



Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Request for Quote (RFQ)

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymmo.org

**Request for Quote for
46-28JUL09 – Maintenance for Nortel MICS Telephone System Located at the Boone County
Sheriff Department**

INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

1. The Boone County Purchasing Department has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer considered the most advantageous to the County.
2. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets, give total price and sign the bid.
3. Identify the item(s) or service you will furnish by brand and manufacturer's name and catalog numbers, if applicable.
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 Tax in bid process, as the County is exempt from them by law.
6. The delivery date shall be stated in definite terms, as it may be taken into consideration in awarding the bid.
7. The Boone County Purchasing Department 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 Boone County Purchasing Department.
8. In case of default by the Contractor, the Boone County Purchasing Department will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be 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. Failure to comply with any of the above instructions and general conditions of bidding will disqualify the bidder.
12. The Boone County Purchasing Department expressly denies responsibility for, or ownership of, any item purchased until same is delivered and installed to and accepted by the Boone County Purchasing Department.
13. Any questions or concerns about the bid must be presented in writing to Melinda Bobbitt, CPPB, Director of Purchasing, by **July 28, 2009, 10:30 a.m.** by fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.
14. It is the bidder's responsibility to be aware of the project. This includes where the work is to be performed and the measurements of the item(s) bid.
15. The Boone County Purchasing Department will evaluate the bids on the lowest price and greatest value to Boone County based on the general specification, delivery, service and warranty.
16. **Background:** The current phone system located at the Boone County Sheriff Department was purchased on bid number 69-23DEC98 in 1998 from BT Services. Current maintenance is being provided by Mitel. This quote is for on-going annual maintenance.
17. **Location of Telephone System:** Boone County Sheriff Department, 2121 E. County Drive, Columbia, MO 65202.

SPECIFICATIONS

1. For the furnishing of maintenance for a Nortel MICS Telephone System located at the Boone County Jail. Maintenance shall include all parts and labor Monday – Friday, 8:00 a.m. to 5:00 p.m. for total system replacement protection. After hours emergency service is not covered and will be billed at OT prevailing rates.
2. **Contract Duration:** The contract shall be effective from Date of Award through December 31, 2009. This contract is subject to renew annually for one (1) year periods following expiration of the first contract period until the County of Boone gives the Contractor 30 days notice of termination.
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
4. **PRICING** – All prices shall be as indicated on this Quote 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.
5. The unit prices for the items identified on this Quote 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 Quote Form shall not increase by more than the percentages outlined on the Quote Form for the renewal periods.

6. Service Schedule - All service must be provided Monday through Friday, 8:00 a.m. to 5:00 p.m. Contractor must coordinate and update all requests through the Boone County Sheriff Department.

7. Documentation: The documentation of all repairs shall be kept by the contractor and shall indicate date and times of service calls and identify equipment repaired or replaced. The contractor must also provide documentation for review upon request by the department.

8. ALL SERVICE CONTRACT PRICING WILL BE FOR THE EQUIPMENT AS IS. If a pre-bidding inspection of the equipment is desired, the Bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department by calling Melinda Bobbitt, Director of Purchasing at (573) 886-4391. Request for inspection **MUST** be made prior to July 27, 2009. This will allow enough time to schedule a minimum number of interruptions for the department involved and address any questions or clarifications that may result from said inspections.

9. The quantity, type, and description of the equipment to be covered are listed under "Description" of this request. The County reserves the right to increase or decrease equipment listed. Additional equipment shall be covered upon receipt of written notification from the County. Contractor will honor prices submitted in this bid for additional items that are like or equal to other equipment listed in the bid response. If additional pricing is provided, this information must be submitted to the Purchasing Department prior to the first billing. The County will provide 30 days written notice to the Contractor for the deletion of any equipment.

10. Bidder must show a minimum of two (2) years experience maintaining similar types of equipment. Bidder is required to submit three (3) references of contracts similar to this size.

11. Successful Contractor will be required to purchase and maintain in force, at its own expense, insurance per County requirements at time of contract execution.

12. Return quote by Tuesday, July 28, 2009, 10:30 a.m. by fax (573) 886-4390 or e-mail

mbobbitt@boonecontymo.org or U.S. mail to:

**Boone County Purchasing
Melinda Bobbitt, CPPB, Director
601 E. Walnut, Room 208
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13. Pricing for the period of Date of Award through December 31, 2009.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Keyset ports (+1 for each cordless device)	80	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
GRAND TOTAL			\$ _____

14. Pricing for the period of January 1, 2010 through December 31, 2010.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Keyset ports (+1 for each cordless device)	80	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
GRAND TOTAL			\$ _____

15. Response Time will be made _____ hours after receipt of County notification.

16. Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010: _____%.

17. Detail pricing for after hours emergency service not covered and billed at OT prevailing rates:

18. Detail any items or service not covered under this agreement:

19. Three References: Include Name, Address, Phone Number

20. The undersigned hereby offers to furnish and deliver the articles or services as specified at the price 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 a part of this order.

SIGNATURE: _____

PRINTED NAME: _____

Business Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____