



**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

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### ***Bid Data***

Bid Number: **08-13APR06**  
Commodity Title: **High Visibility Safety Apparel Term and Supply**

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

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

Day / Date: **THURSDAY, APRIL 13, 2006**  
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 208  
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.

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### ***Bid Opening***

Day / Date: **THURSDAY, APRIL 13, 2006**  
Time: **10:30 A.M. C.S.T.**  
Location / Address: **Boone County Johnson Building Conference Room  
601 E. Walnut, Room 213  
Columbia, MO 65201**

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### ***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](http://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** - Any Term and Supply Contract resulting from this Bid will have an initial term from Date of Award through March 31, 2007 and may be automatically renewed for up to an additional two (2) 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 **High Visibility Safety Apparel** as specified herein.
- 2.1.1. **Quantity** –All orders shall be placed on an "as needed basis". The County does not guarantee a minimum volume for purchases under a prospective contract. The following quantity estimates do are approximations only. In addition, the County reserves the right to purchase high visibility safety apparel from other vendors when the County deems the purchase necessary.
- 2.1.1.1. Short Sleeved T-Shirts: 250
- 2.1.1.2. Long Sleeved T-Shirts: 30
- 2.1.1.3. Class III Vests: 20
- 2.1.1.4. Class II Vests: 40
- 2.1.1.5. Coats: 50
- 2.1.1.6. "Polo" Style Shirts: 10
- 2.1.1.7. Sweatshirts: 150
- 2.2. **CONTRACT DURATION** - The contract shall be effective from Date of Award through March 31, 2007. This contract is subject to renew annually for two (2) additional one (1) year periods following expiration of the first contract period.
- 2.2.1. The unit prices for the items identified on the Response Form 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 items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
- 2.2.2. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 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. **HIGH VISIBILITY T-SHIRT TECHNICAL SPECIFICATIONS** – All t-shirts must comply with the following minimum technical specifications.
- 2.5.1. ANSI/ISEA 107-2004 compliant, class II, level II.
- 2.5.2. Composed of AIREX (retroreflective) material (grey/silver).
- 2.5.3. T-shirts shall have one (1) left breast pocket.
- 2.5.4. T-shirts shall have permanent moisture management.
- 2.5.5. Zero to extremely low shrinkage after repeated washing.
- 2.5.6. Zero to extremely low pilling after repeated washing.
- 2.5.7. Zero torquing and twisting after repeated washing.
- 2.5.8. Bacteria, odor, fungus, and mildew resistant.
- 2.5.9. SPANDEX shall be used in all collars for stretch and recovery.
- 2.5.10. Ironing shall not be required.
- 2.5.11. Shoulders shall be reinforced with special polyester shoulder reinforcement tape.
- 2.5.12. Reinforced cover-stitching around the neck.
- 2.5.13. Permanent breathability and wicking with HYDROWICK or pre-approved equal.
- 2.5.14. Redundant QC tests performed on every lot of fabric (1200 to 2400 lbs.)
- 2.5.15. Permanent soil and stain release.
- 2.5.16. Permanent color fastness.

- 2.5.17. Shoulder drop of 2”.
- 2.5.18. UV protection-up to 98% of all UV rays blocked. UPF 45+ rating.
- 2.5.19. Thread shall be 100% polyester.
- 2.5.20. Sizes: Must be available in Small to 6XL.
- 2.5.21. T-Shirts shall be available in short and long-sleeved styles.
- 2.6. **HIGH VISIBILITY SAFETY GARMENT (TYPE 3 VEST) TECHNICAL SPECIFICATIONS**  
– All Class III vests must comply with the following minimum technical specifications.
  - 2.6.1. ANSI/ISEA 107-2004 compliant, Class III.
  - 2.6.2. Lime color, 100% polyester mesh (for breathability/comfort) construction. All vests must have a zipper closure and a minimum of one (1) inside pocket.
  - 2.6.3. Reflectivity: All vests must have 2” 3M Scotchlite reflective striping.
  - 2.6.4. All vests must be available in LG, XL, 2XL, and 3XL. If available, bidders shall price 4XL and 5XL, also.
- 2.7. **HIGH VISIBILITY SAFETY GARMENT (TYPE 2 VEST) TECHNICAL SPECIFICATIONS**  
– All Class II vests must comply with the following minimum technical specifications.
  - 2.7.1. ANSI/ISEA 107-2004 compliant, Class II.
  - 2.7.2. Lime color, 100% polyester mesh (for breathability/comfort) construction. All vests must have a zipper closure and a minimum of one (1) inside pocket.
  - 2.7.3. Reflectivity: All vests must have 2” 3M Scotchlite reflective striping.
  - 2.7.4. All vests must be available in LG, XL, 2XL, and 3XL. If available, bidders shall price 4XL and 5XL, also.
- 2.8. **HIGH VISIBILITY COAT TECHNICAL SPECIFICATIONS** – All coats must meet the following minimum technical specifications.
  - 2.8.1. 100% nylon quilted liner and 100% polyester shell. Fabric: 8 oz spun polyester or spun acrylic treated with durable water repellent plus an added wind barrier of tightly woven nylon.
  - 2.8.2. Two high visibility bands (2” 3M Scotchlite reflective grey/silver striping) on the sleeves and on the body of the coat and two bands over the shoulders. Reflective: 348 square inches on the medium size, larger sizes have additional reflective striping. The small size will not meet Class III requirements but must be available as Class II.
  - 2.8.3. Color: High visibility lime/yellow.
  - 2.8.4. Trim: 70 denier nylon taffeta.
  - 2.8.5. Thread: #46 bonded nylon at structural seams.
  - 2.8.6. Collar: Insulated mandarin style with snap closure.
  - 2.8.7. Insulation: 200 gram Dupont Thermoloft plus thermal insulation or equivalent and optional zip-in liner.
  - 2.8.8. Zipper: #10 aluminum at front, #5 aluminum for hood and for the optional zip-in liner.
  - 2.8.9. Pockets: Zipper closure, insulated dual use pockets and inside chest pocket.
- 2.9. **HIGH VISIBILITY “POLO” STYLE SHIRTS TECHNICAL SPECIFICATIONS** – All ‘polo’ style shirts shall meet the following minimum technical specifications.
  - 2.9.1. ANSI/ISEA 107-2004 compliant, class II, level II.
  - 2.9.2. Composed of AIREX (retroreflective) material (grey/silver).
  - 2.9.3. Shirts shall have one (1) left breast pocket.
  - 2.9.4. Shirts shall have permanent moisture management.
  - 2.9.5. Zero to extremely low shrinkage after repeated washing.
  - 2.9.6. Zero to extremely low pilling after repeated washing.
  - 2.9.7. Zero torquing and twisting after repeated washing.
  - 2.9.8. Bacteria, odor, fungus, and mildew resistant.
  - 2.9.9. SPANDEX shall be used in all collars for stretch and recovery.
  - 2.9.10. Ironing shall not be required.
  - 2.9.11. Shoulders shall be reinforced with special polyester shoulder reinforcement tape.
  - 2.9.12. Shirts must have a ribbed collar.
  - 2.9.13. Shirts must have a three (3) button placket.
  - 2.9.14. Permanent breathability and wicking with HYDROWICK or pre-approved equal.

- 2.9.15. Redundant QC tests performed on every lot of fabric (1200 to 2400 lbs.)
- 2.9.16. Permanent soil and stain release.
- 2.9.17. Permanent color fastness.
- 2.9.18. Shoulder drop of 2”.
- 2.9.19. UV protection-up to 98% of all UV rays blocked. UPF 45+ rating.
- 2.9.20. Thread shall be 100% polyester.
- 2.9.21. Sizes: Must be available in Small to 6XL.
- 2.9.22. Shirts shall be available in short sleeved styles.
- 2.10. **HIGH VISIBILITY LONG SLEEVE SWEATSHIRTS TECHNICAL SPECIFICATIONS –**  
All sweatshirts must meet the following minimum technical specifications.
- 2.10.1. Nine (9) oz., 50/50 cotton/poly blend made with pill-resistant yarn.
- 2.10.2. Crew neck and set-in long sleeves.
- 2.10.3. Cover-stitched arm holes, collar, and banded bottom.
- 2.10.4. Reinforced ribbed cuffs, generous cut.
- 2.10.5. ANSI/ISEA 107-2004 compliant, Class II, Level II.
- 2.10.6. Striping to be composed of AIREX (retroreflective) material (grey/silver).
- 2.11. **LOGO/LETTERING**
- 2.11.1. Bidder shall provide per garment pricing for the application of the County logo and/or lettering (Option 1 and 2) as per Attachment A included herein.
- 2.12. **DESCRIPTIVE LITERATURE AND SAMPLE SUBMISSION –** Bidders must submit a picture and written literature for the garments proposed. In addition, bidders may be asked to submit a sample garment for evaluation purposes. The garment will be returned to the vendor upon completion of the evaluation.
- 2.13. **PRICING –** All prices shall be as indicated on the Response Form. 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.
- 2.13.1. 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.
- 2.14. **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 damaged items to the contractor for replacement.
- 2.15. **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.
- 2.16. **PRODUCT AVAILABILITY AND LIMITATIONS –** The contractor shall agree to provide high visibility apparel on an as needed, if needed basis as ordered. The contractor shall agree that the contractor may not cancel any item from the 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.
- 2.17. **BILLING AND PAYMENTS –** Invoices shall be submitted to the Boone County Public Works Department at the following address: 5551 Highway 63 South, Columbia, MO 65201. Payment will be made within 30 days from receipt of an accurate monthly statement.
- 2.18. **AWARD –** The County’s preference is to award to one (1) single vendor, however, the County reserves the right to award to multiple vendors if it is deemed to be more cost effective. Award(s) will be made based on best overall value for the County.
- 2.19. **DELIVERY TERMS –** FOB Destination at Boone County Public Works Department 5551 Highway 63 South, Columbia, MO 65201.
- 2.20. **DESIGNEE –** Boone County Public Works Department, Jane Telander, 5551 Highway 63 South,

Columbia, MO 65201.

- 2.21. **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](http://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. **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) \_\_\_\_\_

PRICING			
4.7. HIGH VISIBILITY SAFETY APPAREL			
Item #	Product Description	Sizes	Price Per Each
4.7.1.	High Visibility Short Sleeved T-Shirts as per Section 2.5.	Small-XL	\$ _____
		XXL	\$ _____
		3XL	\$ _____
		4XL	\$ _____
		5XL	\$ _____
		6XL	\$ _____
4.7.2.	High Visibility Long Sleeved T-Shirts as per Section 2.5.	Small-XL	\$ _____
		XXL	\$ _____
		3XL	\$ _____
		4XL	\$ _____
		5XL	\$ _____
		6XL	\$ _____
4.7.3.	High Visibility Class III Vests as per Section 2.6.	LG	\$ _____
		XL	\$ _____
		XXL	\$ _____
		3XL	\$ _____
		4XL	\$ _____
		5XL	\$ _____

4.7.4.	High Visibility Class II Vests as per Section 2.7.	LG	\$ _____
		XL	\$ _____
		XXL	\$ _____
		3XL	\$ _____
		4XL	\$ _____
		5XL	\$ _____
4.7.5.	High Visibility Coat as per Section 2.8.	Small to XL	\$ _____
		XXL	\$ _____
		3XL	\$ _____
		4XL	\$ _____
		5XL	\$ _____
		6XL	\$ _____
4.7.6.	High Visibility "Polo" Style Shirt as per Section 2.9.	Small to XL	\$ _____
		XXL	\$ _____
		3XL	\$ _____
		4XL	\$ _____
		5XL	\$ _____
		6XL	\$ _____
4.7.7.	High Visibility Long Sleeved Sweatshirt as per Section 2.10.	Small to XL	\$ _____
		XXL	\$ _____
		3XL	\$ _____
		4XL	\$ _____
		5XL	\$ _____
		6XL	\$ _____
4.7.8.	Option 1 Logo Screen Printing (Attachment A)		\$ _____ each
4.7.9.	Option 2 Logo Screen Printing (Attachment A)		\$ _____ each
4.7.10.	Option 1 Logo Embroidery (Attachment A)		\$ _____ each
4.7.11.	Option 2 Logo Embroidery (Attachment A)		\$ _____ each
4.7.12.	GRAND TOTAL		\$ _____

4.8. Maximum Percentage Increase for each potential renewal period:

\_\_\_\_\_ % 1<sup>st</sup> Renewal Period

\_\_\_\_\_ % 2<sup>nd</sup> Renewal Period

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):

\_\_\_\_\_

4.9.2. Type or Print Signed Name:

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4.9.3. 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

4.11. Delivery ARO: \_\_\_\_\_

## Attachment A

### High Visibility Safety Apparel Term and Supply

Option 1: **Wording Only**; to be place on left breast or left breast pocket. Type: New Times Roman, Lettering Size may vary according to pocket size (if applicable). Lettering should be centered on pocket horizontally and vertically and should be at least 3/8" tall. Black color.

**BOONE COUNTY  
PUBLIC WORKS**

Option 2: **County Logo and wording**; to be place on left breast or left breast pocket. Type: New Times Roman, Lettering Size will vary according to pocket size (if applicable). Historically the logo has been 1-3/4" in diameter and utilized 1/4" black Lettering.



**PUBLIC WORKS**



## 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

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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 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: 08-13APR06**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_