



**CLAY COUNTY**  
**PURCHASING DEPARTMENT**  
**INVITATION FOR BID (IFB)**

IFB NO:	61-26	PURCHASING COORDINATOR	ETHEL KITCHELL
TITLE:	PLUMBING SUPPLIES	EMAIL:	EKITCHELL@CLAYCOUNTYMO.GOV
ISSUE DATE:	6/16/2026	PHONE NO:	816-407-3630

**BID RESPONSES MUST BE RECEIVED NO LATER THAN:**

**7/6/2026 AT 2:00 PM CENTRAL TIME.**

**BID RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME.**

**SUBMITTAL INSTRUCTIONS:**

In an effort to support the County's initiative for conservation, it is preferred that the Request For Bid (IFB) be submitted via [www.PublicPurchase.com](http://www.PublicPurchase.com). Sealed IFBs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed Bid Label** found in Attachment 1 or type **IFB Number, IFB Title** and **Return Due Date** on the lower left-hand corner of the envelope or package. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety. The cover page **MUST** be completed, all subsequent pages **MUST** be initialed, and the Terms and Conditions Acknowledgement form **MUST** be signed.

**RETURN IFB TO:**

**CLAY COUNTY**  
**ATTN: ~ PURCHASING DEPARTMENT**  
**16 W. FRANKLIN STREET**  
**LIBERTY, MISSOURI 64068**

**AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR (4) ONE-YEAR RENEWALS**

**DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:**

**Facilities Managment**  
**115 S. Main Street**  
**Liberty, MO 64068**

By signing this IFB cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this IFB shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

**SIGNATURE REQUIRED**

Company Name		Authorized Representative (Print)		Title	
Street Address		Authorized Signature			
City/State/Zip		County	Date		Company Tax ID No.
Telephone No.		Facsimile No.		E-Mail	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt					
Vendor Tax Filing Type with IRS (Check One)					

## 1. INTRODUCTION AND GENERAL INFORMATION

*This section of the IFB includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.*

### 1.1 Purpose:

- 1.1.1 This document constitutes a request for competitive, sealed bid from prospective vendors for Plumbing Supplies for Facilities in accordance with the requirements and provisions stated herein. While this solicitation constitutes a need, Clay County reserves the right to reject any and all bids received, without clarification.

#### 1.1.2 IFB Document Contents:

- Introduction and General Information
- Scope of Work
- Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form
  
- Exhibit A: Pricing
- Exhibit B: Experience and Expertise
- Exhibit C: Miscellaneous Information
  
- Attachment 1: Sealed Bid Label

### 1.2 Questions:

- 1.2.1 Questions and issues relating to the IFB must be submitted via the [www.PublicPurchase.com](http://www.PublicPurchase.com) website or e-mailed to [Purchasing@ClayCountyMo.gov](mailto:Purchasing@ClayCountyMo.gov)
- 1.2.2 **All questions and issues should be submitted no later than Friday, June 26, 2026 .** If not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

### 1.3 Background Information:

- 1.3.1 Current Contract was awarded to Reeves-Wiedeman Company via Resolution 2021-172. This contract will expire in its entirety and will be replaced with the award to this IFB 61-26. The expenditures made for the past 3 years are as follows:

Fiscal Year	Expenditure Amount
2025	\$23,395.29
2024	\$12,030.59
2023	\$20,779.38

Vendor's Initials: \_\_\_\_\_

- 1.3.2 Although an attempt has been made to provide accurate and up-to-date information.
- a. Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Bid.

**1.4 Estimated Quantities:**

- 1.4.1 The County shall not guarantee any minimum or maximum amount of the vendor's products/services that may be required under the Agreement.
- a. The vendor shall provide products/services on an as needed basis.
  - b. The County shall not guarantee any usage of the agreement whatsoever.

**1.5 Award Determination**

- 1.5.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.
- a. Clay County shall have the right to make awards by items, or as an all or none basis.
  - b. Clay County may make awards to multiple vendors.
  - c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.
- 1.5.2 Clay County reserves the right to reject any and all bids received without clarification.

Vendor's Initials: \_\_\_\_\_

**2. SCOPE OF WORK**

*This section of the IFB includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent vendor. The vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Clay County. The vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.*

*The intent of this Invitation for Bid (IFB) is to obtain the services of qualified Vendors to be readily available to provide products and/or services. This IFB shall be considered a Qualified Vendors List and multiple vendors shall be accepted.*

**2.1 Specific Requirements:**

- 2.1.1 The vendor shall provide Plumbing Supplies, which meets or exceeds the specifications contained in this document.
- 2.1.2 The vendor must provide their entire Plumbing Supplies product lines.
  - a. The vendor must have a published plumbing supplies catalog with prices listed for the products.
  - b. The vendor shall provide a firm, fixed percentage discount off the published price list for purchases made by Clay County throughout the duration of the contract, including renewals.
  - c. This percentage discount off the published price list shall be specified in Exhibit A, Pricing Pages.
  - d. The vendor may provide percentage discounts that vary depending upon the manufacturer; however, the percentage discount shall be firm, fixed as specified in Exhibit A for each of the manufacturers.
- 2.1.3 The County shall have the right to negotiate a better discount for larger volume or higher cost orders.
  - a. The vendor must match or provide better pricing on a valid competitor price quote if such quote is lesser than the price the county would pay for the same exact item under the contract.
- 2.1.4 The vendor must provide an updated published price list for the plumbing supplies at a minimum annually prior to contract renewal.
  - a. As new plumbing supplies become available and published in the plumbing supply catalog, Clay County shall have the right to add such plumbing supplies to the contract in accordance with the requirements and provisions stated herein.
- 2.1.5 The plumbing supply products offered under the contract must be suitable for use in the business transacted by Clay County.
- 2.1.6 The vendor shall provide telephone and on-line technical support in order to assist Clay County staff with questions about installation, configuration, and functionality for any product purchased from the vendor.
- 2.1.7 The vendor shall provide options for the disposal of functional and nonfunctional plumbing equipment and supply items.
  - a. Clay County does not currently intend to utilize these services for such equipment/supplies, however, if the desire does arise in the future, Clay County reserves the right to obtain services through the contract.

Vendor's Initials: \_\_\_\_\_

- 2.1.8 If shipping of products is necessary, then the vendor must deliver the item(s) ordered from the resulting contract, FOB Destination, freight charges prepaid by the vendor, to the agency location specified by the ordering Clay County staff.
- a. All items must be delivered to the Clay County ordering facility pursuant to the request.
- 2.1.9 At no cost to Clay County, the County shall have the right to pick orders up directly from the vendor if locally located.
- 2.1.10 The vendor must deliver all item(s) within three (3) calendar days after receiving the order, unless the timeframe specified on the website or as quoted to the Clay County ordering department at the time of order indicates otherwise.
- a. The vendor must notify the Clay County ordering department of a later date should the actual delivery date exceed that which was previously specified.
- b. The Clay County ordering department must authorize the late delivery, cancel the order, or modify the order to reflect an acceptable product substitution.
- 2.1.11 The vendor shall be responsible for replacing any item received in damaged condition at no cost to Clay County.
- a. This includes all shipping costs for returning nonfunctional items to the vendor for replacement. Any product(s) returned to the vendor for replacement shall be delivered to the vendor in accordance with the product return requirements.
- 2.1.12 The vendor shall not charge a restocking fee or any other charges / fees resulting in the return of products purchased if the return occurs within thirty (30) days of receipt of order.

**2.2****PLUMBING LIST ITEMS:**

- 2.2.1 Below is a sample listing of commonly ordered plumbing supplies used by the County.
- a. The vendor must be capable of providing all of the following products listed below; however, the County shall not be limited to only these products.
- b. The vendor must have an expansive catalog of plumbing supply items for the County to order from.

<b>Metcraft</b>	Pod assembly actuator, Part #17065 Valve assembly, Part #30001 Rebuild kits, Part #16426 .5 GMP flow control T'S, Part #27089
<b>Delaney</b>	Push rod, Part #368-N Push rod flexers, Part #F-222-3
<b>Aurora</b>	Pump repair kit (Type 411 BF), Part #4760636644
<b>Sloan</b>	Vacuum Breakers, Part # V651A Handle rebuild kit, Part # B-50-A Repair kit 1.5 GPF, Part # A37A Repair kit 1.6 GPF, Part # A41A Friction rings 1 ½", Part #F3 Gasket 1 ½", Part # VBF5 1 ½"
<b>Elkay</b>	Green spring regulator, Part # 61314c
<b>Leonard</b>	TM 25 mixing valve rebuild kit (R-25
<b>Chicago</b>	Valve stem right hand, Part #377-XKRH Valve stem left hand, Part #377-XKLH
<b>Acorn</b>	Diaphragm spring, Part # 2563-108-000 Upper valve body assembly, Part # 2563-100-002 Valve sealing gasket, Part # 2563-086-000

Vendor's Initials: \_\_\_\_\_

**2.2 Miscellaneous Requested Information:**

2.2.1 The vendor should respond to the information requested in all sections and all exhibits.

**3. BID OPENING**

3.1.1 Bid Responses will be read out loud at 3:00 P.M. on **Monday, July 6, 2026** in the Purchasing Department.  
a. Location subject to change

Vendor's Initials: \_\_\_\_\_

4. **AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM**

The undersigned vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located at:

<https://www.claycountymo.gov/DocumentCenter/View/533/GENERAL-TERMS-AND-CONDITIONS-PDF>

All terms and conditions as stated shall be adhered to by vendor upon acceptance of Agreement. Vendors enter into this agreement voluntarily, with full knowledge of its effect.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vendor Name

**Any exceptions to the terms and conditions shall be noted and included with this IFB.**

SECTION	EXCEPTION

Vendor’s Initials: \_\_\_\_\_

**EXHIBIT A**  
**Pricing Pages**

**PRICING TABLE 1: REQUIRED PRICING**

The vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB. The bidder must provide pricing for all items listed. The bidder should supply their published price list with their bid submission in either hard copy catalog or in an electronic format. If the published price list is inadvertently not provided with the bid response, then at the written request of the Department of Purchasing, the bidder shall provide such published list pricing within sixteen (16) business hours. In addition, the bidder should specify what page number the plumbing supply items listed in the table below may be found within the published list price to help the Department of Purchasing validate and verify the pricing stated below by the bidder.

**The bidder may offer either a flat discount percentage for every product listed within the plumbing supply catalog or the bidder may offer a percentage discount specific to a plumbing supply manufacturer. The discount percentage shall be firm and fixed for the duration of the contract including renewal periods if exercised by the County.**

Bids which do not comply with the requirements and specifications are subject to rejection without clarification.

Proposed flat discount off entire plumbing supply catalog published pricing \_\_\_\_%.

**OR**

Proposed discount off specific plumbing supply manufacturers catalog published pricing. The bidder must list the individual manufactures and their associated percentage discounts in the table below:

<b>MANUFACTURER</b>	<b>PROPOSED PERCENTAGE DISCOUNT</b>
<b>Metcraft</b>	<b>%</b>
<b>Delaney</b>	<b>%</b>
<b>Aurora</b>	<b>%</b>
<b>Sloan</b>	<b>%</b>
<b>Elkay</b>	<b>%</b>
<b>Leonard</b>	<b>%</b>
<b>Chicago</b>	<b>%</b>
<b>Acorn</b>	<b>%</b>

Vendor's Initials: \_\_\_\_\_



**PRICING TABLE 2: OTHER REQUIRED PRICING**

The vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the IFB. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges will be assessed to the County whatsoever in connection with Plumbing Supplies herein and to satisfy the IFB requirements.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE

Vendor's Initials: \_\_\_\_\_

**EXHIBIT B**  
**Experience and Expertise**

The evaluation of the vendor's experience and expertise shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

**B.1 EXPERIENCE:**

A MINIMUM of 5 years experience is required of the successful vendor, in similar services, as described in the scope. Experience and references provided by vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Plumbing Supplies business? \_\_\_\_\_

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local government or private companies.

Reference No. 1 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 2 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	
Reference No. 3 of 3	
Company/Organization Name:	
Address:	
Name of Contact and Title:	
E-mail Address:	
Telephone No.:	
Agreement or Service Period (dates of services):	

Vendor's Initials: \_\_\_\_\_

EXHIBIT B, continued

**B.2 EXPERTISE:**

**PERSONNEL QUALIFICATIONS**

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: \_\_\_\_\_ No. of Years \_\_\_\_\_

Type of Experience: \_\_\_\_\_

Complete the following for employees that would be working on this project. List any previous work directly relating to the IFB specifications that have been performed for other public entities, local government or private companies in the last five years. Attach a separate sheet of paper if needed.		
EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING/CERTIFICATIONS

Vendor’s Initials: \_\_\_\_\_

**EXHIBIT C**  
**Miscellaneous Information**

**C.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):**

- 1) This section is optional, it will not affect proposal award. If the County awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the MO-KAN Council of Public Purchasing (MKCPP) or Mid-America Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area. (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)

YES: ☐ NO: ☐ INITIALS: \_\_\_\_\_

- 2) Sales shall be made in accordance with the prices, terms, and conditions of the IFB and any subsequent term agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MKCPP or MARC to utilize the agreement unless they are specifically named in the IFB as a joint participating entity.
- 4) All sales to other jurisdictions shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Manager shall be responsible for handling the solicitation and award the agreement. The Purchasing Manager shall have the sole authority to modify the agreement and handle disputes regarding the substance of the agreement.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

**C.2 WEBSITE**

- 1) Does your company have a website? YES: ☐ NO: ☐
- 2) If yes please provide the website address: \_\_\_\_\_

**C.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:**

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointment official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any Political sub-division thereof:	
If employee of Clay County or Political sub-division thereof, provide name of Clay County entity or political sub-division where employed:	
Percentage of ownership interest in vendor's organization held by elected or appointed official or employee of Clay County or political sub-division thereof:	

Vendor's Initials: \_\_\_\_\_

**ATTACHMENT 1**  
**Sealed IFB Label**

***PLEASE ATTACH LABEL TO OUTSIDE OF IFB PACKAGE***

**SEALED IFB RESPONSE ENCLOSED**

**DELIVER TO:**

**CLAY COUNTY ~ PURCHASING DEPARTMENT  
16 W. FRANKLIN STREET  
LIBERTY, MO 64068**

**IFB No.: 61-26      DATE: 7/6/2026**

**IFB's MUST BE RECEIVED 2:00 pm CENTRAL TIME**

**DESCRIPTION: PLUMBING SUPPLIES**

**SPECIFY VENDOR NAME:** \_\_\_\_\_

**SPECIFY VENDOR'S CITY, STATE LOCATION:** \_\_\_\_\_

City, State Location

**Vendor's Initials:** \_\_\_\_\_