



Invitation for Bid (IFB)

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

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

SALE OF SURPLUS PROPERTY

INVITATION FOR BIDS

FOR THE

SALE OF COMPUTERS, PERIPHERALS AND HARDWARE

LOCATED AT BOONE COUNTY

PURCHASING DEPARTMENT

FOR THE

COUNTY OF BOONE

COLUMBIA, MISSOURI

IFB #-05-01JUL03

BID CLOSING DATE: July 1, 2003

TIME: 1:25 P.M. C.S.T.

BID OPENING DATE: July 1, 2003

TIME: 1:30 P.M. C.S.T.

PRE-BID DATE: June 19, 2003

TIME: 9:00 A.M. – 10:00 A.M. C.S.T.

ADVERTISEMENT FOR BIDS

The Purchasing Department of Boone County will receive written sealed bids for the Sale of Computers, Peripherals and Hardware, IFB #-05-01JUL03.

Bids will be received at the Office of the Director, Boone County Purchasing Department, 601 E. Walnut, Room 208, Columbia, Missouri 65201 until 1:25 P.M., C.S.T. July 1, 2003. Bids are to be contained in a SEALED ENVELOPE, marked "Bid for the Sale of Computers, Peripherals and Hardware (IFB #-05-01JUL03)".

A pre-bid conference is scheduled on Thursday, June 19, 2003, at 9:00 a.m., in Conference Room 220 in the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri. The equipment will be available for viewing immediately following the pre-bid.

Specifications and conditions of bidding along with the required form can be obtained from Melinda Bobbitt, Director of Purchasing, 601 E. Walnut, Room 208, Columbia, MO 65201. Telephone: (573) 886-4391; Fax: (573) 886-4390; E-mail: mbobbitt@boonecountymo.org

Boone County reserves the right to waive any informality in bids and to reject any and all bids.

Insertions: June 11, 2003
COLUMBIA MISSOURIAN

INVITATION FOR BIDS

I. BIDS:

Sealed bids will be received by the County of Boone - Missouri for the **Sale of Computers, Peripherals and other Hardware** located in Boone County Government Center, Purchasing Department, 801 E. Walnut Street, Columbia, Missouri. Bidders shall hold their bids firm for a period of three (3) months from date of award.

II. DESCRIPTION:

The Boone County Information Technology department desires to sell surplus consisting of items such as Central Processing Units (CPU's), Computer Monitors, Modems, and Printers. All items are used and are sold "as is", with no warranties.

III. BID FORM:

Attached hereto is an Invitation for Bid Form to be used for the submission of information requested herein. The Purchasing Department of Boone County must receive the Bid Form no later than July 1, 2003 at 1:25 P.M., C.S.T. The bid must be sealed and clearly addressed to the Office of the Director, Boone County Purchasing, 601 E. Walnut, Room 208, Columbia, MO 65201 with a notation of the sealed envelope marked "Bid for Sale of Computers, Peripherals and Hardware (IFB # 05-01JUL03)".

IV. WITHDRAWAL OF BIDS:

Any bidder may withdraw their bid at anytime prior to the scheduled closing time for the receipt of bids, but no bidder may withdraw their bid for a period of sixty (60) days after the scheduled closing time for the receipt of bids. Only telegrams, letters and other written requests for corrections of a previously submitted bid which are addressed in the same manner as bids and are received by the County prior to the scheduled closing time for the receipt of bids will be accepted.

V. AWARD:

The Invitation for Bid form allows bidders to provide one bid for all the Computers, Peripherals and Hardware surplus equipment, or provide a bid for Lot A, and/or Lot B and/or Lot C.

The County shall make award to the highest and best bidder(s). Boone County reserves the right to award this bid to one bidder or multiple bidders, at Boone County's sole discretion. The County reserves the right to reject any and all bids and to waive informalities in bids.

VI. TERMS OF SALE:

- A. The material for sale is offered for sale on an "as is" and "where is" basis, and the County makes no guarantee as to its condition.
- B. At the option of the County, the Purchase Price shall be paid by a Certified or Cashiers Check, payable without condition to the "County of Boone – Missouri" in advance of the removal of the property. If payment is not made within the specified time, the property shall then become the property of the County and the bid will be considered void.
- C. **Inspection of Equipment/On-Site Pre-Bid:** It is understood by bidder in submitting a bid that the bidder is responsible for viewing the material for sale and discovering the procedures required for the removal of such. If prospective bidders desire to inspect the Computers, Peripherals and Hardware surplus property prior to submitting a bid, they should attend the on-site pre-bid being held on Thursday, June 19, 2003, at 9:00 a.m., in Conference Room 220 of the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri. The equipment will be available for viewing immediately following the pre-bid. This is the only date and time the listed equipment will be available for inspection. Please note the equipment will be available for viewing only, none of the equipment will be powered-up.
- D. **Invitation for Bid Deposit:** A deposit equal to 10% of the total amount must accompany each Invitation for Bid offered. The County will have the right to retain as its own, such deposit, should award be made and bidder fails or refuses to complete the purchase per the specification. All such deposits except that of the bidder whose bid shall have been accepted by the County will be returned to the person or persons making the same within ten (10) days after award. The successful bidder's deposit will be applied to the total amount due.
- E. **Payment after Notice of Award:** The successful bidder(s) will have fourteen calendar days, after receipt of notification of award, to pay Boone County the balance due and remove ALL the equipment. Payment shall be submitted to Boone County – Missouri, C/O Melinda Bobbitt, Director of Purchasing, along with a copy of the letter of award. Check shall be made payable to "County of Boone - Missouri".
- F. **Personal Examination:** Bidders are required to satisfy themselves, as to work involved and of the condition of the equipment to be sold. No plea of ignorance of conditions that exist, or that may hereafter exist, or of the condition of the equipment, or of the work included under this contract will be accepted as an excuse for any failure to or omission on the part of the contractor to fulfill in every respect all the requirements of these specifications, nor will same be accepted as a basis for any claim for relief from compensation.
- G. **Warranties:** The County makes no representation or warranty, including without limitation hereby any representation or warranty regarding merchantability or fitness for a particular purpose, regarding the equipment, or any part thereof, or in

the use, functions, operation or performance thereof.

- H. ALL COMPUTERS, PERIPHERALS AND HARDWARE EQUIPMENT WILL BE SOLD WHERE IS AND AS IS.
- I. **INDEMNITY AGREEMENT** – To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

VII. BASE BID

- A. **Scope:** Various Boone County departments have supplied the Computers, Peripherals and Hardware surplus property offered in this Invitation for Bid. Attachment A consists of lists of the Computers, Peripherals and Hardware surplus equipment for sale under this Invitation for Bid. Attachment A indicates any information Boone County has available for the listed items, such as models, part numbers, serial numbers, and county tag numbers. Please note that Boone County has made its best effort to provide correct information in this respect, however the County will not be held accountable for any typographical errors with respect to those items.
- B. **Removal:** The Computers, Peripherals and Hardware surplus equipment is offered for sale F.O.B. Point of Origin with all transportation charges and the risk of loss or damage the responsibility of the Contractor.

Computers, Peripherals and Hardware equipment shall be available immediately upon contract award. The successful bidder shall be responsible for packing, preparation, loading and removing the material for sale from County property, including all related costs. Boone County will not assist in the handling or transportation. All equipment awarded to Contractor must be removed from Boone County property.

Removal must be scheduled a minimum of three (3) days in advance. Removal operations shall occur during normal working hours only, 8:00 a.m. to 4:00 p.m., on workdays, Monday through Friday, and shall not interfere with the operations of the Purchasing Department or any other County entity. **Date and time of pickup(s) shall be coordinated with Debbie Crutchfield in the Purchasing Department at (573) 886-4394 or by e-mail at dcrutchfield@boonecountymo.org.**

INVITATION FOR BID FORM

Submit **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the Invitation for Bid number and the due date and time.

IFB # 05-01JUL03
BID CLOSING DATE: July 1, 2003
TIME: 1:25 P.M., C.S.T.

(NAME OF FIRM OR INDIVIDUAL SUBMITTING THIS BID)

DATE: _____, 2003

INVITATION FOR BIDS
FOR THE SALE OF COMPUTERS, PERIPHERALS and HARDWARE
LOCATED AT THE
PURCHASING DEPARTMENT
BOONE COUNTY GOVERNMENT CENTER
FOR THE
COUNTY OF BOONE
COLUMBIA, MISSOURI
DATED: June 10, 2003

To the County Commission
of Boone County
Columbia, Missouri 65201

1. The undersigned hereby offers to purchase under the terms and conditions indicated in the bid for the Sale of Computers, Peripherals and Hardware for Boone County - Columbia, Missouri, dated June 10, 2003.

Total Amount Offered for Lot A as Detailed on Attachment A:
\$ _____

Total Amount Offered for Lot B as Detailed on Attachment A:
\$ _____

Total Amount Offered for Lot C as Detailed on Attachment A:
\$ _____

Total Amount Offered for All Equipment Listed on Attachment A:
\$ _____

Enclosed Deposit of 10%: \$ _____

Balance Due to be Paid within 30 Calendar Days of Receipt of Notification of Award: \$ _____

Bidders should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the bid may be grounds to reject the quote.

Are there any modifications to the bid or specifications?

Yes _____ No _____

Modifications:

FIRM NAME OF BIDDER: _____
OFFICIAL ADDRESS: _____

PHONE NUMBER: _____
FAX: _____
E-Mail Address: _____
BY: (Signature): _____
PRINTED NAME: _____
TITLE: _____

ATTACHMENT A

Surplus equipment consisting of computers, peripherals, and hardware consisting of the following:

LOT A							
	Asset #	Description	Make	Model	Condition of Asset	Serial #	Bid Price
1	6655	Uninterruptible Power Supply	Best	FC5KVA	Functional	C5K03579	
2	11637	Personal Computer with 15" Monitor and Keyboard	Tangent	P233	Functional	231639	
3	11283	Personal Computer with 15" Monitor and Keyboard	Compaq	Deskpro 2000	Functional	6749BK62H432	
4	11261	Personal Computer with 15" Monitor and Keyboard	Compaq	Deskpro 2000	Functional	6749BK62E963	
5	11601	Personal Computer with 17" monitor	Tangent	P233	Functional	231730	
BID PRICE FOR LOT A							\$ _____
LOT B							
1	6993	MV3300 Processor	Digital	MV3300	Functional	WF92005977	
2	6992	MV3300 Disk Enclosure	Digital	RF71	Functional	WF02238154	
3	08773	File Server	Compaq	Prosignia VS 486DX2/66	Functional	6436HHU10094	
4	11728	Personal Computer	Tangent	P233	Functional	1009661	
5	11629	Personal Computer	Tangent	P233	Functional	231732	
6	11624	Personal Computer	Tangent	P233	Functional	231725	
7	07611	Overhead Projector	ELME	HP-L3550	Functional	602286	
BID PRICE FOR LOT B							\$ _____
LOT C							
1	06657	NLQ Printer	Okidata	ML390	Functional	908C0070279	
2	06427	NLQ Printer	Okidata	ML390	Functional	811A0042783	
3	06417	Power Backup Unit	Tripplite	Omni 450	Functional	00203	
4	07839	Laser Printer	Hewlett Packard	HP4 SI	Functional	USBB111844	
5	10923	Personal Computer	Compaq	Deskpro P133	Functional	6647HVT3X454	
6	10924	Personal Computer	Compaq	Deskpro	Functional	6647HVT3Y299	
7	11262	Personal Computer	Compaq	Deskpro 2000	Functional	6749BK62H547	
8	11270	Personal Computer	Compaq	Deskpro 2000	Functional	6749BK62H433	

9	8820	Terminal	IBM	3180-2	Non-functional	47192
10	8790	NEC CD-ROM Drive	NEC	NEC 3XE	Functional	4676190GD

BID PRICE FOR LOT C \$ _____

GRAND TOTAL (Lot A, Lot B & Lot C)
Complete total if you have bid on all three lots \$ _____