



Request for Bid (RFB)

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

Melinda Bobbitt, CPPB
Director of Purchasing

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Bid Data

Bid Number: **40-28JUL04**

Commodity Title: **Long Distance Telephone Service Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **WEDNESDAY – July 28, 2004**
Time: **10:25 A.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 208
Columbia, MO 65201
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 Opening

Day / Date: **WEDNESDAY – July 28, 2004**
Time: **10:30 A.M. C.D.T.**
Location / Address: Boone County Johnson Building Conference Room 213
601 E. Walnut, Room 213
Columbia, MO 65201

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
Standard Terms and Conditions
“No Bid” Response Form

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 herein.
- 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 Boone County. 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. A "Request for Bid" is used when the need is well defined. A "Request 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. Bidders' 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, hours of operation (open 24 hours) 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 from September 1, 2004 through August 31, 2005 and may be automatically renewed for an additional four (4) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.
- 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 provision of a Term and Supply contract for the furnishing of **Long Distance Telephone Service** for the County of Boone – Missouri as specified herein.
- 2.1.1. **Quantity** - Based on the past 12-month usage, the **estimated** total expenditures against this contract are expected to exceed \$33,000 annually. The expenditures specified herein are estimates only based on past usage and anticipated future requirements, and as such, do not constitute a guarantee on the part of the County. Orders will be made on an “as needed basis” and with the issuance of an approved County Purchase Order. The County reserves the right to increase or decrease quantities as requirements dictate.
- 2.1.2. **Contract Duration** - The contract shall be effective from September 1, 2004 through August 31, 2005. This contract is subject to renewal annually for four (4) additional one (1) year periods following expiration of the first contract period.
- 2.1.2.1. **Contract Extension** - After the completion of the fourth renewal period, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.
- 2.1.2.2. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 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.
- 2.2. **BACKGROUND INFORMATION** -
- 2.2.1. Boone County utilizes CenturyTel of Missouri’s Centranet System as follows: Boone County Government Center, 136 lines; Boone County Johnson Building, 14 lines; Boone County Courthouse, 210 lines; Boone County Juvenile Justice Center, eight (8) lines (T-1); Boone County Public Works, 13 lines, and Sheriff Department, 36 lines. Includes Nortel DMS 100 Switch (CenturyTel).
- 2.2.2. Boone County uses one (1) 800 number by Jury Services at Boone County Courthouse. It is desired that the 800 number is not changed.
- 2.2.3. Boone County uses two (2) B1 lines at Home Detention, Boone County Courthouse; three (3) B1 lines at Boone County Public Works; two (2) B1 lines at Boone County North Facility; seven (7) B1 lines at Boone County Sheriff’s Office; and one (1) B1 line at the Government Center in the County Clerk’s office for Elections.
- 2.2.4. Boone County utilizes 16 regulated multi-line business lines at Boone County Sheriff’s Office.
- 2.2.5. **Boone County Usage Information** -
- 2.2.5.1. Peak Hours: 88% of calls Non-Peak Hours: 12% of calls
- 2.2.5.2. **2003 Usage:** The quantities listed below are for informational purpose only. Boone County reserves the right to increase or decrease the quantities shown in order to meet operating requirements.
IntraLata Calls(i.e. Clark, MO) – 60,885 minutes
IntraState Calls(i.e. St. Louis, MO) – 85,433 minutes
InterState Calls (state-to-state – lower 48 states) – 31,076 minutes
Alaska, Hawaii, Canada, International Calls – 37 calls (25 minutes)
Directory Assistance – 74 calls (80 minutes)
- 2.2.5.3. Boone County Exchanges:
(573) 886; (573) 449; (573) 876; (573) 875
- 2.2.5.4. Addresses of Boone County locations in Columbia, Missouri:
Boone County Government Center, 801 E. Walnut
Johnson Building, 601 E. Walnut
Sheriff Department, 2121 County Drive
Courthouse, 705 E. Walnut
Public Works, 5551 S. Hwy. 63
Juvenile Justice Center, Roger I. Wilson Drive
Boone County Public Works Maintenance Warehouse, 5501 Oakland Gravel Road

2.3. **General Requirements:**

- 2.3.1. **Conversion:** The Contractor shall convert 100% of all Boone County locations to proposed service(s) within two (2) months of the contract award. If the Contractor fails to accomplish the required conversion within the time specified herein, the Contractor shall reimburse the County for any cost differential between the current service provider, and the proposed service, as a result of the failure on the part of the Contractor to convert those locations.
- 2.3.2. **Equal Access Basis** - The long distance telephone service shall be provided on an equal access basis where each telephone line is connected to the long distance service without necessity of dialing a local telephone number, local access code, or 800 telephone number, before dialing the long distance number.
- 2.3.3. **Account Representative** - The contractor shall assign by name a single representative as the business contact to handle the account for each County department and a representative as the operational contact. The operational contact should be available 24 hours a day, 7 days per week, for trouble reporting.
 - 2.3.3.1. Status on all reported trouble calls shall be provided back to the originator within 30 minutes.
 - 2.3.3.2. Boone County reserves the right to request a change in the assigned representative if the County determines that the account is not being handled adequately.
- 2.3.4. **Flat Rate Pricing** – Pricing must be offered as a flat rate per minute, 24 hours per day, 7 days per week. as detailed on the *Response Page*.
- 2.3.5. **Account Codes** – Contractor shall provide secure validated account codes between 4 to 12 digits in length for security and billing purposes.
- 2.3.6. **Call Completion Times** – shall not exceed six (6) seconds in worst case.
- 2.3.7. **Required Dialed Digits:** 9 + 1 + Area Code + Telephone Number shall be available to all Boone County locations for Intrastate and Interstate calls. Callers will not need to dial any additional digits to complete INTRASTATE and INTERSTATE long distance calls.
- 2.3.8. **Invoice and Reporting - Monthly Billing:** The Contractor shall provide multiple location direct billing reflecting detail call record information that was used for the billing. Each Boone County department will receive their invoices. Department addresses and contact information for billing will be provided by the County to the Contractor. The County anticipates approximately 38 different accounts.
 - 2.3.8.1. **Detail on the invoices shall include:**
 - Originating telephone number (7 digits)
 - Terminating telephone number (10 digits)
 - City
 - State
 - Country if an international call
 - Date (MMDDYY)
 - Start time (HHMMSS)
 - Duration (HHMMSS)
 - Type of call (DDD, operator assisted, collect, third party, etc.)
 - Cost of call
 - Breakdowns of each location by account number.
- 2.3.8.2. **Billing Duration:** Bidder must indicate how they will compute billable call duration by presenting the actual billing time for the following call duration on the *Response Page*:
 - Fifteen Seconds - 00:15
 - Thirty Seconds - 00:30
 - Forty Seconds - 00:40
 - Fifty-five Seconds - 00:55

One Minute and Two Seconds - 01:02

Two Minutes and Twenty Seconds - 02:20

- 2.3.8.3. The billings must be broken into accounts as designated by the County. Billing shall be sorted and subtotaled by line number, presented on paper **and** should be electronically billed with the ability to be exported, sorted, and subtotaled.
- 2.3.8.4. Contractor should provide 4-digit department codes and 3 to 5-digit account codes identifying staff. Identify on the *Response Page*, any fees for changes to include adding/deleting these account and department codes.
- 2.3.9. **Reporting** - The successful Bidder must maintain all records in compliance with federal and state regulations.
 - 2.3.9.1. The Contractor shall provide the County upon request a monthly and year-to-date utilization report, reporting total minutes and dollars per account.
 - 2.3.9.2. The Contractor shall provide monthly outbound traffic summary by location. This report shows daily and monthly totals of calls and minutes originating at each node. Report will detail the call attempts, completions, percent completed, average minutes, cost per minute, and total cost. The report also shows combined call statistics for all nodes each day by time of day and monthly totals.
 - 2.3.9.3. Monthly inbound traffic summary by location. This report details daily and monthly total of calls and minutes terminating at each node, percent of time all incoming trunks/lines busy, average minutes per connection, cost per minute and total costs. The report also details combined call statistics for all nodes each day by time of day and monthly totals.
 - 2.3.9.4. Monthly calling card traffic summary by location to include Caller ID, call origination, call destination, time of day, elapsed time of the call and cost.
- 2.3.10. **Maintenance** - The Contractor shall provide maintenance service with a maximum of a two- (2) hour response-time for emergency calls and a maximum of a four- (4) hour response-time on all other calls. For service requiring special hardware or software, the Contractor should have spare parts located on-site or off-site within a fifty- (50) mile radius of all County facilities. The Contractor shall provide a disaster recovery/back-up plan for all digital services.
- 2.3.11. The Contractor shall pay all necessary line/trunk transfer and/or connection charges and/or pic number changes from the local telephone company to implement the new services.
- 2.3.12. **Calling Cards** - The Contractor shall provide long distance calling cards. The billing for the calling cards must be shown separately by card. The County will supply the list of names to the Contractor of Boone County staff needing calling cards.
 - 2.3.12.1. Rates proposed must be stated in cost per minute and surcharge(s) for all types of calling card calls in an appropriate format.
 - 2.3.12.2. Call completion times may not exceed six (6) seconds in worst case.
 - 2.3.12.3. Contractor of calling card services shall be responsible for all usage costs associated with fraudulent use and other unauthorized use of the calling card or authorization number.
 - 2.3.12.4. The calling card service that is bid shall require the caller to enter a code number of at least 14 digits of Personal Identification Number (PIN) that the Contractor will validate before completing the call.
- 2.3.13. **Toll-Free Service** – “800” toll-free service shall be available.
- 2.3.14. **Remote Access** – Remote-Access/800 number dialed that enables staff to check voice mail shall be available.
- 2.3.15. **Billing** – Contractor shall provide a receipt itemizing description and cost of the service performed per request. Each department shall be invoiced separately for all orders placed. County agrees to pay all invoices within 30 days from the date of receipt and acceptance of a valid invoice.
 - 2.3.15.1. The County reserves the right, with justification, to partially pay any invoice submitted by the Contractor.
- 2.3.16. **Price Agreement** - The contract with the Contractor shall be a firm fixed-price contract for the entire contract period. The contractor shall pass on to the County any lower rates that may occur but no higher than the fixed rate.
 - 2.3.16.1. If any pricing in this bid is based on any Federal or State regulated tariffs, the County will be given a lower rate if the Contractor gets approval to reduce the tariff at any time during the contract period.

- 2.4. **QUALIFICATIONS OF CONTRACTOR -**
- 2.4.1. A Bidder, by making the bid, represents that the company possesses the capabilities, hardware, permits, and personnel necessary to provide long distance telephone services.
 - 2.4.2. Licensed Carrier: The contractor must be a Missouri Public Service Commission Interexchange Certified Reseller/Operator service provider or Certificated Facilities-Based Interexchange carrier.
 - 2.4.3. The Bidder must comply with all applicable law, and F.C.C. and P.S.C. regulations regarding licensing and certifications.
 - 2.4.4. The County reserves the right to make any investigations as necessary to determine the ability of the Bidder to provide quality service and to adhere to the requirements specified herein. The County reserves the right to reject any bid response, if the said Bidder is not a responsible Bidder or fails to submit a responsive bid.
 - 2.4.5. P.01 Grade of Service: Bidder is required to have sufficient capacity to accommodate the provided traffic assuring a P.01 Grade of Service or better. This requirement must include all the elements of placing a call (access, transport, and egress).
 - 2.4.6. The Bidder should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the bidder's business. If not submitted with the bid, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 2.5. **References** - Bidder shall submit a minimum of three references for which the bidder has provided long distance telephone service within the preceding 24 months. References may be checked prior to award. Any negative responses received may result in disqualification of the bid. Failure to submit references with the bid response may disqualify the bid from further consideration for award.
- 2.6. **Bid/Clarification Contact** - Melinda Bobbitt, CPPB, Director of Purchasing, 601 E. Walnut, Room 208, Columbia, MO 65201. Telephone: (573) 886-4391, Facsimile: (573) 886-4390, 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 here. Failure to adhere to all requirements may result in 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."
- 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. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
- 3.2.2. **Advice of Award** - The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing Department*.
- 3.2.3. If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your bid to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our vendor list for this bid.
- 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 our use.
- 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
- 3.5.4. **Award:** Boone County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County. The County reserves the right to award to one or multiple respondents.
- 3.5.5. Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.

4. Response Form

- 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

4.7.1. Maximum Percentage Increase for: _____ % 2nd Year; _____ % 3rd Year; _____ % 4th Year; _____ % 5th Year.

Note: Please bid one rate 24/7 for Intrastate/Interstate/Intralata

4.7.2.

	Intrastate/Interstate Intralata	International	Operator Assisted	Calling Cards	800 Calls
Billing Increment in Min/Sec.					
Switched Rate	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Direct (T- 1) Rate	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

4.7.3. Move, Conversion & Disconnect Charges: \$ _____/per line

4.7.4. Monthly Service Fee: \$ _____

4.7.5. Optional Features and Costs:

- a. Calling Cards \$ _____
- b. Account Codes: \$ _____
- c. Electronic Billing: \$ _____

d. Additional Charges not listed above, please describe:

4.7.6. Detail taxes and surcharges Boone County will pay:

4.7.7. Conversion and Implementation will be complete on _____ days after receipt of Notice to Proceed.

4.8. REFERENCES:

4.8.1. ***Reference #1***

Individual Name: _____

Company Name: _____

Address: _____

Telephone: _____

4.8.1.. ***Reference #2***

Individual Name: _____

Company Name: _____

Address: _____

Telephone: _____

4.8.2.. ***Reference #3***

Individual Name: _____

Company Name: _____

Address: _____

Telephone: _____

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 the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.9.1. Authorized Representative (Sign By Hand):

Type or Print Signed Name:

4.9.2. Today's Date: _____

4.10. 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



Standard Terms and Conditions

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

Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391- Fax (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation 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. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation 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. No bid transmitted by fax machine will be accepted.
12. 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.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.



“No Bid” Response Form

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Melinda Bobbitt, CPPB, Director
(573) 886-4391– Fax: (573) 886-4390

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

40-28JUL04 – Long Distance Telephone Service Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____