



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

Request for Bid (RFB)

Tyson Boldan, Buyer
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Bid Data

Bid Number: **62-23NOV09**
Commodity Title: **Office Supplies Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **MONDAY – NOVEMBER 23 2009**
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 208
Columbia, MO 65201**
Directions: The Johnson Building is located on the Northeast corner at 6th Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Bid Opening

Day / Date: **MONDAY – NOVEMBER 23 2009**
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Work Authorization Certification
Debarment Form
Certification of Individual Bidder
Individual Bidder Affidavit
Standard Terms and Conditions
No-Bid Response**

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.
 - 1.2.5. **Office supplies** shall be defined as any item with a unit price not to exceed \$100.00.
 - 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.showmcboone.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 to one or multiple respondents. In addition, the resulting contract from this RFP will be considered "Non-Exclusive". The County reserves the right to purchase office

supplies from other suppliers.

- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - The Term and Supply Contract period shall be from January 1, 2010 through December 31, 2010 and may be automatically renewed for up to an additional four (4) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. **Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the Furnishing and Delivery of **Office Supplies**.
- 2.1.1. **Estimated Quantity** – The County estimates that approximately \$150,000.00 will be budgeted in the office supply line item of the 2010 Boone County Budget. The County further estimates that approximately 50% of this budget will be expended with the successful bidder. The County reserves the right to purchase standard office products from other vendors when the County deems the purchase necessary. The County does not guarantee a minimum volume for purchases under a prospective contract.
- 2.1.2. The intent of the resulting contract from this bid is to purchase Office Supplies. Other items offered in successful contractor's catalog may be purchased throughout the contract period including office furniture, office machines and custom items.
- 2.2. **CONTRACT DURATION** - The contract shall be effective from January 1, 2010 through December 31, 2010. This contract is subject to renew annually for four (4) additional one (1) year periods following expiration of the first contract period.
- 2.2.1. The unit prices for the standard items identified on *Attachment A – Standard Product Supply List* shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the standard items listed on Attachment A shall not increase by more than the maximum percent proposed on the pricing page.
- 2.2.2. If renewal percentages are not provided for the standard items, then prices during any renewal period shall be the same as during the original contract period.
- 2.2.3. Pricing for non-standard items will be allowed to adjust based on price changes published in the contractor's comprehensive product catalog. However, the contractor's discount off list price for non-standard items shall be fixed **throughout all contract periods**.
- 2.3. **CONTRACT EXTENSION** – After completion of the fourth renewal period, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **PRICING** – All prices shall be as indicated on Attachment A and/or Attachment B. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum order quantities or total prices.
- 2.5.1. The contractor shall guarantee that the fixed prices offered for standard items (Attachment A and/or Attachment B) shall be lower than the price would be if the non-standard discount were applied to the list price for any given item on the standard list. In the event the County is overcharged, the contractor shall refund the amount paid in excess of the lower price by crediting that amount on the next invoice.
- 2.5.2. The contractor shall extend any and all special promotional (including "educational" promotions) sale prices or discounts immediately to the County during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period.
- 2.5.3. Pricing for non-standard items shall be determined by applying the quoted discount for the item to the current price for the item listed in the contractor's comprehensive current product catalog. The discount for the item shall remain firm for the duration of the contract period, but the base product price is allowed to change based on the current published pricing in the contractor's comprehensive product catalog. It is preferred that the contractor's comprehensive current product catalog not

change more often than every twelve months. *A copy of the applicable catalog must be attached to the bid response. Failure to do so could result in a non-responsive bid.*

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

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

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. We are not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
- 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** - We reserve the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - Our sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 3.5.2. **Evaluation of Cost** - The evaluation of the Standard Office Supply Lists shall include the original contract period and each potential renewal period. Out of a possible 100 points, evaluation of the Standard Office Supply List shall account for 60 of those points. If bidding equivalent products to those listed on Attachment A, bidders must complete the corresponding line item on Attachment B with the product quantity, SKU number, description, and price. The remaining 40 points will be determined by a market basket sample of 15 identical items out of each bidder's catalog multiplied by the percentage discount stated on the pricing page for items under \$100.00. These two (2) point calculations will be added together for a total point determination for each bidder. The bidder with the highest point score will be determined to be lowest and best overall bid price.
- 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
- 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
- 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

4. **Response Form**

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

- 4.6.1. () Corporation
- () Partnership - Name _____
- () Individual/Proprietorship - Individual Name _____
- () Other (Specify) _____

4.7. **DISCOUNTS**

4.7.1. **CATALOG DISCOUNT FOR OFFICE SUPPLIES OFFERED FOR ALL ITEMS NOT INCLUDED ON THE STANDARD OFFICE SUPPLY PRICING LISTS. Include a copy of this catalog with your Bid Response.**

Catalog Discount Offered _____ %

Catalog Publisher: _____

4.7.2. **Other catalog discounts available for items costing more than \$100.00 each, including:**

4.7.2.1. **Office Furniture** _____ %

4.7.2.2. **Office Machines** _____ %

4.7.2.3. **Custom Items** _____ %

4.7.3. Maximum Percentage Increase **ON THE STANDARD SUPPLY LIST ONLY** for each potential renewal period. These percentages will be used by the County during evaluation of bid responses to determine the recommendation for contract award.

_____ % **1st Renewal Period**

_____ % **2nd Renewal Period**

_____ % **3rd Renewal Period**

_____ % **4th Renewal Period**

4.8. Is a local store available within Columbia, Missouri city limits? YES _____ NO _____

4.9. If a local store is located within Columbia, can contract pricing be obtained by both ordering on-line and walking into the store? YES _____ NO _____

- 4.10. Can the County use Procurement Cards to make contract discounted purchases online? YES _____ NO _____
- 4.11. Can the County use Procurement Cards to make contract discounted purchases in the local store? (If local store is available) YES _____ NO _____
- 4.12. Bidder must complete and return Attachment A outlining the prices for Standard Office Supplies. If bidding equivalent products, bidders must complete the corresponding line on Attachment B with each equivalent product bid.
- 4.13. Describe any other discounts available to the County including any discount(s) for payment by procurement card: _____
- 4.14. Describe online ordering and catalog capabilities: _____

- 4.15. Describe any special catalog that might be developed for the County with Boone County's contracted pricing:

- 4.16. 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
- 4.17. 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.
- 4.17.1. Authorized Representative (Sign By Hand):

- 4.17.2. Type or Print Signed Name:

- 4.17.4. Today's Date: _____

ATTACHMENT A
STANDARD OFFICE SUPPLY LIST

Item #	Product SKU	Product Description	Unit Price	Estimated quantity	Extended Price
1	AAGG52000	BOOK,APPT,10,JN-DC,1WK2PG	\$ _____	29	\$ _____
2	AGB20371	BNDR,EV,RND RING,1/2IN,WE	\$ _____	20	\$ _____
3	AVE05202	LBL,FILE FLDR,WE,252/PK	\$ _____	45	\$ _____
4	AVE11110	INDEX,BNDR,LTR,CL,5TB,1ST	\$ _____	20	\$ _____
5	AVE11112	INDEX,BNDR,LTR,CL,8TB	\$ _____	60	\$ _____
6	AVE23078	INDEX,WRTON,LTR,8TB,WE	\$ _____	146	\$ _____
7	AVE23280	INDEX,BNDR,LTR,AST,5TB	\$ _____	40	\$ _____
8	AVE49988	PEN,ROLR,EGEL,BK	\$ _____	24	\$ _____
9	CEB03307	ENVL,CSP,28#,6X9,KFT,1C	\$ _____	23	\$ _____
10	CEB03310	ENVL,CSP,28#,9X12,KFT,1C	\$ _____	20	\$ _____
11	CEB03350	ENVL,#10,24#,WE,5C/BX	\$ _____	34	\$ _____
12	CEB03409	FLDR,HANG,LTR,1/3,GN,25BX	\$ _____	10	\$ _____
13	CEB03423	FLDR,MLA,1/3,LTR,1C/BX	\$ _____	72	\$ _____
14	CEB1115BK	BNDR,3RG,LTR,1.5",BK	\$ _____	44	\$ _____
15	CEB1115RD	BNDR,3RG,LTR,1.5",RD	\$ _____	27	\$ _____
16	CEB20210	PPR ROLL,CSHRG,2.75"X150'	\$ _____	80	\$ _____
17	CEB20212	PPR ROLL,2.25"X150',WE	\$ _____	59	\$ _____
18	CEB23134	CD-R,80MIN,700MB,52X,10PK	\$ _____	20	\$ _____
19	CEB31531	CD PROT,3RD SHT,2CAP,CL	\$ _____	25	\$ _____
20	CEB34X366PK	TAPE,MTE INVSBL,3/4",6/PK	\$ _____	21	\$ _____
21	CEB35070	BNDR CLIP,.25",MINI	\$ _____	69	\$ _____
22	CEB35072	BNDR CLIP,3/8",SM	\$ _____	129	\$ _____
23	CEB35074	BNDR CLIP,MED	\$ _____	102	\$ _____
24	CEB3X3M	MEMO CUBE,SELF STICK,NEON	\$ _____	22	\$ _____
25	CEB52220	PEN,BLPT,RET,MED,BK,DZ	\$ _____	21	\$ _____
26	CEB61039	STAPLE,FULL STRP,CHSL,5M	\$ _____	88	\$ _____
27	CEB96361	REEL,F/ID CARD,BK	\$ _____	30	\$ _____
28	CEB96365	CORD,NECK,NYL,BK	\$ _____	70	\$ _____
29	DPS03019	TRAY,STACK,LGL,SK	\$ _____	30	\$ _____
30	ESS7320CAN	CARD,INDEX,3X5,PLN,CY	\$ _____	22	\$ _____
31	ESS7320CHE	CARD,INDEX,3X5,PLN,CH	\$ _____	20	\$ _____
32	ESSE1526E	FILE PKT,RCY,3.5",LGL,EA	\$ _____	22	\$ _____
33	EVEEN22IC	BATTERY,9V,ENGZR	\$ _____	90	\$ _____
34	EXP02512	ERASER,CAP,12/PK	\$ _____	45	\$ _____

35	EXP10030	INDEX,BNDR,LTR,AST,5TB	\$ _____	36	\$ _____
36	EXP10031	INDEX,BNDR,LTR,CL,5TB	\$ _____	25	\$ _____
37	EXP11429	PAD,LGL RL,PERF,LTR,CY	\$ _____	26	\$ _____
38	EXP19980	NTBK,MEMO,3X5,WE,60SHT	\$ _____	60	\$ _____
39	EXP20000	NTBK,STENO,6"X9",60SHT,GN	\$ _____	202	\$ _____
40	EXP30002	FILE,STG,ECON,LTR/LGL	\$ _____	60	\$ _____
41	EXP30020	FILE,STG,LTR/LGL,WE	\$ _____	72	\$ _____
42	EXP50010	PEN,BLPT,STK,MED,BK,DZ	\$ _____	31	\$ _____
43	EXP512132	PCL,WD,#2,AMER,SOFT,DZ	\$ _____	100	\$ _____
44	EXP60013	BNDR,VU,3RG,LTR,2	\$ _____	96	\$ _____
45	HEWC9363WN	INK CTRG,#97,TRICLR,14ML	\$ _____	34	\$ _____
46	JOD94782	DEODORIZER,SUPFRSH,14OZ	\$ _____	32	\$ _____
47	LEX12A8425	PRINT CTRG,T430,HGH YLD	\$ _____	31	\$ _____
48	MAX102211	CASSETTE,AUDIO,90MIN	\$ _____	100	\$ _____
49	MMM8101K	TAPE,MAGIC,3/4"X1000"	\$ _____	30	\$ _____
50	MMM81034X36	TAPE,MAGIC,3/4"X36YD	\$ _____	60	\$ _____
51	MMM92412	TAPE,TRANS,ADH,1/2X36YD	\$ _____	30	\$ _____
52	NUKBM249	RIBN,PTR,OKI ML390/91	\$ _____	20	\$ _____
53	OIC50004	GLUE STICK,.28OZ,PE,EA	\$ _____	24	\$ _____
54	PAP0660415	CORR FILM,DRYLINE,NRF,1LN	\$ _____	497	\$ _____
55	PAP12132	PCL,WD,#2,AMER,SOFT	\$ _____	160	\$ _____
56	PAP5640736PP	REFILL,MED,2/PK,SAGA BK	\$ _____	22	\$ _____
57	PENLR7C	PEN RFL,ENRGL,MTL,.7MM,BE	\$ _____	24	\$ _____
58	PENLRN7A	PEN RFL,ENGL,.7MM,NDL,BK	\$ _____	60	\$ _____
59	PENLRN7C	PEN RFL,ENGL,.7MM,NDL,BE	\$ _____	50	\$ _____
60	ROA77305	PPR,COMPOSITION BK,MLA	\$ _____	36	\$ _____
61	SAN1736097	PEN,UB 207 NEEDLE,BK	\$ _____	36	\$ _____
62	SAN65800	PEN,ROLR,GEL,IMPACT,BK	\$ _____	24	\$ _____
63	SAN65808	PEN RFL,GEL,IMPCT,2/PK,BK	\$ _____	100	\$ _____
64	SAN65873	PEN RFL,GEL,IMPCT,BK,2PK	\$ _____	48	\$ _____
65	SMDT2150L	FLDR,DT,MLA,ET,STR,LTR	\$ _____	70	\$ _____
66	SWI35108	STAPLE,STD SIZE,5M	\$ _____	38	\$ _____
67	SWI35450	STAPLE,FULL STRP,1/4",5M	\$ _____	25	\$ _____
68	ZST707146	CSAT BOX INSERTS	\$ _____	36	\$ _____

ATTACHMENT B
STANDARD OFFICE SUPPLY EQUIVALENT LIST

Item #	Product SKU	Product Description	Unit Price	Estimated quantity	Extended Price
1			\$ _____	29	\$ _____
2			\$ _____	20	\$ _____
3			\$ _____	45	\$ _____
4			\$ _____	20	\$ _____
5			\$ _____	60	\$ _____
6			\$ _____	146	\$ _____
7			\$ _____	40	\$ _____
8			\$ _____	24	\$ _____
9			\$ _____	23	\$ _____
10			\$ _____	20	\$ _____
11			\$ _____	34	\$ _____
12			\$ _____	10	\$ _____
13			\$ _____	72	\$ _____
14			\$ _____	44	\$ _____
15			\$ _____	27	\$ _____
16			\$ _____	80	\$ _____
17			\$ _____	59	\$ _____
18			\$ _____	20	\$ _____
19			\$ _____	25	\$ _____
20			\$ _____	21	\$ _____
21			\$ _____	69	\$ _____
22			\$ _____	129	\$ _____
23			\$ _____	102	\$ _____
24			\$ _____	22	\$ _____
25			\$ _____	21	\$ _____
26			\$ _____	88	\$ _____
27			\$ _____	30	\$ _____
28			\$ _____	70	\$ _____
29			\$ _____	30	\$ _____
30			\$ _____	22	\$ _____
31			\$ _____	20	\$ _____
32			\$ _____	22	\$ _____
33			\$ _____	90	\$ _____
34			\$ _____	45	\$ _____

35			\$ _____	36	\$ _____
36			\$ _____	25	\$ _____
37			\$ _____	26	\$ _____
38			\$ _____	60	\$ _____
39			\$ _____	202	\$ _____
40			\$ _____	60	\$ _____
41			\$ _____	72	\$ _____
42			\$ _____	31	\$ _____
43			\$ _____	100	\$ _____
44			\$ _____	96	\$ _____
45			\$ _____	34	\$ _____
46			\$ _____	32	\$ _____
47			\$ _____	31	\$ _____
48			\$ _____	100	\$ _____
49			\$ _____	30	\$ _____
50			\$ _____	60	\$ _____
51			\$ _____	30	\$ _____
52			\$ _____	20	\$ _____
53			\$ _____	24	\$ _____
54			\$ _____	497	\$ _____
55			\$ _____	160	\$ _____
56			\$ _____	22	\$ _____
57			\$ _____	24	\$ _____
58			\$ _____	60	\$ _____
59			\$ _____	50	\$ _____
60			\$ _____	36	\$ _____
61			\$ _____	36	\$ _____
62			\$ _____	24	\$ _____
63			\$ _____	100	\$ _____
64			\$ _____	48	\$ _____
65			\$ _____	70	\$ _____
66			\$ _____	38	\$ _____
67			\$ _____	25	\$ _____
68			\$ _____	36	\$ _____

(Please complete and return with Contract)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- ____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

Standard Terms and Conditions

Boone County Purchasing

601 E. Walnut, Room 209

Columbia, MO 65201

Tyson Boldan, Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.



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

“No Bid” Response Form

Tyson Boldan, 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: 62-23NOV09 – Office Supplies Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

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Staples, Leo

COLUMBIA OFFICE PRODUCTS

Columbia, MO [Zip Code](#)
(573) 234-2242

HIRLINGERS BUSINESS PRODUCTS

20 Business Loop 70 E, Columbia, MO [Zip Code](#)
(573) 874-1412

MODERN BUSINESS SYSTEMS

Columbia, MO [Zip Code](#)
(573) 446-4522

CENTER COURT OFFICE SUPPLIES

523 Court St, Fulton, MO [Zip Code](#)
20.1MI from Columbia
[Click for Phone](#)

HIRLINGERS OFFICE SUPPLY

307 Main St, Boonville, MO [Zip Code](#)
24.3MI from Columbia
[Click for Phone](#)

B T BUSCHART OFFICE PRODUCTS

3702 W Truman Blvd, Jefferson City, MO [Zip Code](#)
27.6MI from Columbia
[Click for Phone](#)

Office MAX, **Call 1.800.283.7674**

Corporate Express
Attn: Carl Bentlage
1215 Creek Trail Dr., Suite 100
Jefferson City, MO 65109

Schreifers Office Equipment,
Inc.
Attn: Loree Eynard
PO Box 145
Jefferson City, MO 65102

CMI
1905 Vandiver Dr.
Columbia, MO 65202

Abatek Office Outfitters
Attn: Ramona Capps
120 Ashley May Lane
Waynesville, MO 65583

Smart Business Products
Attn: Anne Farrow
1901 Vandiver Drive
Columbia, MO 65202

Boise Office Solutions
Attn: Chris Herter
12046 Lackland Rd.
St. Louis, MO 63146

Office Depot
Attn: Tina Patel
515 Kehoe Blvd.
Carol Stream, IL 60188

EBE/Dynamic Solutions
Attn: Lisa Turner
1508 Grand Blvd.
Kansas City, MO 64128

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