.

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____, I am

Day

Month, Year

commissioned as a notary public within the County of _____, State of _____ and my commission expires on Date _____

Signature of Notary

Date

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

Preferred method to place order

PRICING FORM

201904 SIGN MATERIALS

REQUIRED PRICING

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

All invoices must reflect discounts applied to final order.

All orders are AS NEEDED, no minimum order quantities.

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 Highway 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		

PRICING FORM - Continued

201904 SIGN MATERIALS

REQUIRED PRICING

Type	Description	In x in	Unit	Price	Stock item*
	Light Post - 7 Ft. with Tapered End	1.12 lb.	EA		
	Medium Post - 4 Ft. with Tapered End		EA		
	Break Away Type III Barricade		EA		
	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		

PRICING FORM - Continued

201904 SIGN MATERIALS

REQUIRED PRICING

Type	Description	In x in	Unit	Price	Stock item*
	Pedestrian Cross		EA		
	Bus Stop		EA		
	Red/Yellow Brite-May Post Reflectors, 36"		EA		
	6" Blue Reflective Road Sign		EA		
	9" Blue Reflective Road Sign		EA		

*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 _____

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 # 2019-04 DATE: 11/16/2018

DESCRIPTION: Sign Materials

Vendor Name: _____

Vendor Address: _____

ATTACHMENT 2

COMPLETE SPECIFICATIONS

Sign Specifications

Signs shall be 0.08inch aluminum. Sign sheeting shall be Prismatic Sheeting Type 3 for all sheeting except orange. Orange sign sheeting shall be Beaded Sheeting Type 3. See MUTCD minimum requirements and Sign Retro Reflectivity Comparison for more information. Signs shall conform to the standards set forth in Missouri's Standard Specifications for Highway Construction 2017 Section 1042 as applicable.

Life expectancy of sheeting needs to be supplied.

Letters shall be bid per package of 25.

Sign Post and Bracket Specifications

The posts shall be re-rolled or an equivalent steel conforming to the mechanical requirements of ASTM A 499, Grade 60 and to the chemical requirements of ASTM A1. The posts shall be painted green. The posts shall be of the length specified in the bid request with a tolerance in length of minus one inch and plus two inches.

The weight per foot before punching or galvanizing shall comply with the following:

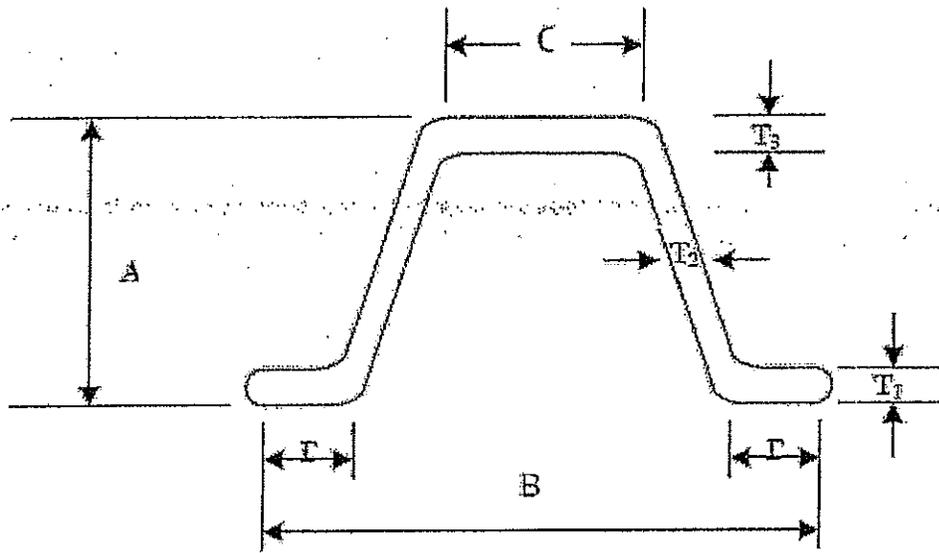
<u>Post Type</u>	<u>Pounds per Foot</u>
Heavy Post	2.60 +/- 0.20
Medium Post	2.03 +/- 0.23
Light Post	1.30 +/- 0.20

The cross-section dimensions shall comply with the details shown on Drawing "A" of this specification.

All holes shall be 3/8" in diameter, spaced along the centerline of the web. Posts shall have holes one-inch center to center for the entire length of the post, beginning one inch from the end of the post.

Brackets shall include all the hardware necessary for mounting.

ATTACHMENT 3



DRAWING 'A'

CHANNEL, MODIFIED CHANNEL, OR DELINEATOR STEEL MARKER POST
Dimensions (inches)*

A	B	C	D	T1	T2	T3
<u>HEAVY POST</u>						
1-1/4 TO 1-5/8	2-1/2 TO 3-1/4	1 TO 1-3/8	1/2 TO 3/4	5/32 TO 7/32	3/32 TO 7/32	5/32 TO 7/32
<u>MEDIUM POST</u>						
1-1/4 TO 1-5/8	2-1/2 TO 3-1/4	3-1/32 TO 1-3/8	15/32 TO 23/32	7/64 TO 11/64	7/64 TO 11/64	7/64 TO 11/64
<u>LIGHT POST</u>						
7/8 TO 1-1/4	1-15/16 TO 2-3/16	5/8 TO 1	3/8 TO 5/8	3/32 TO 5/32	3/32 TO 5/32	3/32 TO 5/32

*Tolerances shown hereon are absolute. No further dimensional tolerances will be acceptable.