

## SPECIFICATIONS & ADDITIONAL INSTRUCTIONS FOR ELECTRONIC SOLICITATION NO. BB201015

Jackson County Missouri is seeking bids for a **Twenty-Four (24) Month Term & Supply Contract** for the furnishing of **MARINE SUPPLIES & ACCESSORIES FOR RESALE** for the **Marinas in the Parks & Recreation Department**. This Term & Supply Contract will be effective for Twenty-Four (24) Months with two (2) 12-Month Extension Options.

**PRICING IS TO BE F.O.B. DESTINATION, INSIDE DELIVERY ONLY. INCLUDE PRICE OF FREIGHT IN YOUR BID.**

Delivery time will be a consideration in the evaluation of your bid.

Jackson County, Missouri reserves the right to split the award.

Items specified herein will be ordered on an "As Needed" basis throughout the Contract Term. **PLEASE NOTE:** Exact usage can not be determined at this time.

**SEPARATE COVER INSTRUCTIONS:** Enclose all requested Hard Copy Materials in a sealed opaque envelope with the above Electronic Solicitation number written on the face of the envelope and deliver it to the **Office of the Jackson County Purchasing Department, Room G-1, Ground Floor, Jackson County Courthouse, 415 East 12th Street, Kansas City, Missouri 64106** no later than **2:00pm C.T. on April 27, 2010**, otherwise your bid may be **REJECTED**. There will be a public opening of bids at 2:05pm C.T. on April 27, 2010, Second Floor of the Jackson County Courthouse at the above address.

### JACKSON COUNTY MARINA LOCATIONS AND CONTACT INFORMATION:

NO	MARINA LOCATION	MARINA ADMINSTRATOR	PHONE NO
1.	Jacomo Marina, 7401 West Park Road, Blue Springs, MO 64015	Jim Autry, Jr.	(816) 795-8888
2.	Longview Lake Marina, 9898 Longview Road, Kansas City, MO 64134	David Bass	(816) 966-0131
3.	Blue Springs Marina, 1700 Bowlin Road, Lees Summit, MO 64063	Bill Davis	(816) 795-1112

### **PRICE INCREASE/DECREASE**

In regards to the prices quoted herein by the Successful Contractor(s): Contractor(s) may increase or decrease these prices only when the increase/decrease applies to the General Public, is stated officially **IN WRITING** to the County and does not exceed the suggested list prices as stated officially by the manufacturer. A price increase/decrease shall not take effect against the County until the Contractor has verified the above conditions **IN WRITING** to the reasonable satisfaction of the County's Purchasing Supervisor by submitting a copy of Contractor's Supplier information, name, address, telephone number, and contact person. **Prices MUST BE firm and fixed for a minimum of the first six (6) month period in the contract.**

**Discounts offered do not change during the term of the contract or any of its extensions.**

### **BID/PRICE SCHEDULE**

Attached to the Electronic Solicitation is the Bid/Price Schedule to be completed by all vendors, document name BB201015\_marine\_bid\_price\_schedule.xls. Download and save the excel spreadsheet to your computer. Fill in your prices and all information requested, where necessary. Add any additional lines where necessary to complete your bid response. Complete the requested company information and save the document **BEFORE** attaching it back to the Electronic Solicitation. The Bid/Price Schedule must be completed to be considered for award. Failure to submit the Bid/Price Schedule as an attachment to your response at [www.sicomm.net](http://www.sicomm.net) **WILL** result in the **REJECTION** of your bid. The attachment **MUST BE** accessible to Jackson County, Missouri. **PLEASE NOTE: IF YOU DO NOT SAVE YOUR COMPLETED BID/PRICE SCHEDULE TO YOUR COMPUTER BEFORE ATTACHING IT TO YOUR ELECTRONIC RESPONSE, YOU ARE IN DANGER OF ATTACHING A BLANK DOCUMENT.**

**Miscellaneous Catalog Items** – Items 1 thru 12 on the Bid/Price Schedule in the electronic solicitation are only a sampling of items that may be ordered. If you are offering more than one discount for Misc. Catalog Items, add additional lines where necessary on the Bid/Price Schedule to make your bid complete or attach additional documents to your electronic response so that your bid is complete.

**PLEASE NOTE:** Current catalog(s) and price list(s) **MUST** be submitted in Hard Copy; electronic format (CD) accessible by Jackson County Missouri Departments per the Separate Cover Instructions above; or Web Site referenced in order to be considered for award. Failure to submit catalog(s) and price list(s) with your bid may result in the **REJECTION** of your bid.

**Catalog or Product Listing of Marine Supplies & Accessories for Resale Items:** Submit your Catalog or Product Listing of Marine Supplies & Accessories for Resale you want to offer the County must be submitted in Hard Copy; attached electronically to your electronic bid response and accessible to Jackson County; or you may list a web site that your Catalog or Product Listing may be accessed. It will be the Successful Contractor's responsibility to furnish the County, at no additional charge, no less than 10 copies of the Catalog or Product Listing they are bidding. If the Catalog or Product Listing you submit is replaced or updated during the term of the contract, it will be the Contractor's responsibility to submit the new Catalog or Product Listing to the Purchasing Department and the using County Departments.

### **ORDERING FROM THIS CONTRACT**

The Jackson County Missouri Purchasing Department may issue to the Contractor a "Blanket" or "Miscellaneous" Purchase Orders to cover a specific portion of the Term of this Contract. This Purchase Order may be for a stated dollar amount and will terminate when the dollar amount shown has been used or at the expiration of the Contract, whichever is earlier. Purchase Orders for specific items and quantities may also be issued against this Contract. If a "Blanket" or "Miscellaneous" Purchase Order is issued, Contractor will submit invoices to the Requisitioning Department and payments will be made on a monthly basis. Other Purchase Orders will be paid Net 30 Days. Contractor shall indicate the Purchase Order number on all Invoices. **A Blanket Purchase Order, issued by the Purchasing Department must be in place with the successful Contractor before any items can be purchased.**

The Department can either call/fax Orders into the Successful Contractor for delivery.

The Successful Contractor shall be open for business between 7:00 AM and 5:00 PM, CST weekdays except legal, state and federal holidays.

### **GENERAL**

For the applicable price quoted herein by the bidder and at the applicable locations specified herein by the County and at or within the applicable time required herein by the County or promised herein by the bidder, the bidder shall transfer, sell and deliver Marine Supplies and Accessories for Resale with respect to which the County has accepted bidders offer.

Bidder also agrees that all Marine Supplies & Accessories for Resale will be new, unused and the best of their kind.

**QUESTIONS:** All questions regarding this Invitation to Bid must be in writing and emailed to the Purchasing Department, Attention: Teddy Ballard, Senior Buyer, [tballard@jacksongov.org](mailto:tballard@jacksongov.org). Questions must be received by **5:00 p.m., CT, Thursday, April 22, 2010**. All questions will be answered in the form of an Addenda and posted on the County's Web Site at [www.jacksongov.org](http://www.jacksongov.org).

**RECAP OF ITEMS NECESSARY TO BE CONSIDERED FOR AWARD UNDER THIS CONTRACT:**

1) An electronic response via the Sicommnet's Basec System @ [www.sicomm.net](http://www.sicomm.net) for all pricing - Item no. 1 will be necessary. **PLEASE NOTE: ENTER A "0" (ZERO) TO YOUR PRICING FOR THIS ITEM. DOWNLOAD AND COMPLETE THE ATTACHED BID/RESPONSE SCHEDULE AND ATTACH IT BACK TO YOUR RESPONSE TO THE ELECTRONIC SOLICITATION. Responses in any other manner will not be considered;**

2) Bid/Price Schedule, document name BB201015\_marine\_bid\_price\_schedule.xls, must be completed by you and attached to the Electronic Solicitation response to be considered for award;

3) Price List(s) for each manufacturer bid in hard copy per Separate Cover Instructions above; in an electronic format (CD) accessible by Jackson County; or Web Site referenced. Failure to submit the Price List(s) may result in the **REJECTION** of your bid; and,

4) Catalog(s) or Product Listing in Hard Copy per Separate Cover Instructions above; in an electronic format (CD) accessible by Jackson County; or Web Site referenced. Failure to submit the Catalog(s) may result in the **REJECTION** of your bid.

**Failure to complete these steps may result in the REJECTION OF YOUR BID.**