

PANOLA COUNTY
INVITATION TO BID

RETURN BID TO.

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, EXAS 75633

The enclosed INVITATION TO BID (ITB) and the accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County

Sealed bids shall be received no later than

9:00 A.M., MONDAY NOVEMBER 14, 2016.

MARK ENVELOPE

"SCRAP METAL PILES"

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

SIGNATURE OF BIDDER

PANOLA COUNTY
INVITATION TO BID

INSTRUCTIONS/TERMS OF BID

By order of the Commissioners Court of Panola County, Texas sealed bids will be received for

“SCRAP METAL PILES”

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in sealed envelopes, with each page manually signed by a person having the authority to bind the firm with the terms of this bid and marked clearly on the outside as shown below

SUBMISSION OF BIDS: Sealed bids shall be submitted to

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633

Not later than 9:00 A.M., MONDAY NOVEMBER 14 2016.

MARK ENVELOPES:

“SCRAP METAL PILES”

ALL BIDS MUST BE RECEIVED IN THE COUNTY JUDGE’S OFFICE BEFORE OPENING
DATE AND TIME

SIGNATURE OF BIDDER

SPECIFICATIONS FOR SCRAP METAL PILES

- 1 Successful bidder agrees to the removal of all Scrap Metal from the yard at Panola County Road and Bridge Warehouse located at 1121 East Sabine Street, Carthage, Texas 75633
- 2 Successful bidder agrees to make arrangements through Panola County Road and Bridge Department to pick up the scrap metal.
- 3 Panola County will NOT assist in loading any of the scrap metal
- 4 Successful BIDDER will be required to sign a liability release form that will release the County in the event of any accident or injury while on Panola County Property
- 5 Before removal of any scrap metal the full payment shall be made to
 Joni Reed, Panola County Treasurer
 110 South Sycamore St
 Carthage, Texas 75633

I HEREBY BID \$ _____ (TOTAL) FOR THE REMOVAL OF SCRAP METAL

EXCEPTIONS _____

DATE: _____

FIRM: _____

BY: _____

ADDRESS: _____

PHONE : _____

DATE _____

PANOLA COUNTY, TEXAS

BY: _____

INVITATION TO BID
INSTRUCTIONS / TERMS OF CONTRACT

FUNDING. Funds for payment have been provided through the Panola County Budget adopted by the Commissioners Court for **January 1, 2017 thru December 31, 2017.**

LATE BIDS Bids received in the County Judge's Office after submission deadline will be considered void and unacceptable. Panola County is not responsible for lateness or non-delivery of mail, carrier, etc.

ALTERING BIDS Bids cannot be altered or amended after submission deadline Any interlineation, alteration or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity

WITHDRAWAL OF BID A bid may not be withdrawn or canceled by the bidder without the permission of the county for a period of ninety (90) days following the date designated for the receipt of bids, and bidder so agrees upon submittal of their bid

SALES TAX Panola County is exempt by law from payment of Texas Sales Tax and Federal Excise Tax, therefore, the bid shall not include sales taxes

BID AWARD Panola County reserves the right to award bids on the lump sum or unit price basis, whichever is in the best interest of the county

CONTRACT This bid, when properly accepted by Panola County, shall constitute a contract equally binding between the successful bidder and Panola County No different or additional terms will become a part of this contract with the exception of Change Orders

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract All change orders to the contract will be made in writing by the Panola County Judge

IF DURING THE life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to Panola County

DELIVERY All delivery fees and freight or handling charges shall be as stated on the bid and contract forms section and if not so stated no such costs, fee or charge will be paid.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

ETHICS. The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Panola County

SIGNATURE OF BIDDER

EXCEPTIONS / SUBSTITUTIONS· All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. Panola County Commissioners Court reserves the right to accept any and all or none of the exceptions(s) / substitution(s) deemed to be in the best interest of the county.

DESCRIPTIONS Any reference to model and/or make/manufacturer used in bid specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Bids on items of like quality will be considered.

ADDENDA Any interpretations, corrections or changes in this "Invitation To Bid and Specifications" will be made by addenda. Sole issuing authority of addenda shall be vested in Panola. Addenda will be mailed to all who are known to have received a copy of this Invitation To Bid. Bidders shall acknowledge receipt of all addenda.

BIDS MUST COMPLY with all federal, state, county and local laws concerning these types of service.

DESIGN, STRENGTH, QUALITY of materials must conform to the highest standards of manufacturing practice.

MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required,
2. be able to comply with the required or proposed delivery schedule,
3. Have a satisfactory record of performance,
4. Have a satisfactory record of integrity and ethics,
5. Be otherwise qualified and eligible to receive an award.

Panola County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

REFERENCES. Panola County may request bidder to supply a list of at least three (3) references where like services/products have been supplied by their firm.

BIDDER SHALL PROVIDE with this bid response, all documentation required by this ITB. Failure to provide this information may result in rejection of bid.

SIGNATURE OF BIDDER

SUCCESSFUL BIDDER SHALL defend, indemnify and save harmless Panola County and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons or property on account of any negligent act or fault of the successful bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from bid award Successful bidder indemnifies and will indemnify and save harmless Panola County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful bidder shall pay any judgment with costs which may be obtained against Panola County growing out of such injury or damages.

WAGES. Successful bidder shall pay or cause to be paid, without cost or expense to Panola County, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State Law.

TERMINATION OF CONTRACT. This contract shall remain in effect until contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) days written notice prior to any cancellation. The successful bidder must state therein the reasons for such cancellation Panola County reserves the right to award canceled contract to next lowest and best bidder as it deems to be in the best interest of the county.

TERMINATION FOR DEFAULT: Panola County reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the county in the event of breach or default of this contract. Panola County reserves the right to terminate the contract immediately in the event the successful bidder fails to

- 1 Meet schedules,
- 2 Defaults in the payment of any fees, or
- 3 Otherwise perform in accordance with these specifications.

Breach of contract or default authorizes the county to exercise any of all of the following rights:

1. Panola County may take possession of the assigned premises and any fees accrued or becoming due to date;

2. Panola County may take possession of all goods, fixtures and materials of successful bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

SIGNATURE OF BIDDER

In the event the successful bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, Panola County shall give the successful bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the county within two (2) working days of receipt of such notice by the successful bidder, default will be declared and all the successful bidder's rights shall terminate.

Bidder, in submitting this bid, agrees that Panola County shall not be liable to prosecution for damages in the event that the county declares the bidder in default

NOTICE Any notice provided by this bid (or required by Law) to be given to the successful bidder by Panola County shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Carthage, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful bidder at the address so provided, provided this shall not prevent the giving of actual notice in any other manner

PATENTS / COPYRIGHTS: The successful bidder agrees to protect Panola County from claims involving infringement of patents and/or copyrights.

CONTRACT ADMINISTRATOR Under this contract, Panola County may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements The contract administrator will serve as liaison between Panola County and the successful bidder.

PURCHASE ORDER: A purchase order(s) shall be generated by Panola County to the successful bidder The purchase order number must appear on all itemized invoices and packing slips Panola County will not be held responsible for any orders placed/delivered without a valid current purchase order number.

INVOICES shall show (a) name and address of successful bidder, (b) Panola County Purchase Order number, and (c) descriptive information as to the item(s) delivered.

PAYMENT will be made upon receipt and acceptance by the county of item(s) ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act Article 601f V.T.C.S Successful bidder is required to pay subcontractors within ten (10) days

ITEMS supplied under this contract shall be subject to Panola County's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at no expense to the County. If item is not picked up within one (1) week after notification, the item will become a donation to the County for disposition

SAMPLES: When requested, samples shall be furnished free of expense to Panola County.

SIGNATURE OF BIDDER

WARRANTY Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

REMEDIES The successful bidder and Panola County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code

VENUE. This agreement will be governed and construed according to the laws of the State of Texas This agreement is performable in Panola County, Texas.

ASSIGNMENT The successful bidder shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of Panola County

SILENCE OF SPECIFICATION. The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to Panola County by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

ANY QUESTIONS concerning this INVITATION TO BID AND SPECIFICATIONS should be directed to **Kim Goodwin, Road and Bridge Warehouse Coordinator at (903) 693-3763.**

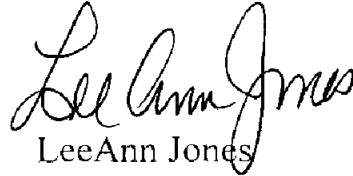
SIGNATURE OF BIDDER

LEGAL NOTICE NOTICE OF SALE OF SURPLUS

Panola County will sell by sealed bids the following item:

Scrap Metal Piles

Bid specification and bid forms will be available and bids will be accepted in the County Judge's Office, Room 216-A, Panola County Courthouse, until 9:00 a.m. Monday, November 14, 2016. Appointments to inspect scrap metal may be made by contacting Kim Goodwin, Road & Bridge Warehouse Coordinator at 903-693-3763



LeeAnn Jones
County Judge