



## **Request for Bid (RFB)**

Boone County Purchasing  
601 E. Walnut, Room 209  
Columbia, MO 65201

**Alice Winkelman, CPPB**  
**Purchasing**

Phone: (573) 886-4392 – Fax: (573) 886-4390  
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### ***Bid Data***

Bid Number: **42-30JUN04**

Commodity Title: **Duplicating Services Term and Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

### ***Bid Submission Address and Deadline***

Day / Date: **WEDNESDAY – JUNE 30, 2004**  
Time: **10:30 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 209  
Columbia, MO 65201**  
Directions: **The Johnson Building is located on the Northeast corner at 6<sup>th</sup> 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 – JUNE 30, 2004**  
Time: **10:30 A.M.**  
Location / Address: **Boone County Johnson Building Conference Room  
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 date of award through June 30, 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 period.
- 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 **Duplicating Service**, document reproduction, 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 the date of issuance through June 30, 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 period.
- 2.1.2.1. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis from the date of termination if it is deemed to be in the best interest of Boone County.
- 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. **General Requirements:**
- 2.2.1. All prices for quantities described in Section 4 of this request must also include ANY AND ALL fees associated with set-up, clean-up, labor, pick-up of job request, delivery of completed job, and any other fee associated with completing the requirements for completing duplicating service.
- 2.2.2. Documents shall be reproduced on 20 lb., recycled bond paper. Recycled bond paper shall have a minimum of 50% reclaimed fiber, 40% pre-consumer contents and 10% post consumer contents as defined by The U. S. Environmental Protection Agency (EPA).
- 2.2.3. Documents that need to be made into transparency(s) shall be size 8.5 inch x 11 inch and shall be colorless clear transparency film.
- 2.2.4. Copies shall be simplex or duplex as specified by County. Copies shall be sorted and bound as specified.
- 2.3. **Miscellaneous Copy Service** - The bidder may submit with the bid, price lists for additional copy services offered, which may be required by the County but are not covered in this Request for Bid. Bidder shall also state the discount from the price list given. Name and date of price list shall be provided. Price list shall be commercially offered to the trade and shall not be specifically made for this bid. Bidders may also indicate on a price list, any volume discounts for any items detailed in this Request for Bid.
- 2.4. **Pick-Up and Delivery:**
- 2.4.1. Contractor shall pick up originals and deliver copies to requesting department as identified in the Request for Bid.
- 2.4.2. Pick-ups and deliveries shall be made between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday excluding holidays observed by Boone County.
- 2.4.3. Contractor shall pick up originals within four (4) business hours after telephone request by County representative. The completed job shall be returned within a maximum of seventy-two clock hours after receipt of originals. Any re-work required due to contractor error shall be corrected and returned within four clock hours after submission, if submitted prior to 1:00 p.m. Corrections submitted later than 1:00 p.m. shall be returned by 10:00 a.m. the next working day.
- 2.4.4. Contractor shall provide a receipt itemizing description and cost of the service performed per request.
- 2.5. **Emergency/Rush Service** – The Bidder should submit, as part of the response, an emergency/rush policy to be followed in the event it becomes necessary for the respondent to work after hours, weekends or holidays to complete a job within twenty-four clock hours after receipt of originals. This policy shall be exercised only upon County request. The Bidder shall include in its policy any additional charges with these services.

- 2.6. **Vendor Qualifications** – The Bidder shall have a minimum of three years experience in duplicating services.
- 2.7. **References** - Bidder shall submit a minimum of three references for which the bidder has provided reproduction services 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.
- 2.8. **Designee** – All County departments. Locations for pickup and delivery are as follows:  
Boone County Government Center Offices, 801 E. Walnut, Columbia, MO 65201  
Boone County Johnson Building, 601 E. Walnut, 2<sup>nd</sup> Floor, Columbia, MO 65201  
Boone County Courthouse, 705 E. Walnut, Columbia, MO 65201  
Boone County Public Works, 5551 Highway 63 South, Columbia, MO 65201  
Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202  
Boone County Juvenile Justice Center, 5665 N. Roger I Wilson Memorial Drive, Columbia, MO 65202
- 2.9. **Bid/Clarification Contact** - Alice Winkelman, CPPB, Purchasing, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone: (573) 886-4392, Facsimile: (573) 886-4390, e-mail: awinkelman@boonecountymo.org.
- 2.10. **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 of a valid invoice.
- 2.11. **Delivery** - FOB Destination - Inside Delivery to the Boone County requesting department. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
  - 2.11.1. Bidders shall state the delivery time on the response page.
- 2.12. **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.
- 2.13. **Samples** – Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.14. **Or Equal** – Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County’s responsibility.
- 2.15. **Quality of Work** – Contractor shall maintain a high standard of quality work on all duplicating jobs. Boone County reserves the right to refuse poor quality work, and will require the Contractor to reproduce the work at no additional cost to the County.

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**3. Response Presentation and Review**

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- 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** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
- 3.2.3. The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at [www.showmeboone.com](http://www.showmeboone.com). View information under *Purchasing Department*.
- 3.2.4. 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**

**Base Copy Price**

	1-100 copies (each)	101-1000 copies (each)	1001-5000 copies (each)
<b>4.7.1. Sheet Size 8.5" x 11"</b>			
4.7.1.1. Black & White Simplex	\$ _____	\$ _____	\$ _____
4.7.1.2. Black & White Duplex	\$ _____	\$ _____	\$ _____
4.7.1.3. Color Simplex	\$ _____	\$ _____	\$ _____
4.7.1.4. Color Duplex	\$ _____	\$ _____	\$ _____
<b>4.7.2. Sheet Size 8.5" x 14"</b>			
4.7.2.1. Black & White Simplex	\$ _____	\$ _____	\$ _____
4.7.2.2. Black & White Duplex	\$ _____	\$ _____	\$ _____
4.7.2.3. Color Simplex	\$ _____	\$ _____	\$ _____
4.7.2.4. Color Duplex	\$ _____	\$ _____	\$ _____
<b>4.7.3. Sheet Size 11" x 17"</b>			
4.7.3.1. Black & White Simplex	\$ _____	\$ _____	\$ _____
4.7.3.2. Black & White Duplex	\$ _____	\$ _____	\$ _____
4.7.3.3. Color Simplex	\$ _____	\$ _____	\$ _____
4.7.3.4. Color Duplex	\$ _____	\$ _____	\$ _____
<b>4.7.4. 60 lb white Sheet Size 8.5 x 11"</b>			
4.7.4.1. Black & White Simplex	\$ _____	\$ _____	\$ _____
4.7.4.2. Black & White Duplex	\$ _____	\$ _____	\$ _____
4.7.4.3. Color Simplex	\$ _____	\$ _____	\$ _____
4.7.4.4. Color Duplex	\$ _____	\$ _____	\$ _____

**Additional Options**

**Additional Price Per copy (to be added to base price)**

<b>4.7.5. Colored Paper</b>			
4.7.5.1. Pastel	\$ _____	\$ _____	\$ _____
4.7.5.2. Astrobright	\$ _____	\$ _____	\$ _____
<b>4.7.6. Colored Cardstock</b>	\$ _____	\$ _____	\$ _____
<b>4.7.7. Folding</b>			
4.7.7.1. Half fold	\$ _____	\$ _____	\$ _____
4.7.7.2. Trifold	\$ _____	\$ _____	\$ _____
<b>4.7.8. Stapling</b>	\$ _____	\$ _____	\$ _____
<b>4.7.9. Collate</b>	\$ _____	\$ _____	\$ _____
<b>4.7.10. 3- hole punch</b>	\$ _____	\$ _____	\$ _____
<b>4.7.11. Padded</b>			
4.7.11.1. Pad of 50 sheets	\$ _____	\$ _____	\$ _____
4.7.11.2. Pad of 100 sheets	\$ _____	\$ _____	\$ _____
<b>4.7.12. Binding (coil, wire or comb)</b>			
4.7.12.1. Up to 1" binding	\$ _____	\$ _____	\$ _____
4.7.12.2. 1" to 2" binding	\$ _____	\$ _____	\$ _____
4.7.13. Miscellaneous Copy Service discount from price list for any service not detailed within.			_____ %
4.7.14. Emergency/Rush Services – Additional percent charge per item. Include attachment as necessary.			_____ %
4.8. Maximum Percentage Increase for _____ % 2nd Year; _____ % 3rd Year _____ % 4 <sup>th</sup> Year; _____ % 5 <sup>th</sup> Year.			
4.9. Hours of Operation: _____			
4.9.1. Open 24 hours? (yes/no): _____			
4.10. Time Lapse Between Placement of Order and Receipt of Goods: _____ days			

4.11. **References** – Bidder must provide three (3) references for services rendered to public/commercial clients which are similar in size and scope.

4.11.1. **Reference #1**

Individual Name:

Company Name:

Address:

Telephone:

4.11.2. **Reference #2**

Individual Name:

Company Name:

Address:

Telephone:

4.11.3. **Reference #3**

Individual Name:

Company Name:

Address:

Telephone:

4.12. **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.**

4.12.1. Authorized Representative (Sign By Hand):

\_\_\_\_\_

Type or Print Signed Name:

\_\_\_\_\_

4.12.2. Today's Date: \_\_\_\_\_

4.13. 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 209  
Columbia, MO 65201

**Alice Winkelman, CPPB, Buyer**  
Phone: (573) 886-4392- Fax (573) 886-4390

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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***

**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201

Alice Winkelman, CPPB, Buyer  
(573) 886-4392– Fax: (573) 886-4390

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**“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.

**Bid #42-30JUN04 – Duplicating Services Term and Supply**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_