

403-2021

CERTIFIED COPY OF ORDER

STATE OF MISSOURI



ea.

September Session of the July Adjourned

Term. 20 21

County of Boone

In the County Commission of said county, on the 21st day of September 20 21

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Request for Bid 33-31AUG21 for Pre-Printed Envelopes for the Boone County Collector.

The County is preparing to award the contract for Pre-Printed Envelopes to Cenveo Worldwide Limited of Villa Ridge, Missouri as the lowest priced responsive bid presenting compliant sample envelopes and positive past experience.

The contract period will run from September 21, 2021 through September 20, 2022.

Payment will be paid from the following Department 1150 - Collector/Account 23001 - Printing for \$13,192.50.

Done this 21st day of September 2021.

ATTEST:

Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill
Presiding Commissioner

Justin Aldred
District I Commissioner

Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo
Senior Buyer



613 E. Ash, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: 09/16/21
RE: Contract# 33-31AUG21 – Pre-Printed Envelopes for the Boone County Collector

Request for Bid 33-31AUG21 solicited sealed bids for Pre-Printed Envelopes for the Boone County Collector. A total of 6 responses were received: 3 bids and 3 “No Bids.” The 3 bids were reviewed by Boone County Collector Brian McCollum; Chief Deputy Collector Crystal DeSilva; and Lead Deputy Collector Grace Hayes. The Purchasing Department conducted the cost evaluation.

The lowest priced bid was determined to be nonresponsive because of past unsuccessful performance history with the County. The County is preparing to award the contract for Pre-Printed Envelopes to Cenveo Worldwide Limited of Villa Ridge, Missouri as the lowest priced responsive bid presenting compliant sample envelopes and positive past experience.

The contract period will run from September 21, 2021 through September 20, 2022.

Payment will be paid from the following Department 1150 - Collector/Account 23001 - Printing for \$13,192.50.

/lp

Attachment: Cost Evaluation and File Memo

cc: Brian McCollum, Boone County Collector
Contract File

To: County Clerk's Office
 Comm Order # 403-2021
 Please return purchase req with
 back-up to Auditor's Office.

09/10/21
 RQST
 DATE

**PURCHASE REQUISITION
 BOONE COUNTY, MISSOURI**

16097
 VNDR #

Cenveo Worldwide Limited
 VENDOR NAME

33-31AUG21
 BID #

Ship to Dept #: 1150

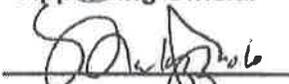
Bill to Dept #: 1150

Dept	Account	Item Description	Qty	Unit Price	Amount
1150	23001	#10 White Window Envelopes, 24LB Single Sided - Priced per 1,000	150	\$23.85	\$3,577.50
					\$0.00
1150	23001	#10 Blue Window Envelopes, 24LB Single Sided Priced per 1,000	100	\$29.65	\$2,965.00
					\$0.00
1150	23001	#9 Yellow Insert Envelopes, 24LB Double Sided - Priced per 1,000	115	\$40.20	\$4,623.00
					\$0.00
1150	23001	#9 White Insert Envelopes, 24LB Double Sided - Priced per 1,000	50	\$31.00	\$1,550.00
					\$0.00
1150	23001	#10 White Window Envelopes 24lb, Single Sided, Informational bubble on front - Price per 1,000	5	\$23.85	\$119.25
					\$0.00
1150	23001	#10 White Envelopes 24lb, Single Sided, return address on front - Price per 1,000	5	\$23.85	\$119.25
					\$0.00
1150	23001	#10 White Window Envelopes 24lb, Single Sided, return address on front, - Price per 1,000	10	\$23.85	\$238.50
					\$0.00
					\$0.00
		1st Floor Inside Delivery Included at No Additional Charge			\$0.00
		Delivery: 30 Days ARO			\$0.00

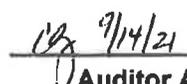
GRAND TOTAL: 13,192.50

I certify that the goods, services or charges above specified are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.


 Approving Official


 Prepared By




 Auditor Approval

**PURCHASE AGREEMENT
FOR
PRE-PRINTED ENVELOPES for the BOONE COUNTY COLLECTOR**

THIS AGREEMENT dated the 21st day of Septemeber 2021 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Cenveo Worldwide Limited** herein "Contractor."

IN CONSIDERATION of the parties' performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Pre-Printed Envelopes for the Boone County Collector**, County of Boone Request for Bid, bid number **33-31AUG21** in its entirety including the Introduction and General Conditions of Bidding, Scope of Work, Bidder's Instructions and Evaluation, the un-executed Vendor Response and Pricing Pages, Debarment Form, Lobbying Certification Form, Work Authorization Certification, and Boone County's Standard Terms and Conditions, as well as the Contractor's bid response dated **August 26, 2021** executed by **Wanda Goggin** on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with the bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, and the County's Request for **33-31AUG21** including the Introduction and General Conditions of Bidding, Scope of Work, Bidder's Instructions and Evaluation, the un-executed Vendor Response and Pricing Pages, Debarment Form, Lobbying Certification Form, Work Authorization Certification, and Boone County's Standard Terms and Conditions shall prevail and control over the Contractor's bid response.

2. Contract Period - The contract period shall be **September 21, 2021 through September 20, 2022**.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Pre-Printed Envelopes as required in the RFB specifications and in conformity with the contract documents for the prices set forth in the Contractor's proposal response, as needed and as ordered by the County:

PRE-PRINTED ENVELOPES				
Item #	Description	Quantity	Unit Price Per 1,000 (M)	Extended Price: Unit\$ per M X's QTY
4.10.1	#10 White Window Envelopes 24lb, Single Sided, informational bubble on front, See Paragraph 2.2.1.	150,000	\$23.85/M	\$3,577.50
4.10.2	#10 Blue Window Envelopes 24lb, Single	100,000	\$29.65/M	\$2,965.00

	Sided, See Paragraph 2.2.2.			
4.10.3	#9 Yellow Insert Envelopes 24 lb. Double Sided, See Paragraph 2.2.3.	115,000	\$40.20/M	\$4,623.00
4.10.4	#9 White Insert envelopes 24 lb, Double Sided, See Paragraph 2.2.4.	50,000	\$31.00/M	\$1,550.00
4.10.5	#10 White Window Envelopes 24lb, Single Sided, Informational bubble on front, see paragraph 2.2.5	5,000	\$23.85/M	\$119.25
4.10.6	#10 White Envelopes 24lb, Single Sided, return address on front, see paragraph 2.2.6	5,000	\$23.85/M	\$119.25
4.10.7	#10 White Window Envelopes 24lb, Single Sided, return address on front, see paragraph 2.2.7	10,000	\$23.85/M	\$238.50
Envelopes Grand Total: Quote the Grand Total Price for line items 4.10.1 through 4.10.7 based on the extended prices (total quantity extended price):				\$13,192.50
	1st Floor Delivery: Firm, fixed one-time delivery to 1 st Floor of County Government Center Price.	Included – No Additional Charge		

4. Billing and Payment - All billing shall be invoiced to the Boone County Collector's Office. Billings may only include the prices listed in the Contractor's proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all correct invoices within thirty (30) calendar days of receipt; the Contractor agrees to honor any cash or prompt payment discounts offered in its proposal response if the County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. Delivery – The Contractor agrees to deliver pre-printed envelopes within 30-calendar days after receipt of order.

6. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

7. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other proposal or proposal specification or contractual agreement. This agreement may only be amended in writing by the Boone County Purchasing Office on behalf of the Boone County Collector using the same formality as this agreement.

8. Termination - This agreement may be terminated by the County upon thirty calendar days advance written notice for any of the following reasons or under any of the following circumstances:

- a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

CENVEO WORLDWIDE LIMITED

by DocuSigned by: Wanda Goggins
15B073A55865432
 title Senior Account Manager

BOONE COUNTY, MISSOURI

by: Boone County Commission
DocuSigned by: Daniel K. Atwill
 Presiding Commissioner

APPROVED AS TO FORM:

DocuSigned by: [Signature]
 County Counselor

ATTEST:

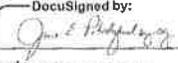
DocuSigned by: Brianna Lennon
 County Clerk

AUDITOR CERTIFICATION:

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note:

Certification is not required if the terms of this contract do not create a measurable county obligation at this time.)

Fund/Account: 1150/23001: \$13,192.50

DocuSigned by: 	9/14/2021	
Signature Account	Date	Appropriation