



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

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

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

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### ***Bid Data***

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Bid Number: **12 - 01MAR06**  
Commodity Title: **Electrical Equipment and Supplies Term and Supply**

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

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

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Day / Date: **WEDNESDAY, MARCH 1, 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> 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***

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Day / Date: **WEDNESDAY, MARCH 1, 2006**  
Time: **10:30 A.M.**  
Location / Address: **Boone County Johnson Building Conference Room  
601 E. Walnut, Room 213  
Columbia, MO 65201**

### ***Bid Contents***

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- 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. 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, 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. 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 also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental contracts under more favorable terms. 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.
- 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 period resulting from this Bid will have an initial term from date of award through December 31, 2006, and may be automatically renewed for an additional two (2) years unless canceled by 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.

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**2. Primary Specifications**

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- 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 of **Electrical Equipment and Supplies** to the Boone County Facilities Maintenance department on an *as needed* basis as detailed in the following specifications. It is the County’s preference to pick up the supplies at the Contractor’s supply house. However, the County may request next day delivery on larger items and/or orders.
- 2.1.1. **Estimated Quantity** - Based on past usage, the **estimated** total expenditures against this contract are expected to exceed \$5,000 annually. The expenditures specified herein are estimated only based on past usage and anticipated future requirements, and as such, do not constitute a guarantee on the part of the County.
- 2.2. **CONTRACT DURATION** - The contract shall be effective from Date of Award through December 31, 2006. 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 standard 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 standard 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 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 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.
- 2.4. **CONTRACT EXTENSION** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.5. **PRICING** – All prices shall be as indicated on the Response Form. The prices outlined on the Response Form shall reflect County staff picking up the various supplies at the contractor’s pick-up counter/window. There is a separate line item on the Response Form for a per order delivery charge. 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.
- 2.6. **SCOPE OF SERVICE** – The Facilities Maintenance department will order electrical equipment and supplies of various types and quantities, as detailed on the *Response Form*, on an “as required” basis.
- 2.6.1. The contract shall also include additional electrical equipment and supplies, not specifically itemized herein. The bid cost of these items shall be expressed as a discount off manufacturer’s established list prices.
- 2.6.2. All electrical equipment and supplies must be new. No refurbished or recycled electrical equipment and supplies are acceptable.
- 2.7. **ADDITIONAL INSTRUCTIONS**
- 2.7.1. Bidder shall describe their return policy on the *Response Form*.
- 2.7.2. **Samples:** Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the

- return of samples must be made within ten days following bid opening. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and number.
- 2.7.3. **Equal:** Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County's responsibility.
- 2.7.4. **Descriptive Literature:** Bidders proposing to furnish items other than specified must submit Complete Descriptive Literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.7.5. **Product Substitution:** All items purchased during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the bid proposal unless specific approval is given by the Purchasing department to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.
- 2.7.6. **Stock Items:** The bidders are expected to have the items bid on the *Response Form* in stock. The items as bid are not to be subject to minimum order, or even carton only requirements.
- 2.7.7. **Breakage** – Any and/or all items deemed broken or damaged by any designated County receiving agent, upon delivery, shall be refused at the point of delivery. It shall be the sole responsibility of the supplier to ensure the otherwise safe return of damaged merchandise to the point of origin at no financial or personnel cost to the County. Should any broken or damaged merchandise be found at any point after receipt of delivery and apparent damage was caused prior to delivery, it shall also be the responsibility of the supplier to provide a means of return shipment at no financial or personnel cost to the County. Beyond any written or verbal notification to the supplier describing the broken merchandise and location, the County otherwise assumes no responsibility for any broken or damaged goods.
- 2.7.8. **Warranty** – Bidders should supply any manufacturer or extended warranty information for merchandise listed on the *Response Form*.
- 2.8. **DELIVERY** – For any order the County requests be delivered, delivery shall be made FOB Destination, inside delivery, with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.8.1. **Delivery Address** – All requested delivery items shall be delivered to the Boone County Facilities Maintenance Department, 601 E. Walnut, Room 205, Columbia, MO 65201.
- 2.8.2. **Delivery Time:** All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., local time Monday through Friday, excluding county holidays.
- 2.9. **USAGE REPORT** – One of the primary goals in administering this contract is to keep accurate records regarding its actual value. This information is essential in order to update the contents of the contract. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested bidders. A report should be furnished by the Contractor yearly upon request by the Purchasing department. The report should include the description of the item, item #, quantity, and dollar amount.
- 2.10. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Facilities Maintenance Department at the following address: 601 E. Walnut, Room 205, Columbia, MO 65201. Payment will be made within 30 days from receipt of an accurate invoice.
- 2.11. **NON-EXCLUSIVITY** - The County reserves the right to obtain “like or similar” products of this or other manufacturers, exclusive of this contract, when use of such products is deemed to be in the best interest of the County.
- 2.12. **DESIGNEE** – Ken Roberts, Manager, Facilities Maintenance, 601 E. Walnut, Columbia, MO 65201.
- 2.12.1. **Bid Clarification** – Heather Turner, CPPB, Senior Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone (573) 886-4392; Facsimile (573) 886-4390 or email: [hturner@boonecountymo.org](mailto:hturner@boonecountymo.org).

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated 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. **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** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
  - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
  - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
  - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for 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. Electrical Wire Pricing**

	ITEM	Length	Type	EST. Spools	PRICE Per Spool	Extended Price
4.7.1.	#14 solid	500 feet	THWN or THNN copper wire Color: Bl,Gr,Red,Br,Wh,Or	10	\$	\$
4.7.2.	#14 stranded	500 feet	THWN or THNN copper wire Color: Bl,Gr,Red,Br,Wh,Or	2	\$	\$
4.7.3.	#12 solid	500 feet	THWN or THNN copper wire Color: Bl,Gr,Red,Br,Wh,Or	6	\$	\$
4.7.4.	#12 stranded	500 feet	THWN or THNN copper wire Color: Bl,Gr,Red,Br,Wh,Or	2	\$	\$
4.7.5.	#10 solid	500 feet	THWN or THNN copper wire Color: Bl,Gr,Red,Br,Wh,Or	2	\$	\$
4.7.6.	#10 stranded	500 feet	THWN or THNN copper wire Color: Bl,Gr,Red,Br,Wh,Or	2	\$	\$
4.7.7.	# 8 stranded	500 feet	19 strands copper Color: Bl,Gr	1	\$	\$
4.7.8.	# 6 stranded	500 feet	19 strands copper Color: Bl,Gr	1	\$	\$
4.7.9.	# 4 stranded	500 feet	19 strands copper Color: Bl	1	\$	\$
4.7.10.	# 2 stranded	500 feet	19 strands copper Color: Bl	1	\$	\$
4.7.11.	# 1/0 stranded	500 feet	19 strands copper Color: Bl	1	\$	\$
4.7.12.	# 2/0 stranded	500 feet	19 strands copper Color: Bl	1	\$	\$
4.7.13.	# 3/0 stranded	500 feet	19 strands copper Color: Bl	1	\$	\$
4.7.14.	# 500 MCM stranded	500 feet	37 strands copper Color:Bl	1	\$	\$

**SUB-TOTAL (4.7.1. -4.7.14.)**      \$ \_\_\_\_\_

4.8. **Rubber Covered Cord**

ITEM	Length Per Spool	Type	EST. Spools	PRICE Per Spool	Extended Price
4.8.1. 14/3 300 volt	250 ft	Rubber covered SJO	1	\$	\$
4.8.2. 16/3 300 volt	250 ft	Rubber covered SJO	1	\$	\$
4.8.3. 10/3 300 volt	250 ft	Rubber covered SJO	1	\$	\$
4.8.4. 12/3 300 volt	250 ft	Rubber covered SJO	1	\$	\$

SUB-TOTAL (4.8.1. -4.8.4.)      \$ \_\_\_\_\_

4.9. **Shielded Cable**

ITEM	Length Per Spool	Type	EST. Spools	PRICE Per Spool	Extended Price
4.9.1. Cat 5	1000 ft	Belden wire	2	\$	\$

SUB-TOTAL (4.9.1.)      \$ \_\_\_\_\_

4.10. **Conduit**

ITEM	Length Per Bundle	Type	EST. Bundles	Price per bundle	Extended Price
4.10.1 ½ inch	100 ft	EMT	5	\$	\$
4.10.2 ¾ inch	100 ft	EMT	5	\$	\$
4.10.3 1 inch	100 ft	EMT	3	\$	\$
4.10.4 1 ¼ inch	100 ft	EMT	1	\$	\$
4.10.5 1 ½ inch	100 ft	EMT	1	\$	\$
4.10.6 2 inch	100 ft	EMT	1	\$	\$

SUB-TOTAL (4.10.1 – 4.10.6)      \$ \_\_\_\_\_

4.11. **Connectors and Straps**

Item	Size	Quantity of Boxes (100/bx)	Price Per Box (100/bx)
4.11.1. Set screw connector	½ inch	1	\$
4.11.2. Set screw couplings	½ inch	1	\$
4.11.3. One –hole straps	½ inch	1	\$
4.11.4. Set screw connectors	¾ inch	1	\$
4.11.5. Set screw couplings	¾ inch	1	\$
4.11.6. One hole straps	¾ inch	1	\$
4.11.7. One hole straps	1 inch	1	\$

SUB-TOTAL (4.11.1. – 4.11.7.)      \$ \_\_\_\_\_

**Connectors and Straps**

Item	Size	Quantity (Each)	Price (Each)	Extended Price
4.11.8. One hole straps	1 ¼ inch	10	\$	\$
4.11.9. One hole straps	1 ½ inch	10	\$	\$
4.11.10. Set screw connectors	2 inch	10	\$	\$
4.11.11. Set screw couplings	2 inch	10	\$	\$
4.11.12. One hole straps	2 inch	10	\$	\$

SUB-TOTAL (4.11.8. – 4.11.12.)      \$ \_\_\_\_\_

4.12. **Boxes, Poles, Receptacles**

	Item	Quantity (Each)	Price (Each)	Extended Price
4.12.1.	Four inch square box galvanized steel: 1/2 x 3/4 K.O. 1 7/8 inch deep	10	\$	\$
4.12.2.	Four inch square box galvanized steel: 1/2 x 3/4 K.O. 2 1/2 inch deep	10	\$	\$
4.12.3.	Four inch square box covers galvanized steel	10	\$	\$
4.12.4.	Duplex receptacle twenty amp, 125 volt, two pole, three wire	10	\$	\$
4.12.5.	Single pole quit toggle switch, twenty amp 120/277 volts	10	\$	\$
4.12.6.	Three way quiet toggle switch, twenty amp, 120/277 volts	10	\$	\$

SUB-TOTAL (4.12.1. – 4.12.6.) \$ \_\_\_\_\_

4.13. **Ballast**

	Item	Size	Quantity of Boxes (10/bx)	Price Per Box (10/bx)
4.13.1.	Ballast for two standard fluorescent light tubes	40 watt 120 volt	1	\$
4.13.2.	Ballast for four standard fluorescent light tubes	40 watt 120 volt	1	\$
4.13.3.	Ballast for two standard fluorescent light tubes	40 watt 277 volt	1	\$
4.13.4.	Ballast for four standard fluorescent light tubes	40 watt 277 volt	1	\$

SUB-TOTAL (4.13.1. – 4.13.4.) \$ \_\_\_\_\_

4.14. **Light Bulb – CW = Cool White, Substitution of Watt Miser bulbs is acceptable.**

	Item and Number	Quantity of Cases	Price Per Case	Qty Per Case	Extended Price
4.14.1.	5 watt – Compact Florescent: F5BX	1	\$		\$
4.14.2.	7 watt – Compact Florescent: F7BX	5	\$		\$
4.14.3.	9 watt – Compact Florescent: F9BX	5	\$		\$
4.14.4.	13 watt – Compact Florescent: F13BX	10	\$		\$
4.14.5.	40 watt – Florescent 4 Foot: F40T8/SPX35	30	\$		\$
4.14.6.	40 watt – Florescent 4 Foot: F40T12/CW	30	\$		\$
4.14.7.	100 watt – Clear; Medium Base: MH100-U-MED	5	\$		\$
4.14.8.	250 watt – Clear; Mogul Base: MH250-MVP-U	1	\$		\$
4.14.9.	400 watt – Clear; Mogul Base: MH400-U	1	\$		\$
4.14.10.	175 watt – Clear; Mogul Base: MH175-C-U	1	\$		\$
4.14.11.	150 watt – Sodium: LU150/155	1	\$		\$
4.14.12.	500 watt – Quartz: 500T3Q/CL120V	2	\$		\$

SUB-TOTAL (4.14.1. – 4.14.12.) \$ \_\_\_\_\_

4.15. **GRAND TOTAL (4.7.1. through 4.14.12.)** \$ \_\_\_\_\_

- 4.16. **Maximum Percentage Increase for \_\_\_\_\_ % 2nd Year \_\_\_\_\_ % 3rd Year**
- 4.17. **Minimum discount from catalog list for all electrical supplies introduced after inception of the contract, and all existing electrical supplies not specified herein: \_\_\_\_\_ %**

4.18. **Next Day Delivery/Per Order Charge: \$ \_\_\_\_\_**

4.19. **Describe Vendor Return Policy:**

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

4.20. **Describe on-line ordering, if available:**

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

4.21. **List location of pick-up Counter:**

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

4.22. 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

**PLEASE SUBMIT THREE (3) COPIES OF THE RESPONSE**

4.23. **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 Invitation 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.

4.23.1. Authorized Representative (Sign By Hand):

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

4.23.2. Print Name and Title of Authorized Representative

\_\_\_\_\_



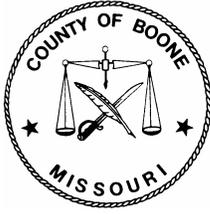
**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201

***Standard Terms and Conditions***

**Heather Turner, CPPB, Senior Buyer**  
**(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: 12-01MAR06**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Reason(s) for not bidding:

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