



## LEGAL NOTICE

REQUEST FOR BID  
SEALED BID 11-172

For

**Stainless Steel Work Stations with Cabinets & Sinks**

For

**ST. CHARLES COUNTY GOVERNMENT  
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Stainless Steel Work Stations with Cabinets & Sinks**. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

## BID INSTRUCTIONS

One original and one [1] signed copies of the bid must be received in a sealed envelope plainly marked “**11-172 Stainless Steel Work Stations with Cabinets & Sinks**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

**Bid opening will be on 9/7/2011 at 10:00 AM** , in **Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at [purchasing@sccmo.org](mailto:purchasing@sccmo.org), **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

## BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Rick Hooker, Purchasing Manager  
St. Charles County Government  
Finance Department  
201 North Second St  
St. Charles, Missouri 63301  
Fax: (636)949-7589  
[purchasing@sccmo.org](mailto:purchasing@sccmo.org)

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **08/31/2011**. Any question received after this deadline may not be answered.

**Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.**

## Prohibited Communication

**Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.**

**Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.**

## TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

**Open Records**

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

## Bid Specification

**Solicitation:** St. Charles County is soliciting bids from Respondents qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

**General Description:** To provide St. Charles County Division of Humane Services with **Stainless Steel Work Stations with Cabinets & Sinks** as per specifications called for herein.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in this specification are descriptive, **not restrictive**. The bidder may offer any product that meets or exceeds the applicable specifications. The bidder must demonstrate comparability, by including appropriate catalog materials, literature, specifications, test data, etc. **The County shall determine in its sole discretion whether a product is acceptable as an equivalent.**

**Cabinets needed:**

Item #	Description
<b>1.</b>	<b>One Unit (Vet Services Room)</b>
	Custom NSF Stainless Steel Cabinet base worktable
	Measuring 24"W X 60"L X 35"H
	14 Gauge 304 Grade Stainless Steel Top (work surface) and two (2) sink bowls
	Sink bowls shall be welded in, side by side on right hand side
	Interior of sink bowl shall measure 14"W X 16"L X 14"D
	Top (work surface) includes a 4" back and left side splash and faucet hole as indicated on the drawing included in this packet
	Cabinet body and sliding doors shall be fabricated from 18 gauge 304 grade stainless steel
<b>2.</b>	<b>One Unit (Food Prep Room)</b>
	Custom NSF Stainless Steel Cabinet base worktable
	Measuring 30"W X 60"L X 35"H
	14 Gauge 304 Grade Stainless Steel Top (work surface) and two (2) sink bowls
	Sink bowls shall be welded in, side by side on left hand side
	Interior of sink bowl shall measure 16"W X 21"L X 14"D
	Top (work surface) includes a 4" back and left and right side splash and faucet hole as indicated on the drawing included in this packet
	Cabinet body and sliding doors shall be fabricated from 18 gauge 304 grade stainless steel
<b>3.</b>	<b>Two Units</b>
	High Rise Commercial Faucet
	Solid Brass Construction with Chrome Finish
	Single Hole Installation in 1-1/4" hole
	Single Lever Handle Control
	Measures 12 1/2 "W (Front to Back) X 27-1/4"H
	Base Diameter 2-1/8"
	Swivel Faucet spout has a reach of 8 1/2"
	Sprayer is 6 3/4"H
	Spring spout with pull out spray head

Item #	Description
4.	<b>Five Units</b>
	Custom NSF Stainless Steel Cabinet base worktable
	Measuring 30"W X 60"L X 35"H
	14 Gauge 304 Grade Stainless Steel Top (work surface) with 4" backsplash
	Split Adjustable mid shelf 2 piece 18 gauge 304 grade stainless steel construction
	Cabinet body and sliding doors shall be fabricated from 18 gauge 304 grade stainless steel
5.	<b>One Unit</b>
	Custom NSF Stainless Steel Cabinet base worktable
	Measuring 30"W X 84"L X 35"H
	14 Gauge 304 Grade Stainless Steel Top (work surface) with 4" backsplash
	Split Adjustable mid shelf 2 piece 18 gauge 304 grade stainless steel construction
	Cabinet body and sliding doors shall be fabricated from 18 gauge 304 grade stainless steel

Installation of the cabinets and faucets will be performed by County employees.

All stainless steel shall be polished to a #4 finish or better

Each cabinet shall have 1" of adjustment on each leg

Lift gate truck delivery is required.

The delivery address is:

**St. Charles County Humane Services  
 Pet Adoption Center  
 4850 Mid Rivers Mall Dr  
 Cottleville, MO 63376**

## Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**BID FORM**

**11-172**

**Stainless Steel Work Stations with Cabinets & Sinks**

**BID OPENING DATE: 9/7/2011 at 10:00 AM**

\_\_\_\_\_  
(Bidder name)

**Submits the following bid for this project:**

<b>Item #</b>	<b>Description</b>	<b>Amount</b>
1.	<b>One Unit (Vet Services Room)</b> Custom NSF Stainless Steel Cabinet base worktable, Measuring 24"W X 60"L X 35"H, 14 Gauge 304 Grade Stainless Steel Top (work surface) and two (2) sink bowls 14"W X 16"L X 14"D	\$
2.	<b>One Unit (Food Prep Room)</b> Custom NSF Stainless Steel Cabinet base worktable, Measuring 30"W X 60"L X 35"H, 14 Gauge 304 Grade Stainless Steel Top (work surface) and two (2) sink bowls 16"W X 21"L X 14"D	\$
3.	<b>Two Units</b> High Rise Commercial Faucet	\$
4.	<b>Five Units</b> Custom NSF Stainless Steel Cabinet base worktable, Measuring 30"W X 60"L X 35"H, 14 Gauge 304 Grade Stainless Steel Top (work surface) with 4" backsplash	\$
5.	<b>One Unit</b> Custom NSF Stainless Steel Cabinet base worktable, Measuring 30"W X 84"L X 35"H, 14 Gauge 304 Grade Stainless Steel Top (work surface) with 4" backsplash	\$

**Amount bid includes all shipping and handling charges**

**Include as part of your response the following:**

- **Warranty details on all materials and workmanship**

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date



**THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID**

**Audit Clause for Contracts**

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Hours: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(Indicates acceptance of all bid terms and conditions)

Date: \_\_\_\_\_

**American Made:**

In accordance with the Domestic Product Procurement Act (hereinafter referred to as the Buy American Act) RSMo 34.350-34.359, the bidder is advised that any goods purchased or leased by any public agency where the purchase, lease or contract involves the **expenditure of twenty-five thousand dollars (\$25,000) or more**, shall be manufactured or produced in the United States. Section 34.350.2(1) of that Act specifies that the term “public agency” includes all political subdivisions of the State of Missouri, which definition includes counties.

The requirements of the Buy American Act shall not apply if other exceptions to the Buy American mandate in RSMo 34.353 are met.

If the bidder claims there is only one line of the good manufactured or produced in the United States, RSMo 34.353 (2), or that one of the exceptions of RSMo 34.353 (3) applies, the Department Head or Elected Official bears the burden of certification as required prior to the award of a contract.

In accordance with the Buy American Act, the bidder must provide proof of compliance with RSMo 34.353. Therefore the bidder should complete and return Exhibit A, certification regarding proof of compliance, with the bid. This document must be satisfactorily completed prior to an award of a contract.

**EXHIBIT A**

**ST. CHARLES COUNTY  
DOMESTIC PRODUCTS PROCUREMENT ACT (BUY AMERICAN)**

The Missouri Domestic Products Procurement Act (34.350-34.359 RSMo) requires that for all bids with **a value of \$25,000 or more**, the goods or commodities purchased by any public agency (which definition includes all political subdivisions of the State, including counties) or used or supplied in the construction, alteration, repair, or maintenance of any public works must be **manufactured or produced** in the United States. As defined in 34.350 RSMo, United States means the United States of America, the District of Columbia, and all territories and possessions subject to the jurisdiction of the United States. The law also requires that the bidder must provide proof of compliance. **Note: In general, if an import tariff is applied to an item, it does not qualify for the Buy American preference. In addition, Most Favored Nation status does not allow application of the preference.**

**Section A – All Products Are Manufactured or Produced In U.S.**

If all products bid qualify as domestic products under Missouri law, complete only Section A.

I hereby certify that all products qualify as domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

**If Section A is completed, do not complete Section B.**

**Section B – Only One Product Line or No Products Are Manufactured or Produced In U.S.**

If only one product line or no products are manufactured or produced in the U.S. complete only section B.

I hereby certify that there is only one product line or no product manufactured or produced in the U.S., that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

**Section C – Products May Qualify Because of Qualifying Treaty**

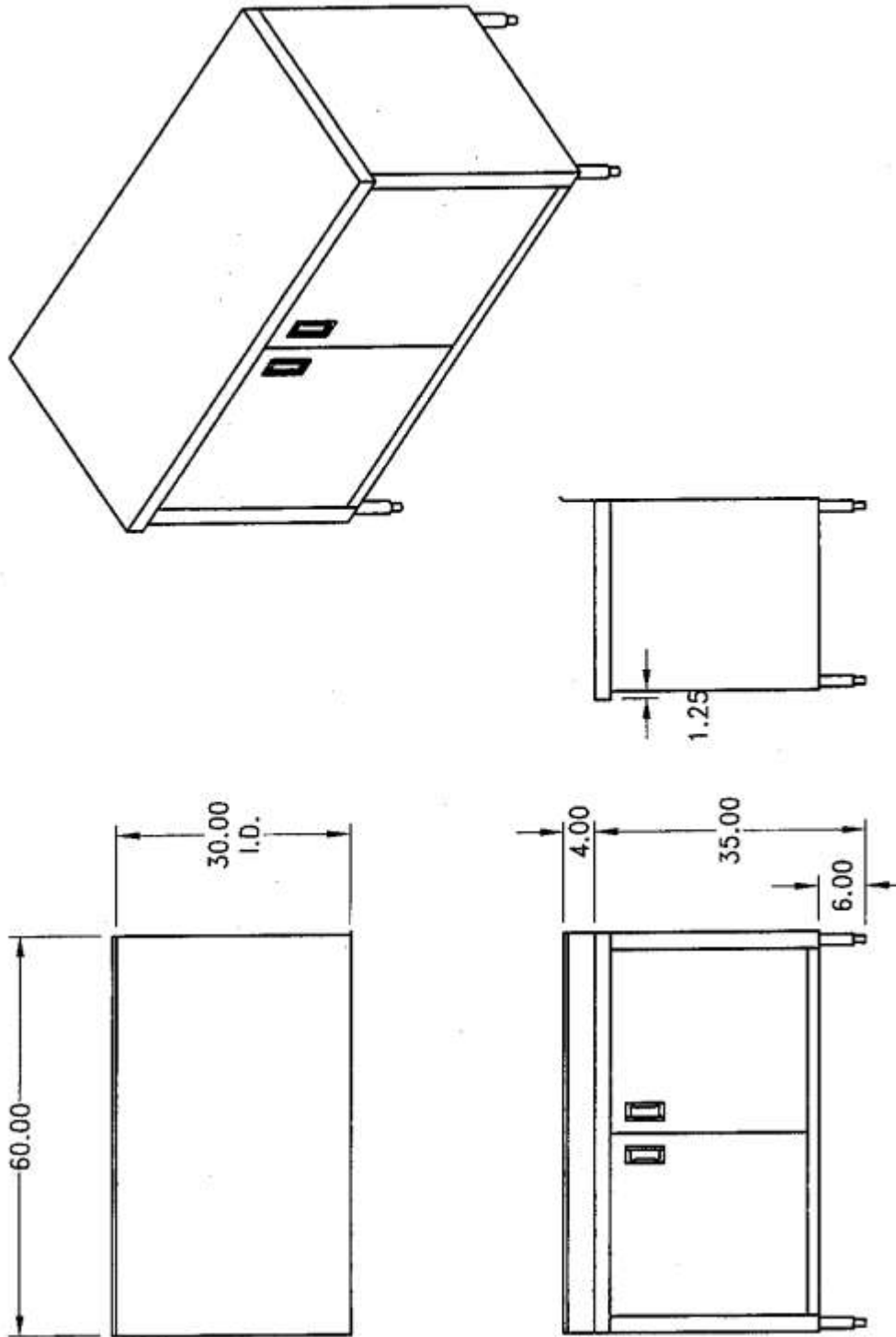
If some or all products bid qualify for domestic status because of a trade treaty, etc., then the bidder must identify each product, country and qualifying treaty, etc. below. The bidder must list ALL products which are or may qualify as domestic below. If more space is needed, please copy this form and submit as an attachment.

BID ITEM NUMBER(S)	COUNTRY WHERE MANUFACTURED OR PRODUCED	QUALIFYING TREATY, LAW, AGREEMENT, OR REGULATION

**SECTION C**

I hereby certify that the specific items listed above are domestic, that the information provided is true and correct, and complies with all provisions of Sections 34.350-34.359 RSMo. I understand that any misrepresentation herein constitutes the commission of a class A misdemeanor pursuant to Section 34.355 of the Revised Statutes of Missouri.
SIGNATURE
COMPANY NAME

Cabinet Design Drawings



Rough Layout Drawings

