

# **COUNTY OF JASPER, MISSOURI**

REQUEST FOR PROPOSALS 2025-03

**Evidence Building for the Jasper County Detention Center**  
A Division of the Jasper County Sheriff's Office

## REQUEST FOR PROPOSALS

The County of Jasper (MO) is seeking proposals for the purchase and installation of an outdoor building to be used for evidence storage at the Jasper County Detention Center which is located at 405 East 5th Street, Carthage, Missouri, 64836, as described in specifications that can be picked up at the following locations:

Jasper County Sheriff's Office  
405 E 5<sup>th</sup> Street  
Carthage, MO. 64836

Jasper County Commissioners Office  
302 S. Main  
Jasper County Courthouse, Room 101  
Carthage, MO. 64836

Specifications can also be found at [www.jaspercountysheriff.org](http://www.jaspercountysheriff.org), under the RFP Projects Tab.

**Sealed proposals will be received at the Jasper County Commissioners Office, 302 S. Main, Room 101, Carthage, MO., 64836 until May 6, 2025 at 10:00 a.m.** at which time they will be publicly opened and read aloud in the Commissioner's Office.

Equal Opportunity Employer

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John Bartosh  
Presiding Commissioner  
County of Jasper (MO)  
302 S. Main Street,  
Carthage, MO. 64836  
417-358-0421

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## **Information for Bidders**

This Request for Proposals is intended to solicit competitive proposals from qualified bidders. Bidders are encouraged to bid all components and services listed and certify that they are capable of successfully meeting the specifications and requirements. The County of Jasper reserves the right to make a single award, multiple awards, adjust quantities either up or down, or makes no award on an item by item basis as determined to be in the best interests of all agencies involved, based on the available funding.

## **General Requirements**

Any item not specifically mentioned but necessary for the delivery and operation of the proposed system shall be included in the proposal response. These specifications and requirements should have sufficient detail to secure proposals on comparable services.

The building specifications are as follows: A 32' x 20' structure, 12' high in the front, 10' high in the back. Built on the Eastern side of fence with front of structure to open to the West. 1 standard residential style walk through door located on the North side of structure. One 9' roll up door & One 16' roll up door located on West side of structure. Structure to be built on a 32' x 23' x 4" concrete pad. All 4 walls will be constructed of concrete block, the North and West facing walls will have split face white stone (matching our garage addition). Roof should be constructed of 24- gauge metal (tan color) with wood trusses on 24" center. No plumbing or electrical needed. A walk through of sight may be requested by appointment.

## **Service & Maintenance**

The Contractor and/or Manufacturer shall provide engineering and technical support to the County to help resolve any operational or service problems that may occur.

## **Warranty**

The system shall include a warranty consistent with industry standards. The Contractor shall certify that this warranty shall apply to the end user of the system. Please describe warranty.

## **Employers Liability and Workers Compensation Insurance**

The Contractor shall take out and maintain during the life of this contract, Employers Liability and Workers Compensation Insurance for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

## **Identification of Contact Person**

All questions, requests for clarifications or interpretations shall be directed to:  
Capt. Becky Stevens or Maintenance Supervisor Shawn Carnes  
Jasper County Detention Center  
405 East 5th Street, Carthage, MO 64836  
417-358-8177 ext. 1103  
bstevens@jaspercountysheriff.org

## **Qualifications of Bidders**

The County may make such investigations as deemed necessary to determine the ability of the bidder to supply the required product and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by the bidder or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to supply the required services contemplated therein.

## **Basis of Award**

The County of Jasper reserves the right to make an award on the basis of the services and equipment provided or available. The County of Jasper retains the right to accept or reject any or all bids, to waive informalities and to advertise for new bids as the interest of the County may require. The County of Jasper may accept the bid which is judged best, although it may not be the lowest bid.

## **Proposal Response Preparation and Submission**

Each proposal response shall be prepared in accordance with the instruction set forth within this document. The box or envelope which the vendor delivers their bid in shall include labels identifying the name of the project, bid number, and name of the bidder submitting the response. No responsibility will attach to the County of Jasper or Sheriff's Office for premature opening of bids not properly submitted as instructed. Use the following format for labels:

**Evidence Building for the Detention Center**

**BID NO.: 2025-03**

**<INSERT NAME OF BIDDER>**

**OPENS: May 14, 2025 AT 10:00 A.M.**

Submit one (1) original and three (3) printed copies. The original shall be marked as such with each of the copies being marked appropriately. Failure to provide the required number of copies may be grounds for rejection of the bid.

Bids must be submitted using the format examples provided where applicable. Failure to submit bids in the stated format may be grounds for rejection of the bid. Changes, additions, or limiting provisions made to the format may render the bid informal and may cause its rejection.

Each bid must be signed in ink and include the full business address of the bidder. Bids by partnerships must be signed in the partnership name by one or more of the general partners. Bids by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the bid. The names and titles of all persons signing shall be typed or printed below their signatures.

Bids must be received by the County of Jasper no later than the date and time designated. Method of delivery is at the sole discretion and risk of the bidder. Bidders mailing their bids should allow sufficient time to insure receipt of their bids by the date and time designated. Bids will be publicly opened and read aloud at the designated date and time.

### **Electronically transmitted or faxed copies of the proposal are not acceptable.**

The bidder may withdraw the bid after depositing with the Commissioner's Office at any time prior to the stipulated time of receipt for such bids. No bid shall be withdrawn within ninety (90) days after the opening thereof, unless material errors are apparent.

The County of Jasper and all entities represented in this request are tax exempt by law. Federal tax exempt certificate will be furnished if requested. Pursuant to Section 144.030.1 RSMo, the Sheriff's Office has been approved as exempt from Missouri sales/use tax. Do not include this tax in the amount bid, as the Sheriff's Office will provide the necessary tax exemption certificates on applicable items.

The County of Jasper will not pay costs incurred, including, but not limited to the preparation, printing, delivery, demonstration, or site visits undertaken to respond to this RFP. All costs will be borne by the bidder.

**Evaluation, Award, and Protest Procedure**

An evaluation committee will review all proposals. Award recommendation will be based upon the lowest and/or best proposal.

**Protest Procedure**

For all bids not exempted from the competitive bidding procedures, the Jasper County Commission will provide a tabulation of bids and recommendation for award by telephone, fax, or mail to all responding bidders. Bidders wishing to challenge the award decision must submit their protest in writing to the Jasper County Commission. Protests must be received by the Commissioner’s Office (located at 302 S. Main, Carthage, MO 64836) within ten (10) business days of the date of the award.

The protest must specify the grounds upon which the protest is based. A valid protest must 1) come from an actual bidder or offeror for the request, and 2) who claim to be the rightful award. That is, a protest is not valid if filed by a bidder who cannot show they would be awarded the contract if their protest were accepted.

The Commission, along with the Sheriff (or his designated appointee), and County legal counsel will review the protest and issue a written decision within thirty (30) calendar days. All decisions are final and not subject to any appeal.

**References:**

Provide a minimum of three (3) references where services of a similar scope are being provided. Please provide response in the format below.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

County, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone No. \_\_\_\_\_