



Request For Bid (RFB)

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

Heather Turner, Buyer
573/886-4392 - FAX 573/886-4390
Email: hturner@boonecountymmo.org

Bid Data

Bid Number: **10-23FEB05**
Commodity Title: **High Density Mobile Shelving Filing System**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **WEDNESDAY, FEBRUARY 23, 2005**
Time: **1:25 pm (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 6th St. and Walnut St. 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, FEBRUARY 23, 2005**
Time: **1:30 pm**
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Contents

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

Note: Bidders are strongly encouraged to visit the site prior to submitting a bid.

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department/s or Office/s - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.
Designee - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax, 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.
- 1.3.3. **Pre-Bid Meeting** – There will not be a pre-bid meeting for this project. Bidders are strongly encouraged to schedule a site visit with Jacki Davidson at: 573-886-4270 prior to submitting a bid.
- 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 of Boone reserves the right to accept or reject any and all bids 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. **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 contract for the furnishing of a new High Density Mobile Shelving Filing System as detailed in the following specifications. Full installation including shelving, carriages, deck, and track assembly must be performed by factory authorized Service Technicians, leaving installation complete, clean, and ready to use.
 - 2.1.1. **Capacity** – Proposed unit must accommodate a minimum of 6,384 linear filing inches. The suggested layout and design of the proposed unit is included herein as Attachment A.
- 2.2. **MINIMUM TECHNICAL SPECIFICATIONS**
 - 2.2.1. **Universal Track and Rail** – Tracks shall be designed to be attached on top of a concrete floor and to allow for adjustment so tracks can be leveled over an uneven floor.
 - 2.2.1.1. Tracks shall be located and positioned properly, leveled and grouted, allowing at least ½” for grout under high point of floor. The void area between the track and floor shall be completely filled with a non-shrink grout. Shimming of the rails for leveling and/or support purposes is not acceptable. Grout shall be non-corrosive, non-metallic, and non-shrink.
 - 2.2.2. **Deck and Ramp** – The deck is to be constructed of ¾” thick, 45 lbs. density industrial grade particleboard or plywood.
 - 2.2.2.1. Finished flooring shall be flush and level with the top of the rails.
 - 2.2.2.2. There shall be no open gaps or spaces between the decking and tracks.
 - 2.2.2.3. The ramp shall be constructed and finished in the same material as the deck and shall not extend past the end of the carriage into the main access aisle.
 - 2.2.2.4. Decking and ramp shall be installed in a manner that will prevent warping, deformation, and movement during normal operation and loading.
 - 2.2.2.5. Deck to be supported by 2” wide support channels placed under the deck on 12” centers to provide support to hold a minimum of 250 pounds per square foot.
 - 2.2.2.6. A 16-gauge stainless steel ramp threshold shall be attached, providing smooth entry from existing floor to system floor.
 - 2.2.2.7. Decking and ramp shall be covered. The floor covering shall be supplied by the manufacturer or other approved suppliers.
 - 2.2.3. **High Profile Carriages** – All carriages are to be unit welded steel construction capable of supporting a minimum load of 1,000 pounds per carriage foot without distortion.
 - 2.2.3.1. Fixed carriages shall be of the same construction and height as the movable carriages and anchored to the rails for a complete, homogeneous system.
 - 2.2.3.2. Carriage construction shall be designed to allow any type of shelving to be securely anchored to the carriages with vibration-proof fasteners.
 - 2.2.3.3. Each carriage shall have two wheels per rail. Each drive wheel shall be fitted with two permanently sealed and shielded bearings housed in a self-aligning flanged pillow block. Drive wheels with a single, center-wheel bearing are not acceptable.
 - 2.2.3.4. A minimum of four guide wheels are required per movable carriage.
 - 2.2.3.5. Complete drive shaft and wheel assemblies shall exhibit no play or looseness over the entire length of the carriage.
 - 2.2.3.6. Rubber bumpers shall be mounted to the carriage face to protect material that may extend beyond the shelf face and provide a positive stop for all movable carriages.
 - 2.2.4. **Mechanical Drive** – Mechanical assist systems are moved mechanically by means of a chain and sprocket reduction drive system which is operated by hand. Each movable carriage is provided with a continuous drive shaft driving all drive wheels.
 - 2.2.4.1. The mechanical assist shall be of a three-spoke design. The transfer of power from the mechanical handle to the drive shaft shall be direct drive chain driven.
 - 2.2.4.2. All chains and sprockets shall be concealed for safety, yet be readily accessible for ease of maintenance. Exposed chains and sprockets are unacceptable.
 - 2.2.5. **Finished End Panels** – Each end panel shall be designed to allow quick and easy service to all components and be adjustable.
 - 2.2.5.1. All end panels shall be of one-piece construction; joints or seams are unacceptable. Panels shall be the full height and width of the range with finished top, bottom, and sides. End panel material, color, and finish shall be chosen by the County.

- 2.2.6. **Additional Requirements** – Shelving to be L&T, 4-post style shelving with 22 gauge shelves (min.).
- 2.2.6.1. Letter depth shelves must be provided (12"/24").
- 2.2.6.2. Shall have four (4) adjustable file dividers per shelf.
- 2.2.6.3. Shall have eight (8) shelves with seven (7) levels of file storage, providing a 9 ¾" high vertical shelf clearance. Shelves to be adjustable on 1.5" centers.
- 2.2.6.4. Minimum of one (1) reinforcement per shelf.
- 2.2.6.5. Minimum of two (2) reference shelves per aisle.
- 2.2.6.6. Slotted back stops and center stops to be provided to accommodate dividers.
- 2.2.6.7. Decorator laminate end-panels and back-panels to be provided where applicable. Aluminum trim edging required to protect panel edges.
- 2.2.6.8. Textured office grade powder coat paint finish to be provided.

2.3. **MINIMUM QUALIFICATIONS**

- 2.3.1. Bidders must possess a minimum of five (5) years of industry experience. Installers must also possess a minimum of five (5) years of industry experience and be fully factory certified. System must be installed per the manufacturer's specifications.
- 2.3.2. Bidder must field verify all room and media dimensions.
- 2.3.3. Manufacturer must possess a minimum of ten (10) years of manufacturing experience in the mobile shelving industry.

2.4. **WARRANTY**

- 2.4.1. Manufacturer must provide a minimum five (5) year warranty on all materials and two (2) years on workmanship. The warranty shall cover the entire installation against defects in materials and workmanship.

2.5. **CONTRACTOR'S RESPONSIBILITIES**

- 2.5.1. Contractor is required to obtain the County's permission before processing and/or proceeding with any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, or tile floors.
- 2.5.2. Contractor shall be responsible for, and repair all damage to the building, due to carelessness of their workers, and shall exercise reasonable care to avoid any damage to the building due to carelessness of the workers and must report to the owner any damage to the building which may exist or may occur during the occupancy of the quarters.
- 2.5.3. Contractor must promptly correct all defects for which the Contractor is responsible.
- 2.5.4. During the progress of the work, the Contractor must remove rubbish, debris, tools, and equipment upon completion of each workday. The Contractor must leave premises clean and neat upon completion of the project. There are no disposal containers available to the Contractor on-site.
- 2.5.5. Contractor may use subcontractors to perform work. However, all responsibilities rest with the Contractor. Bidders planning to utilize subcontractors on this project must provide (with the bid response) the name, mailing address, and telephone number of each subcontractor proposed along with a summary of the work to be performed by the subcontractor(s).
- 2.5.6. **Deviation(s)** – Any deviation(s) to the above specification(s) shall be listed on a separate sheet(s) of paper and attached to the bid response form identifying the section number, component(s) with deviation(s) and a clearly defined explanation for the deviation(s).
- 2.5.6.1. It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. Because of the complexity and number of required specifications, the bidder must compare their product bid with the required listed minimum specifications and identify any deviations. Failure to properly identify deviations may render the bid non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be acceptable as proper identification of deviations from the written specifications.

2.6. **COUNTY RESPONSIBILITIES**

- 2.6.1. During the progress of the installation, the County will allow the vendor and its employees access to the premises and facilities at all reasonable hours approved by Boone County.

2.7. **PREVAILING WAGE RATES**

– The contract shall be based upon payment by the Contractor of wage rates not less than the prevailing hourly wage rate for each craft or classification of workers engaged on the work as determined by the Industrial Commission of Missouri on behalf of the Department of Labor and Industrial Relations. The Contractor shall comply with all requirements of the prevailing wage law of Missouri, Revised Statutes of Missouri, Sections 290.210 to 290.340 including the latest amendments thereto. **The current prevailing wage order #11 is to be used.** The prevailing wage law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of work which may be performed by any worker in any particular period of time. The current prevailing wage is available on our website at www.showmeboone.com/purchasing .

- 2.8. **BILLING AND PAYMENT** - Payment shall be made after the work has been completed and an invoice has been received. The vendor must reference the purchase order number on the invoice. The vendor must submit an invoice and charges must only include prices listed in the vendor's bid response. Any additional costs associated with this project must be approved through the appropriate Change Order mechanism approved by the Boone County Commission. No additional fees or taxes shall be included as additional charges. Invoices should be submitted to Jacki Davidson, 801 E. Walnut, Room 143, Columbia, MO 65201 for payment which will be made 30 days after receipt of a correct and valid invoice.
- 2.9. **INSURANCE REQUIREMENTS** - The Contractor shall not commence work under this Contract until they have obtained all insurance required under this paragraph and the County has approved such insurance. All policies shall be in amounts, form, and companies satisfactory to the County. The County must carry an A-6 or better rating as listed in the A.M. Best or Equivalent Rating Guide.
- 2.9.1. **Compensation Insurance** – Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.
Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 2.9.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 per project limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.
- 2.9.3. **Commercial Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.9.4. The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.
- 2.9.5. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.
- 2.9.6. **Indemnity Agreement** - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County of Boone, its directors, officers, 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.

- 2.10. **BID CLARIFICATION** - Heather Turner, Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone (573) 886-4392 or Facsimile (573) 886-4390 or Email: hturner@boonecountymo.org
- 2.10.1. **Designee** - Boone County Assessor's Office, 801 E. Walnut St., Room 143, Columbia, MO 65201.
- 2.11. **DELIVERY TERMS** – FOB Destination – Boone County Assessor's Office, 801 E. Walnut, Room 143, Columbia, MO 65201. Delivery shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may also be viewed on our web page www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
 - 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 informality in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
 - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. Response Form

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. Cost of High Density Mobile Shelving System per Section 2 \$ _____

4.7.2. System Brand and Model _____

4.7.3. Total Filing Inches in Proposed System _____

4.7.4. After Notice to Proceed is issued, contractor will begin work on this project within _____ days.

4.7.5. Project will be completed within _____ business days after first day of work commencement.

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 all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.**

4.8.1. Authorized Representative (Sign By Hand):

_____ Date: _____
Print Name and Title of Authorized Representative

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

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

4.10.1. Reference #1

4.10.1.1. Individual Name: _____

4.10.1.2. Company Name: _____

4.10.1.3. Address: _____

4.10.1.4. Telephone: _____

4.10.2. Reference #2

4.10.2.1. Individual Name: _____

4.10.2.2. Company Name: _____

4.10.2.3. Address: _____

4.10.2.4. Telephone: _____

4.10.3. Reference #3

4.10.3.1. Individual Name: _____

4.10.3.2. Company Name: _____

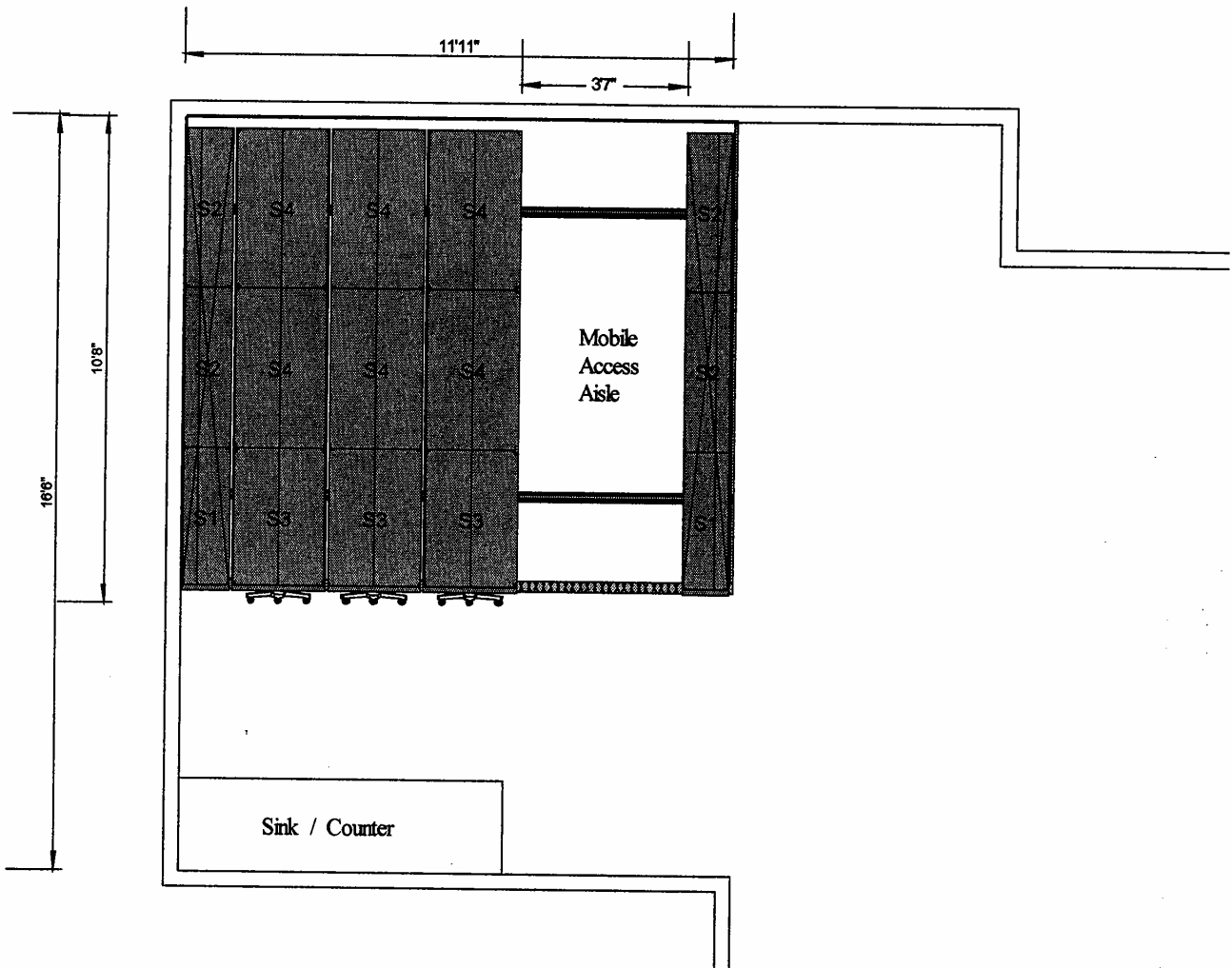
4.10.3.3. Address: _____

4.10.3.4. Telephone: _____

ATTACHMENT A

SUGGESTED LAYOUT & DESIGN

- * Minimum of 6,384 Linear Filing Inches to be provided.
- * Space and dimensions to be field verified by each bidder individually.





Standard Terms and Conditions

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

Heather Turner, Buyer
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 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.

**Boone County Purchasing
Heather Turner
Buyer**



601 E. Walnut-Room 209
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH 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. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. *If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.*

If you have questions, please call the Purchasing Office at (573) 886-4392. Thank you for your cooperation.

Bid Number 10-23FEB05

(Business Name)

(Date)

(Address/P.O. Box)

(Telephone)

(City, State, Zip)

(Contact)

REASON(S) FOR NOT SUBMITTING A BID:

(Fold Here Second – Then Seal With Tape)

Boone County Purchasing Department
601 E. Walnut Street, Room 209
Columbia, MO 65201-4460

Place
Stamp
Here

Boone County Purchasing Department
601 E. Walnut Street, Room 209
Columbia, MO 65201-4460

Bid Number: 10-23FEB05

Vendor Name: _____

(Fold Here First)