Heavy Construction Equipment Parts & Maintenance Services

INVITATION TO BID (ITB)

SOLICITATION TITLE: County Plumbing Services

SOLICITATION NUMBER: 26-021

COMMODITY/NIGP CODE(S): 910-42, 910-60, 914-68, 934-64

ISSUING ENTITY:

Agency/Municipality: Jackson County, Missouri

Division/Bureau: Purchasing Department

Address: 415 E. 12th Street, Kansas City, MO 64106

Procurement Officer: Keith Allen - Senior Buyer

CRITICAL DEADLINES & SCHEDULE OF EVENTS:

- **Solicitation Issue Date: September 15, 2026**
- **Mandatory/Optional Pre-Bid Conference: n/a**
- **Deadline for Written Questions: October 6, 2026 no later than 5:00 pm Local Time**
- **Intent to Bid Deadline: October 13, 2026 no later than 1:00 pm Local Time**
- **Bid Submission Deadline (Closing Date): October 13, 2026 no later than 2:00 PM Local Time**
- **Public Bid Opening: n/a**

LEGAL NOTICE & SUBMISSION INSTRUCTIONS:

Pursuant to Jackson County, Missouri Chapter 6 code 1054, sealed bids for the commodities or services described herein will be received by the Issuing Entity until the Bid Submission Deadline specified above. Bids received after the exact date and time noted will be deemed non-responsive and strictly rejected without exception.

SUBMISSION TYPE (Select One):

- **[x] Electronic Submission Only: Bids must be submitted electronically via the official procurement portal at [Insert Portal URL]. Hard copy, faxed, or emailed bids will not be accepted.**
- **[ ] Sealed Hard-Copy Submission: Bids must be delivered in a sealed envelope or package to the Issuing Entity Address listed above. The exterior of the package must be prominently labeled as follows: "SEALED BID ENCLOSED - SOLICITATION NO. [Insert #] - DO NOT OPEN."**

SECURITY & COMPLIANCE REQUIREMENTS:

- **Bid Security/Bond Required: [ ] No [ ] Yes – Amount: [Insert %, e.g., 5% of Total Bid Amount]**
- **Performance & Payment Bonds Required (upon award): [ ] No [x] Yes**
- **Minority/Women/Veteran Business MWVBE Goals: [ ] No [x] Yes – Goal: MBE: 9.5% WBE 11.7%**



Sep 25th 2026, 5:00PM CDT - Oct 20th 2026, 2:00PM CDT

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Project Details

Project	Heavy Construction Equipment Parts & Maintenance Services
Ref. #	26-059
Type	ITB
Description	Jackson County, Missouri is seeking a Twenty-Four (24) Month Term and Supply Contract with One (1) Twelve Month Options to Extend for the furnishing of Heavy Construction Equipment Parts & Maintenance Services for use by various County Departments.
Open Date	Sep 25th 2026, 5:00PM CDT
Questions Due Date	Oct 13th 2026, 5:00PM CDT
Close Date	Oct 20th 2026, 2:00PM CDT

Events

Event Name	Duration	Description
Open Date	Sep 25th 2026, 5:00PM CDT	Posting date for the Opportunity
Questions Due Date	Oct 13th 2026, 5:00PM CDT	Deadline to submit Questions
Close Date	Oct 20th 2026, 2:00PM CDT	Deadline for Submissions

1. Bid Information Guide

Invitation to Bid No. 26-059 Bid Information Guide will guide you through the Scope of Work requested and what documents and forms are required for a proper and acceptable bid submission.

2. General Information

2.1 Downloadable Forms required for Bid Submission (Attachment A)

List of required forms supplied to Suppliers that will need to be downloaded, filled out and submitted for Bid Submission (Attachment A):

1. Acknowledgement of Addenda
2. Affidavit
3. Certificate of Compliance
4. Exhibit F - Bidders Exceptions
5. Statement of Contractors Qualifications
6. Attachment 1 - Bidders Quotation Sheet
7. M/W/VBE Participation Affidavit
8. Responsible Bidder's Ordinance

2.2 Documents for General Information (Attachment B)

List of documents supplied to Suppliers that will need to be downloaded and reviewed for general information (Attachment B)

1. Exhibit A - Insurance
2. General Terms and Conditions
3. Missouri Prevailing Wage Order No. 33

2.3 23-059 Heavy Construction Equipment List - PW Fleet

List of Public Works Fleet supplied to Suppliers that will need to be downloaded and reviewed for general information.

3. Required Forms and Documents

Below is a list of forms and documents that are **REQUIRED** to be submitted with your bid response:

3.1 Required Forms

3.1.1 Acknowledgment of Receipt of Addenda - Respondent is acknowledging receipt of the number of Addendum's that have been issued on the bid solicitation. **[Required]** **[PDF]**
(Vendor file upload)

3.1.2 Affidavit - Respondent is responsible for reading the form in its entirety. Upon agreement, Respondent shall sign the form and have it notarized. The form covers protections for the Supplier and Jackson County, Missouri (i.e., No Conflict of Interest clause, complies with Labor & Wages Laws, states that you comply with federal work authorization programs (and do not knowingly employ unauthorized aliens and confirms your business is not suspended or debarred by the General Services Administration (GSA) from receiving government contracts. (Please note that this is an annual form that is required from all Suppliers for which Jackson County has business. **[Required]** **[PDF]**
(Vendor file upload)

3.1.3 Certificate of Compliance - Copy of issued Certificate of Compliance or Confirmation page is allowed. It is the responsibility of the Respondent toobtain a current Certificate of Compliance annually to do business with Jackson County. The Certificate ofCompliance assures us that the Respondent does not owe any outstanding tax amounts to Jackson County. **[Required]** **[PDF]**
(Vendor file upload)

3.1.4 Statement of Contractor's Qualifications - The Respondent must complete each section of this form in its entirety to the best of the ability. You may attach additional pages for informational purposes. **[Required]** **[PDF]**
(Vendor file uploads)

3.1.5 Exhibit F - Bidder's Exceptions - After reviewing the Bid Information Guide in its entirety, the Respondent is responsible for listing any exceptions they may have to the goods or services being requested. **[Required]** **[PDF]**
(Vendor file uploads)

3.1.6 Attachment 1 - Bidder's Quotation Sheet - Respondent states their company's respective bid amounts for the requested goods/services. **[Required]** **[PDF]**
(Vendor file uploads)

3.2 Miscellaneous Requested Information

3.2.1 Greater Kansas City Metro Area Memo - The Respondent is responsible for submitting a brief memo on their company letterhead outlining how they will fulfill the obligations of the contract, if awarded, if the Respondent is outside of the Greater Metro Area. Any Respondents located within the Greater Metro area shall only submit proof the company is in the area. **[Required]** **[PDF]**
(Vendor file upload)

3.2.2 Two (2) Dedicated Email Addresses - The Respondent shall provide 2 dedicated email addresses for communication purposes. The Respondent shall update the Purchasing Department of any changes in personnel that may affect this communication. **[Required]** **[PDF]**
(Vendor file upload)

3.2.3 Copy of current W-9 Document - The Respondent shall submit a copy of their current W9 to ensure that their information is set up properly within the system. The W9 will only be used if a contract award recommendation is approved for a new Supplier that has not been added to the system. **[Required]** **[PDF]**
(Vendor file upload)