



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

Request for Bid (RFB)

Heather Turner, CPPB, Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: hturner@boonecountymo.org

Bid Data

Bid Number: **05-11JAN05**
Commodity Title: **Office Supplies Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **TUESDAY – January 11, 2005**
Time: **1:25 P.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: **TUESDAY – January 11, 2005**
Time: **1:30 P.M. C.S.T.**
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**

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. 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, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of [forty eight] hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: www.showmeboone.com
 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. The 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.
- 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** - The Term and Supply Contract period shall be from Date of Award through December 31, 2005 and may be automatically renewed for up to 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** - Boone County, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the Furnishing and Delivery of **Office Supplies**. Office supplies shall be defined as any item with a unit price not to exceed \$150.00.
 - 2.1.1. **Estimated Quantity** – The County estimates that approximately \$150,000.00 will be budgeted in the office supply line item of the 2005 Boone County Budget. The County further estimates that approximately 50% of this budget will be expended with the successful bidder. The County reserves the right to purchase standard office products from other vendors when the County deems the purchase necessary. The County does not guarantee a minimum volume for purchases under a prospective contract.
 - 2.2. **CONTRACT DURATION** - The contract shall be effective from Date of Award through December 31, 2005. This contract is subject to renew annually for four (4) additional one (1) year periods following expiration of the first contract period.
 - 2.2.1. The unit prices for the standard items identified on Attachment A shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the standard items listed on Attachment A shall not increase by more than the maximum percent proposed on the pricing page.
 - 2.2.2. If renewal percentages are not provided for the standard items, then prices during any renewal period shall be the same as during the original contract period.
 - 2.2.3. Pricing for non-standard items shall be allowed to adjust based on price changes published in the contractor's comprehensive product catalog. However, the contractor's discount off list price for non-standard items shall be fixed throughout all contract periods.
 - 2.3. **CONTRACT EXTENSION** – After 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.
 - 2.4. **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.
 - 2.5. **PRICING** – All prices shall be as indicated on Attachment A and/or Attachment B. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum order quantities or total prices.
 - 2.5.1. The contractor shall guarantee that the fixed prices offered for standard items (Attachment A and/or Attachment B) shall be lower than the price would be if the non-standard discount were applied to the list price for any given item on the standard list. In the event the County is overcharged, the contractor shall refund the amount paid in excess of the lower price by crediting that amount on the next invoice.
 - 2.5.2. The contractor shall extend any and all special promotional (including "educational" promotions) sale prices or discounts immediately to the County during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period.
 - 2.5.3. Pricing for non-standard items shall be determined by applying the quoted discount for the item to the current price for the item listed in the contractor's comprehensive current product catalog. The discount for the item shall remain firm for the duration of the contractor period, but the base product price is allowed to change based on the current published pricing in the contractor's comprehensive product catalog. It is preferred that the contractor's comprehensive current product catalog not change more often than every twelve months. *A copy of the applicable catalog must be attached to the bid response. Failure to do so could result in a non-responsive bid.*

- 2.5.4. All prices shall be FOB Destination, freight prepaid and allowed. This shall mean that the contractor bears all insurance costs and responsibilities for transporting the items, and the cost of freight, delivery, shipping, etc. must be built into the unit cost of the item. The County shall not pay freight, etc. in addition to the price of the item.
- 2.6. **REPLACEMENT OF DAMAGED PRODUCT** – The contractor shall be responsible for replacing any item received in damaged condition at no cost to the County. This includes all shipping costs for returning non-functional items to the contractor for replacement.
- 2.7. **MINIMUM ORDER QUANTITY** – The contractor shall not impose a minimum order quantity for any item listed in the contract or otherwise available to the County through the contractor’s catalog.
- 2.8. **PRODUCT AVAILABILITY AND LIMITATIONS** – The contractor shall agree to provide office supply products on an as needed, if needed basis as ordered. The contractor shall agree that the contractor may not cancel any item from the standard list of items unless the manufacturer has discontinued that item. The contractor must communicate the manufacturer discontinuation of any product under the contract to the Boone County Purchasing Department. In such instances, the contractor shall work with the Purchasing Department to identify and implement alternative options that shall maintain or reduce costs associated with the replacements while maintaining established quality levels.
- 2.9. **QUALITY ASSURANCE GUARANTEE** – The contractor shall guarantee it’s products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of the contract shall supersede any language to the contrary on invoices or other documents provided by the contractor, manufacturer(s) or other sources. The contractor shall agree to repair and/or immediately replace without charge (including freight both ways) any product or part thereof, which proves to be defective or fails within the warranty period as specified as determined by the County.
- 2.9.1. In cases where a product order cannot be filled by the contractor’s stock but a close substitute is available (e.g. different brand of functional and quality equivalent), a substitute item may be shipped only with the County’s approval. The contractor shall be responsible for obtaining and documenting such approval, if requested. This shall only be done on a case-by-case basis as a temporary resolution. The contractor should make a best effort to locate a substitute item with a price less than or equal to the original item.
- 2.9.2. In the event a temporary substitute proves to be of inferior quality compared to the product originally ordered, the contractor shall replace the substitute item with the product originally ordered at the contract price for the original item or the actual price of the temporary substitute, whichever price is lower.
- 2.10. **CATALOG REQUIREMENTS** – The contractor shall provide EACH County department with a catalog, sale flyer, or updated catalog pricing information at no additional cost to the County. Estimated quantity required is 30. The County reserves the right to increase or decrease this amount at no cost to the County.
- 2.11. **CUSTOMER SERVICE AND SUPPORT** – The contractor must provide contract user training as necessary on all aspects of ordering, delivery, return, and customer service processes. Said training may be provided on-site at the County location, or via some other appropriate method as deemed reasonable in the opinion of the County. Said training and support shall be provided by the contractor at no additional charge to the County.
- 2.11.1. The contractor must provide a single point of contact including a contact backup assigned to the County contract. The contact and backup must answer questions and resolve problems that arise. In addition, at least one Customer Service Representative must be available to the County during the contractor’s regular operating hours. All service representatives must have on-line access to information to provide immediate response to inquiries concerning the status of orders (shipped or pending), delivery information, back-order information, contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives shall be available by phone, fax, or email (local or toll free number preferred).

- 2.12. **DELIVERY** – The contractor must provide next-day desktop delivery on all orders placed by 4:00 p.m. CST. Next day shall mean next business day.
- 2.12.1. In individual instances where the contractor fails to provide next day delivery, the contractor shall expedite delivery of the order at no additional cost to the County. However, the contractor’s continued failure to provide next-day delivery shall be considered a material breach of contract.
- 2.12.2. Delivery shall be provided to each County owned facility listed below. Separate orders will be issued by each department or office, and delivery shall be made to the various office locations. Orders shall be invoiced separately. A list of authorized buyers from each department/office will be provided upon bid award.
- 2.12.3. **Boone County Government Center** – 801 E. Walnut, Columbia, MO 65201. Nine different offices/delivery locations within this building.
- 2.12.4. **Boone County Courthouse** – 705 E. Walnut, Columbia, MO 65201. Five different offices/delivery locations within this building.
- 2.12.4. **Boone County Public Works** – 5551 Highway 63 South, Columbia, MO 65201. Two different offices/delivery locations within this building.
- 2.12.5. **Johnson Building** – 601 E. Walnut, 2nd Floor, Columbia, MO 65201. Four different offices/delivery locations within this building.
- 2.12.6. **Boone County Sheriff’s Department** – 2121 County Drive, Columbia, MO 65202. Two different offices with one delivery location within this building.
- 2.12.7. **Boone County Juvenile Justice Center**, 5665 N. Roger I. Wilson Memorial Dr., Columbia, MO 65202. One office and delivery location within this building.
- 2.12.8. **Special Delivery Requirements for the Boone County Courthouse** – All deliveries for office furniture, large equipment, and bulk paper products shall be made at the Shipping and Receiving area located at the corner of 7th Street and Ash. Other deliveries shall be made by the front entrance of the Boone County Courthouse located at 705 E. Walnut.
- 2.13. **BILLING AND PAYMENTS** – Invoices shall be submitted to each individual County office. It is estimated there are 30 different offices and departments requiring separate billing. Invoices may be delivered with the materials and packing slip or may be mailed to each County office. Payment will be made within 30 days from receipt of an accurate invoice. Contractor shall provide **each department** with invoices and statements of account on a monthly basis noting any amounts and invoices past due.
- 2.13.1. **BILLING AND USAGE REPORTS** – The contractor shall be required to provide the County Purchasing Department with quarterly usage reports. Each bidder must submit a copy of the various reports available with their bid.
- 2.14. **RETURN OF GOODS** – County may cancel any purchase at any time for a full credit.
- 2.15. **PRODUCT SUBSTITUTIONS** – Bidders may offer an equal or better product substitute for any Standard Office Supply. The bidder shall provide a substitute product list indicating the brand being offered. The County reserves the right to request samples of any substitutes. These samples will be free of charge. Interpretation of “equal or better” shall be determined at the sole discretion of the County staff.
- 2.16. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Heather Turner, CPPB, Buyer, 601 E. Walnut, Room 209, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: hturner@boonecountymo.org.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your 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" or "No Bid". 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. We are 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 proposal number and the due date and time.
 - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at 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** - We reserve 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** - We reserve 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** - Our 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** - We will evaluate submitted responses in relation to all aspects of this Bid.
 - 3.5.2. **Evaluation of Cost** - The evaluation of the Standard Office Supply List shall include the original contract period and each potential renewal period. Out of a possible 100 points, evaluation of the Standard Office Supply List shall account for 60 of those points. If bidding equivalent products to those listed on Attachment A, bidders must complete the corresponding line item on Attachment B with the product quantity, SKU number, description, and price. The remaining 40 points will be determined by a market basket sample of 15 identical items out of each bidder's catalog multiplied by the percentage discount stated on the pricing page for items under \$150.00. These two (2) point calculations will be added together for a total point determination for each bidder. The bidder with the highest point score will be determined to be lowest and best overall bid price.
 - 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
 - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
 - 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

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. **DISCOUNTS**

4.7.1. **CATALOG DISCOUNT FOR OFFICE SUPPLIES OFFERED BUT NOT INCLUDING THOSE ITEMS ON THE STANDARD OFFICE SUPPLY PRICING LIST**

Catalog Discount Offered _____ %

Catalog Publisher: _____

4.7.2. **Other catalog discounts available for items costing more than \$150.00 each, including:**

Office Furniture and Equipment _____ %

Office Machines _____ %

Art/Drafting Supplies _____ %

Custom Items _____ %

4.7.3. Maximum Percentage Increase **ON THE STANDARD SUPPLY LIST ONLY** for each potential renewal period:

_____ % 1st Renewal Period

_____ % 2nd Renewal Period

_____ % 3rd Renewal Period

_____ % 4th Renewal Period

4.7.4. **Bidder must also complete and return Attachment A outlining the prices for Standard Office Supplies. If bidding equivalent products, bidders must complete the corresponding line on Attachment B with each equivalent product bid.**

4.7.5. **Describe any other discounts available to the County including any discount(s) for payment by procurement card:** _____

4.7.6. Describe online ordering and catalog capabilities: _____

4.7.7. Describe any special catalog that might be developed with Boone County's specific prices:

4.8. 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.

4.8.1. Authorized Representative (Sign By Hand):

4.8.2. Type or Print Signed Name:

4.8.3. Today's Date: _____

4.9. 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

ATTACHMENT A
STANDARD OFFICE SUPPLY LIST

Item #	Quantity	Product SKU	Product Description	Price
1	500/box	UNV 35210	4 1/8 x 9 1/2 #10 Plain Envelopes	\$ _____
2	100/box	UNV 35270	28 lb Clasp Envelopes 12 x 15.5	\$ _____
3	100/box	UNV 35260	28 lb Clasp Envelopes 6 x 9	\$ _____
4	100/box	UNV 35262	28 lb Clasp Envelopes 7.5 x 10.5	\$ _____
5	100/box	UNV 35264	28 lb Clasp Envelopes 9 x 12	\$ _____
6	100/box	UNV 35265	28 lb Clasp Envelopes 9.5 x 12.5	\$ _____
7	8/pkg	DUR MN1500B8Z	AA Batteries	\$ _____
8	4/pkg	DUR MN2400B4Z	AAA Batteries	\$ _____
9	25/box	UNV 15343	Accordion File – 3.5" Expansion	\$ _____
10	10/box	UNV 15262	Accordion File – 5.25" Expansion	\$ _____
11	3/pkg	UNV 35720	Adding Machine Tape 2.25" Wide	\$ _____
12	100 sheets/box	AVE 5160	Avery 1 x 2 5/8 White Laser Printer Labels	\$ _____
13	100 sheets/box	AVE 5163	Avery 2 x 4 White Laser Printer Labels	\$ _____
14	1 dozen	BIC GSF11BK	Bic Ballpoint, Fine-Black	\$ _____
15	1 dozen	BIC GSM11BK	Bic Ballpoint, Med-Black	\$ _____
16	1 dozen	BIC GSM11RD	Bic Ballpoint, Med-Red	\$ _____
17	12/box	BIC GBL11YW	Bic Brite-Liner, Fluorescent Yellow	\$ _____
18	12/box	BIC GBL11PK	Bic Brite-Liner, Fluorescent Pink	\$ _____
19	12/box	UNV 10210	Binder Clips, 1.25"	\$ _____
20	12/box	UNV 10220	Binder Clips, 2"	\$ _____
21	12/box	UNV 10200	Binder Clips, 3/4"	\$ _____
22	400sets/book	UNV 48003	Carbonless Telephone Message Book-2 3/4" x 5" Form	\$ _____
23	100/box	UNV 12113	File Folders – 1/3 cut – Letter Size	\$ _____
24	100/box	UNV 15113	File Folders – 1/3 cut – Legal Size	\$ _____
25	25/box	UNV 14113	Hanging Folders – 1/3 cut – Letter Size	\$ _____
26	25/box	UNV 14213	Hanging Folders – 1/3 cut - Legal Size	\$ _____
27	1 each	UNV 08861	Hi-Liter, Florescent Yellow	\$ _____
28	100/pkg	UNV 47210	Index Cards, White 3 x 5 Ruled	\$ _____
29	100/pkg	UNV 47250	Index Cards, White 5 x 8 Ruled	\$ _____
30	100/box	UNV 63568	Interoffice String, Button Envelopes 10 x 13	\$ _____
31	1 each	PAP 06604	Dryline Grip Correction Tape	\$ _____
32	1 each	PAP 71001	Liquid Paper, For Copies	\$ _____
33	1 each	PAP 56301	Liquid Paper, Smooth Coverage	\$ _____
34	1 each	PAP 74701	Liquid Paper, Pen/Ink	\$ _____
35	1 each	PAP 56401	Liquid Paper, Fast Dry	\$ _____

36	1 each	UNV 07051	Black Permanent Marker	\$ _____
37	1 each	UNV 07052	Red Permanent Marker	\$ _____
38	100/box	UNV 72210	Paper Clips, #1 Smooth Finish	\$ _____
39	100/box	UNV 72220	Paper Clips, Jumbo Smooth Finish	\$ _____
40	1 dozen	PAP 33311	Papermate Pen, med point-Black	\$ _____
41	1 dozen	PAP 33111	Papermate Pen, med point-Blue	\$ _____
42	1 dozen	PAP 33711	Papermate Pen, Fine point-Red	\$ _____
43	1 dozen	SAN 12133	Pencils, Medium-Firm	\$ _____
44	1 dozen	SAN 12132	Pencils, Medium-Soft	\$ _____
45	1 each	SAN 27009	Pocket Accent, Pink	\$ _____
46	1 pad	MMM-R330YW	Pop-up Post it Notes 3 x 3 – Canary Yellow	\$ _____
47	12/pkg	MMM 635-YW	Post it Notes 1.5 x 2 – Canary Yellow	\$ _____
48	12/pkg	MMM 656-YW	Post it Notes 2 x 3 – Canary Yellow	\$ _____
49	12/pkg	MMM 654-YW	Post it Notes 3 x 3 – Canary Yellow	\$ _____
50	12/pkg	MMM 655-YW	Post it Notes 3 x 5 – Canary Yellow	\$ _____
51	12/pkg	MMM 660-YW	Post it Notes 4 x 6 – Canary Yellow – Ruled	\$ _____
52	1 each	PIL 35334	Precise V5 Liquid Ink Rollerball – Blk, extra fine point	\$ _____
53	1/4 lb/box	UNV 00419	Rubber Bands #19	\$ _____
54	1/4 lb/box	UNV 00433	Rubber Bands #33	\$ _____
55	1 dozen	UNV 46200	Ruled Pads 5 x 8 Canary	\$ _____
56	1 dozen	UNV 10630	Ruled Pads 8.5 x 11.75 Canary	\$ _____
57	1 dozen	UNV 40000	Ruled Pads 8.5 x 14 Canary	\$ _____
58	1 each	SAN 30001	Sharpie Permanent Marker-Black	\$ _____
59	5000/box	UNV 79000	Standard Staples	\$ _____
60	1 each	UNV 76620	Steno book-60 sheets/book, Gregg Ruling	\$ _____
61	1 roll	MMM 8103412	Magic Tape 1" Core – 3/4" x 1296"	\$ _____
62	12 pads/pkg	UNV 48023	Important Message Pad-Pink	\$ _____
63	10 reams/ctn	XER-3R2047	8 ½" x 11" 20lb White Paper	\$ _____
64	10 reams/ctn	XER-3R2051	8 ½" x 14" 20 lb White Paper	\$ _____
65	5 reams/ctn	XER-3R3761	11" x 17" 20lb White Paper	\$ _____
66	10 reams/ctn	XER-3R2641	8 ½" x 11" 20lb 3 Hole Punched White Paper	\$ _____
67	10 reams/ctn	XER-3R11380	8 ½" x 11" 24lb White Paper	\$ _____
68	1 ream	UNV 11201	8 ½" x 11" 20lb Canary Yellow Paper	\$ _____
69	1 ream	UNV 11202	8 ½" x 11" 20lb Blue Paper	\$ _____
70	1 ream	UNV 11203	8 ½" x 11" 20lb Green Paper	\$ _____
71	1 ream	UNV 11204	8 ½" x 11" 20lb Pink Paper	\$ _____
72	1 ream	UNV 11208	8 ½" x 11" 20lb Ivory Paper	\$ _____
73	1 ream	UNV 11209	8 ½" x 11" 20lb Gray Paper	\$ _____

ATTACHMENT B
EQUIVALENT LIST

Item #	Quantity	Product SKU	Product Description	Price
1				\$ _____
2				\$ _____
3				\$ _____
4				\$ _____
5				\$ _____
6				\$ _____
7				\$ _____
8				\$ _____
9				\$ _____
10				\$ _____
11				\$ _____
12				\$ _____
13				\$ _____
14				\$ _____
15				\$ _____
16				\$ _____
17				\$ _____
18				\$ _____
19				\$ _____
20				\$ _____
21				\$ _____
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Standard Terms and Conditions

Boone County Purchasing

601 E. Walnut, Room 209

Columbia, MO 65201

Heather Turner, Buyer

Phone: (573) 886-4392 – 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 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. 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 bid 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. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.



“No Bid” Response Form

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

Heather Turner, CPPB, Buyer
(573) 886-4392 – 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.

Bid: 05-11JAN05-Office Supplies

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

