



CLAY COUNTY PURCHASING DEPARTMENT REQUEST FOR PROPOSAL (RFP)

RFP NO:	74-26	PURCHASING COORDINATOR	ETHEL KITCHELL
TITLE:	GENERAL CONTRACTOR SERVICES	EMAIL:	EKITCHELL@CLAYCOUNTYMO.GOV
ISSUE DATE:	6/17/2026	PHONE NO:	816-407-3633

**PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN:
7/8/2026 AT 2:00 PM CENTRAL TIME.
PROPOSAL 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 Proposals (RFP) be submitted via www.PublicPurchase.com. Sealed RFPs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP 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 which includes this cover page. All subsequent pages **MUST** also be initialed, and the Terms and Conditions Acknowledgement form **MUST** be signed.

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

AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

FACILITIES MANAGEMENT
115 S. MAIN STREET
LIBERTY, MO 64068

By signing this RFP 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 RFP 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 RFP 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:

This document constitutes a request for competitive, sealed proposals from prospective vendors General Contractor Services for Facilities Management 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 proposals received, without clarification.

1.1.2 RFP Document Contents:

- Introduction and General Information
- Scope of Work/Functional Specifications
- Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form

- Exhibit A - Pricing
- Exhibit B - Experience and Expertise
- Exhibit C - Miscellaneous Information

- Attachment 1 – Sealed RFP Label

1.2 Questions:

1.2.1 Questions relating to the RFP must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing@ClayCountyMo.gov

1.2.2 **All questions and issues should be submitted no later than Monday, June 29, 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 Haren Contracting, LLC, MTS Contracting, Inc., The Wilson Group and Zipco Contracting, Inc. via Resolution 2021-201. This contract will expire in its entirety and will be replaced with the award to this IFB 61-26.

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

Vendor's Initials: _____

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 contract 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 proposals received without clarification.

Vendor's Initials: _____

2. SCOPE OF WORK

This section of the RFP 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 proposal 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.

2.1 Specific Requirements:

- 2.1.1 The vendor shall provide General Contractor Services, which meets or exceeds the specifications contained in this document.
- 2.1.2 This RFP shall be considered a Qualified Vendors List (QVL) and multiple vendors may be accepted and awarded.

EXAMPLES OF TYPICAL PROJECTS ARE:

- a. Reconfiguration of interior office space by adding new walls or removal of existing walls
- b. Ceiling Replacements
- c. Bathroom remodels to include fixtures, plumbing upgrades and flooring
- d. Repair and replacement of concrete
- e. Construction of safety rail & platforms for building roof equipment
- f. Painting and Carpet installation
- g. Building interior and exterior tile including decorative column tiles

EXAMPLES OF POTENTIAL SPECIAL PROJECTS ARE:

- a. Renovations to Historic site structures
- b. Interior repairs to refurbish walls after a HVAC upgrade
- c. Replacement of Historic Entry Doors

The Vendor shall have a point of contact (i.e., cell phone or email) where messages can be left

There should be a response within 24 hours to messages that are left. Repeated failure to respond shall, at the option of the County, result in termination of the agreement.

- a. The County has the option of declaring any needed work to be an emergency. Once a Vendor has been notified that the County has an emergency, work shall commence within 24 hours of authorization and the work shall proceed diligently until all work is completed.
- b. The County may occupy site and existing building during entire construction period. Vendor shall cooperate with the County during construction operations to minimize conflicts and facilitate County usage. Vendor will perform the work so as not to interfere with County's operation.

Vendor's Initials: _____

COST PROPOSALS:

Prior to the commencement of work on any non-emergency requirements, the County's Authorized Representative will provide a statement of the work required, an overview, sketches, and/or drawings if available. The Authorized Representative shall request the Vendor to prepare a written "Fixed Price Cost Proposal" which shall contain the following:

- a. Brief description of the work to be performed.
- b. Labor and material costs for each of the major elements of work (i.e. carpentry, dry wall, ceilings, painting, flooring, plumbing, heating, electrical etc.) Labor costs shall be based on the approved contract rate for each class of employee. Material costs shall be based on the prevailing cost of materials in this area plus a maximum Contractor markup of not to exceed more than 10% to cover handling and administrative costs.
- c. Total cost of the project.
- d. List of proposed subcontractors
- e. Signed statement confirming that the Vendor has visited the site prior to preparing the estimate and is thoroughly familiar with the site and the scope of work.
- f. Number of calendar days required to complete the work after County authorization.
- g. It is the responsibility of the Vendor to insure that they have all the information necessary to prepare the estimate.
- h. The completed cost proposal shall be signed and dated by the Contractor and returned to the requestor from the County for review within five (5) working days after the date of request for the cost proposal for non-emergency work. The County reserves the right to require the Vendor to submit a revised proposal, or to purchase the services from a secondary Vendor, if the start and/or completion time does not meet the County's needs or an agreeable price cannot be reached.
- i. The County will periodically spot check cost proposals to determine if the Vendor has provided the lowest reasonable price for the requested services. If the Vendor submits more than three cost proposals in one calendar year that exceed a reasonable fair price, this may be cause for termination of the agreement.

EMERGENCY WORK:

Upon receipt of an emergency scope of work, Vendor shall agree to proceed as directed by the County on a Time and Material basis, using labor rates established in this agreement where applicable. All other labor rates shall be based upon regional industry standards for the respective trade(s). Vendor's markup on material invoices shall not exceed ten (10) percent. Vendor shall submit a Time and Material estimate to the County within twenty-four (24) hours of cost request.

MATERIALS:

The County reserves the right to specify precisely the types of materials to be utilized. Substitution shall have approval of the County Authorized Representative. The Vendor shall provide material invoice before payment will be issued. The County will pay no more than a 10% mark-up on materials.

RATES:

- a. All work shall be scheduled at the convenience of the County as not to interfere with the County's ability to conduct business. In the event the Vendor is required to perform work other than Monday through Friday from 7:30 A.M. to 5:00 P.M., Vendor shall charge no more than 1 1/2 times the fixed hourly rate for the individual(s) performing the service.
- b. Man-hours paid under this agreement shall be only for productive hours at the job site. Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Vendor owned or rented equipment shall not be chargeable directly; overhead and cost shall be included in the hourly rate. The hourly rate shall also include direct labor, in accordance with Division of Labor Standard—Prevailing Wage, general and administrative overhead, taxes, insurance, profit and the cost of equipment that is normal and necessary (trucks, tools, etc.). The County shall accept no bid with minimum charge stipulation

Vendor's Initials: _____

PROCEDURES:

The extent and character of the services to be performed by the Vendor shall be subject to the general control and approval of the Deputy County Administrator-Facilities or their authorized representative. The Contractor shall not comply with requests and/or orders issued by other than the Deputy County Administrator-Facilities or a County authorized representative acting within their authority for the County Commission.

SECURITY CLEARANCE:

At the written request and at the sole discretion of the County Department, the County shall have the right to require the Vendor's and/or subcontractor's staff that will be performing work for the County to undergo a security background review prior to performing work. The Vendor agrees to provide information that may be needed to complete security background investigations of the Vendor's and any employees of any subcontractors. Failure to provide the required information or forms and/or failure to successfully pass the security background checks may result in removal of the individual(s) from service eligibility in performance of project contracted services. The Vendor shall be responsible for the costs for such security background investigations.

CONTRACT QUANTITIES:

The actual quantity of work will depend upon requirements which develop during the agreement period.

DELAYS:

If delay is foreseen, Vendor shall give thirty (30) days prior written notice to the Deputy County Administrator-Facilities or their appointed authorized representative. County has the right to extend delivery date if reasons appear, in the sole discretion of the County, to be valid. Vendor must keep the County advised at all times of status of order(s). Default in promised delivery (without accepted reasons) or failure to meet specifications, shall authorize the Deputy County Administrator-Facilities or their authorized representative to purchase supplies, equipment or services elsewhere and back charge full increase in cost and handling to defaulting Vendor.

WORKMANSHIP AND INSPECTION:

All work under the resulting agreement shall be performed in a skillful and workmanlike manner. The County may, in writing, require the Vendor to remove any employee from work that the County deems incompetent or careless. Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Vendor from any responsibility regarding defects or other failures to meet the agreement requirements.

CLEANING-UP:

The Vendor shall at all times keep the adjacent areas of the property free from rubbish and the accumulation of any waste materials. Trash and debris shall be cleaned daily or more often if requested by the Deputy County Administrator-Facilities or their designated representative. Staged materials shall be organized and placed so they do not interfere with access to County functions.

GENERAL DESCRIPTION OF SKILLS:

The Vendor shall have seven years of proven commercial construction project experience in government agreements, historical restorations, housing projects, tenant finishing, insurance restoration, new construction and energy efficiency upgrades.

The Vendor shall use regular full-time employees to perform commercial and residential construction type work. The Vendor may use either regular full-time employees or sub-contract forces to perform electrical, plumbing, HVAC, floor covering installation, masonry, millworkers, concrete, engineering, interior designers, architects, landscapers, security specialist, glass installers and painters as required to complete the scope of work.

The Vendor shall have sufficient resources to be able to work multiple jobs at the same time. The job foreman and project manager or project lead, if the same person is serving in both capacities, must be present on the job site during all work.

Vendor's Initials: _____

The Vendor shall be able to complete all tasks normally encountered in commercial and residential repairs and renovations. These tasks shall include, but are not limited to: demolition; door and window replacement, and replacement of all associated hardware; installation of partitions; installation of suspended grid ceilings; repair and installation of drywall; installation of trim; stair installation; shingle roof repair or replacement; concrete work, installation of decks; installation of insulation; install or repair fencing; fabrication and installation of millwork and historic restoration projects.

COMMENCEMENT OF WORK:

The Vendor shall commence on-site work no later than ten (10) working days after the date of County Notice to Proceed (NTP). Prior to NTP, the County and Vendor shall mutually agree upon a completion date. Emergency work, if specified in the authorization, shall commence within 24 hours after NTP. Verbal authorization by the Purchasing Manager or the County authorized representative is sufficient for assignment of emergency work. Repeated failure to meet estimated start and/or completion dates shall result in termination of the Vendor at the option of the County.

MATERIALS:

The County reserves the right to specify precisely the types of materials to be utilized. Substitution shall have approval of the County Authorized Representative. The Vendor shall provide material invoice before payment will be issued. The County will pay no more than a 10% mark-up on materials.

SECURED AREAS:

A portion of the work may be performed within secured areas. The following pertains to all work in a secure area:

Security: Vendor shall, one (1) week prior to starting work, supply a completed Criminal History and Background information forms as given by County for all their employees and Sub Contractor employees who may be working at a secured jobsite.

Vendor will be required to perform all work in keeping with Clay County security procedures while on the Facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their company to ensure that Facilities' dress codes and overall policies are followed.

Notice Warning: Any person who takes into, or out of, or attempts to take into, or out of a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility, shall be prosecuted under the provisions thereof. All persons, including employee and visitors, entering upon these confines are subject to routine searches of their persons, vehicles, property or packages.

Contraband: Contraband means any dangerous drug, narcotic drug, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use of or possession would endanger the safety, security or preservation of order in a correctional facility or any person therein. (Any article includes any substance that could cause abnormal behavior, i.e., marijuana, nonprescription medication, etc.)

A person, not otherwise authorized by law, commits promoting contraband:

- By knowingly taking contraband into a correctional facility or the grounds of such a facility; or
- By knowingly conveying contraband to any person confined in a correctional facility; or
- By knowingly making, obtaining, or possessing contraband while being confined in a correctional facility.

Vendor's Initials: _____

Vendor will provide Clay County with a complete list of all persons duly authorized to work on this project. Only those persons will be allowed to work within secured areas. All Vendor personnel authorized to work within secured areas may be subject to fingerprinting and a criminal security check performed by Clay County. Clay County may issue temporary identification cards, which will be kept by its security personnel and issued and collected on a daily basis.

Law prohibits the import of contraband such as drugs, liquor, firearms, ammunition and other similar items into any areas of work. Clay County's security personnel may conduct searches of Vendor personnel, equipment, tools, and supplies at any time. Use of cameras and recording devices by Vendor personnel is restricted. Such use must be approved on a case-by-case basis.

Clay County may require Vendor to remove any worker who has been convicted of a felony, who is a family member of a detainee, or who violates any provision of this Article.

Work being performed within certain areas may require an escort provided by Clay County. These areas shall not be entered into without an escort. Work within these areas may be restricted to spaces that can be observed by the escort.

All tools and equipment taken into a secured area shall be listed in a manifest with copies provided to Clay County's security personnel. All tools and equipment shall be accounted for at the close of each day. All changes to the inventory shall be addressed by changing the manifest. Contractor is responsible for proper storage of tools and equipment when in a secured area and shall immediately report all broken tools and equipment to the security personnel.

A designated area outside of the secured area will be arranged for parking of personal vehicles. Delivery trucks will be admitted to receiving areas only by the request of the Vendor, and under the supervision of Clay County's security personnel. Equipment and/or supplies shall immediately be loaded or unloaded onto vehicles and trucks removed from secured areas.

Workers shall not talk to, signal, whistle, or in any way attract the attention of any detainee, and shall restrict their movements to the project area. Nothing shall be taken from or given to a detainee. Detainees are not to help workers in any way. Workers shall promptly notify their supervisor or Clay County's security personnel of all unusual happenings pertaining to the detainees.

Within secured areas, Clay County will designate washing and toilet facilities for Vendor's use.

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. RFP OPENING

3.1.1 RFP Responses will be read out loud at 3:00 P.M. on **7/8/2026** in the Purchasing Department.
Location subject to change.
Only respondent's names, city and state will be read at the RFP Opening.

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 RFP.

SECTION	EXCEPTION

Vendor’s Initials: _____

EXHIBIT A
Pricing Pages

PRICING TABLE 1: REQUIRED PRICING TASK/PERSONNEL BREAKDOWN
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES

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 RFP.

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE

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 2 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 General Contractor 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 RFP 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 RFP 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 RFP 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 to handle 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 RFP Label

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

SEALED RFP RESPONSE ENCLOSED

DELIVER TO:

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

RFP No.: 74-26 DATE: **7/8/2026**

RFPs MUST BE RECEIVED **2:00 pm CENTRAL TIME**
DESCRIPTION: **GENERAL CONTRACTOR SERVICES**

SPECIFY VENDOR NAME: _____

SPECIFY VENDOR'S CITY, STATE LOCATION: _____

City, State Location

Vendor's Initials: _____