

Boone County Purchasing

Amy Gerskin
Buyer



613 E. Ash St., Room 111
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Bid File – Award Recommendation
FROM: Amy Gerskin, Buyer
DATE: October 20, 2023
RE: Request for Bid 41-20OCT23 – Deed Record and Index Books

Request for Bid 41-20OCT23 – Deed Record and Index Books (County contract C000695) closed on October 20, 2023. One bid response was received.

The recommendation for the award is to Bear Graphics Inc. for providing the only responsive bid.

This is a Term and Supply contract for the Recorder's Office.

ATT Bid Award Recommendation Memo
Bid Tabulation

cc: Bid File
Purchasing Committee

Boone County Purchasing

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TO: Recorder's Office

FROM: Amy Gerskin
Buyer

DATE: October 20, 2023

RE: Bid Award Recommendation – 41-20OCT23 – Deed Record and Index Books

Attached is the bid tabulation for the response received from Bear Graphics Inc. for the above referenced bid. They were the only responsive bidder, Cott Systems Inc. submitted a No-Bid Response Form.

Please return this cover sheet with your recommendation by e-mail after you have completed the evaluation of this bid. If you have any questions, let me know.

DEPARTMENT REPLY:

Department / Account: 2800/23000; Budgeted for 2023: \$6,500

X

Award Bid by low bid

_____ Recommend accepting the following bid(s) for reasons detailed on attached page. (Attach department recommendation).

_____ Recommend rejecting bids for reasons detailed on attached page. (Attach department recommendation).

Administrative Authority Signature: Bob Nolt

Date: 10/20/2023

41-20OCT23 - Deed Record and Index Books

4.3 PRICING		Bear Graphics			Cott Systems Inc. - NO BID		
Description		Estimated Quantity	Price per Each	Extended Price	Estimated Quantity	Price per Each	Extended Price
		65	\$98.68	\$6,414.20	65		\$0.00
4.3.1 Indestructo or Equivalent <i>Deed Book Binders</i> per Section 2		Brand	Indestructo		Brand		
		Model	XERCAP		Model		
		Packaging	6/carton		Packaging		
		6	\$123.36	\$740.16	6		\$0.00
4.3.2 Indestructo or Equivalent <i>Index Book Binders</i> per Section 2		Brand	Indestructo		Brand		
		Model			Model		
		Packaging	6/carton		Packaging		
		\$7,154.36		\$0.00			
Grand Total							
4.3.3 RENEWAL OPTIONS		Percentage Price Adjustment	Maximum Increase	Maximum Decrease	Percentage Price Adjustment	Maximum Increase	Maximum Decrease
4.3.3.1 1st Renewal Period:			10%				
4.3.3.2 2nd Renewal Period:			18%				
4.3.3.3 3rd Renewal Period:			25%				