



Request For Bid (RFB)

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director

Phone: (573) 886-4391 – Fax: (573) 886-4402

Email: mbobbitt@boonecountymo.org

Bid Data

Bid Number: 73-28DEC01

Commodity Title: Software for Information Technology

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Faxed Bid Submission Address and Deadline

Day / Date: FRIDAY –DECEMBER 28, 2001

Time: 10:30 A.M. **(Bids Will Not Be Received After This Time)**

Location / Mail Address: **Boone County Purchasing Department**

Boone County Johnson Building

601 E. Walnut, 2nd Floor

Columbia, MO 65201

FAX NUMBER: (573) 886-4402

Directions: The Johnson Building is located on the Northeast corner at 6th Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Bid Contents

- 1.0: **Introduction and General Terms and Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
Standard Terms and Conditions

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
Designee - The County employee(s) assigned as your primary contact/s for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business/s entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term of one (1) year, but may be automatically renewed for an additional two (2) years unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

2.1. **ITEMS TO BE PROVIDED** – For the Furnishing and Delivery of software for the Information Technology department for use with the AS400 System within the County of Boone - Missouri.

SOFTWARE SPECIFICATIONS

2.2. **Surveyor/400 – Multi-user license.**

2.2.1. Installation and Upgrades

2.2.1.1. OS/400 releases supported include V3R2 and V3R7 through V5R1 (some feature may not be available in OS/400 versions V4R1 and lower)

2.2.1.2. Front-end supports Microsoft Windows, Linux or any OS installed with a compliant JAVA Virtual Machine (JVM 1.3)

2.2.1.3. Does not require IBM’s Client Access

2.2.1.4. Uses a direct TCP/IP connection to AS/400 with no additional middleware needed

2.2.1.5. Installs quickly on workstation in less than five minutes

2.2.1.6. Only occupies 12Mb of hard disk on the AS/400 and 30 Mb of hard disk on each workstation

2.2.1.7. Upgrades available with single-click “web update” feature

2.2.1.8. Upgrades can be distributed quickly to additional workstations through the AS/400 IFS

2.2.2. Security

2.2.2.1. Supports OS/400 security level 40

2.2.2.2. Shall not compromise OS/400 object level security

2.2.2.3. Surveyor/400 User must have a valid AS/400 user id and password

2.2.2.4. Additional security layer added for controlling access to AS/400 information

2.2.3. Graphical Environment

2.2.3.1. Front-end written in 100% pure JAVA

2.2.3.2. User selectable look-and-feel of Windows, Motif, Java Metal or 5250 green screen

2.2.3.3. Comprehensive on-line help text with index

2.2.3.4. All AS/400 information is displayed/updated in “real-time” mode – does not require pre-built work files

2.2.3.5. Multiple windows of information can be opened at one time

2.2.3.6. Full mouse support – point and click interface

2.2.3.7. Extensive use of graphical components such as pop-up menus, drop-down menus, push buttons, toolbars, combo boxes, radio buttons, check boxes and pop-up calendars

2.2.3.8. Keyboard short-cut keys available

2.2.3.9. Auto-resizes screen components to accommodate screen resolution

2.2.4. Printing

2.2.4.1. Information seen on Surveyor/400 screens should also be able to be printed

2.2.4.2. The Printer and Copies can be chosen

2.2.4.3. Custom report headings may be entered

2.2.4.4. Auto-sizes printer fonts shall be able to fit report information to the page width

2.2.4.5. Portrait and Landscape modes supported

2.2.5. Support

2.2.5.1. Free upgrades and unlimited technical support for registered users

2.3. **Annual Maintenance for Surveyor/400 – Multi-user license.**

2.4. **Application Dictionary Services/400: #PG P30 OTC (5769-PW1)**

2.5. **Annual Maintenance for Application Dictionary Services/400: #PG P30 OTC (5769-PW1)**

2.6. **Application Development Manager/400: #5769-PW1 P30**

2.6.1. Maintains the library list

2.6.2. Saves/restores PF data

2.0 Primary Specifications, Continued

- 2.6.3. Deletes/recompiles PF/LF objects
- 2.6.4. Determines dependencies from the compiler

2.7. Annual Maintenance for Application Development Manager/400: #5769-PW1 P30

2.8. SPECIAL CONDITIONS AND REQUIREMENTS

- 2.8.1. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 2.8.2. **Descriptive Literature:** Bidders proposing to furnish items other than specified must submit Complete Descriptive Literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.8.3. **Line Item Award:** The County reserves the right to award by “line item” or an “all or none” basis to one bidder.
- 2.8.4. **Or Equal:** Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County’s responsibility.
- 2.8.5. **DELIVERY**
 - 2.8.5.1. **Delivery Terms** – FOB Destination, Inside Delivery to Boone County Government Center, Information Technology, 801 E. Walnut, Columbia, MO 65201. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
 - 2.8.5.2. **Inspection:** All items delivered shall be subject to inspection after delivery. If deficient in any respect, the items shall be rejected and returned at bidder’s expense for full credit or replacement at no additional cost to the County.
 - 2.8.5.3. **Designee** –Boone County Information Technology Department, Jim Petit, 801 E. Walnut, Columbia, Missouri 65201.
 - 2.8.5.4. **Bid Clarification Contact** – Melinda Bobbitt, CPPB, Director, 601 E. Walnut, Room 208, Columbia, MO 65201. Telephone: (573) 886-4391; Facsimile: (573) 886-4402; E-mail: mbobbitt@boonecountymo.org

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Advice of Award - Web Page:** Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. Response Form – FAX to: (573) 886-4402

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Federal Tax ID: _____

- 4.6.1. () Corporation
- () Partnership - Name _____
- () Individual/Proprietorship - Individual Name _____
- () Other (Specify) _____

4.7. PRICING

Unit Price

- 4.7.1. Software: Surveyor/400 – Multi-user license. \$ _____
- 4.7.1.1. Discount if purchased by 12/31/01 - (\$ _____)
- 4.7.1.2. Sub-Total (4.7.1. less 4.7.1.1.) \$ _____
- 4.7.1.3. Annual Maintenance for Software: Surveyor/400 – Multi-user license. Describe what is included: \$ _____

- 4.7.2. Application Dictionary Services/400: #PG P30 OTC \$ _____
- 4.7.2.1. Annual Maintenance for Application Dictionary Services/400: #PG P30 OTC. Describe what is included: \$ _____

- 4.7.3. Application Development Manager/400: #5769-PW1 P30 \$ _____
- 4.7.3.1. Annual Maintenance for Application Development Manager/400: #5769-PW1 P30. Describe what is included: \$ _____

- 4.7.4. Sub-Total (4.7.2 + 4.7.3.) \$ _____

4.8. Will you honor the submitted prices for purchase by other entities in Boone County who Participate in cooperative purchasing with Boone County, Missouri? ____ Yes ____ No

4.9. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order.** By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (“Missouri Domestic Products Procurement Act”) of the Revised Statutes of Missouri.

4.9.1. Authorized Representative (Sign By Hand): _____ Date: _____
 Print Name and Title of Authorized Representative



Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Standard Terms and Conditions

Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 – Fax: (573) 886-4402

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the response and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.