



Request for Bid (RFB)

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

Melinda Bobbitt, Director of Purchasing
Phone: (573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

Bid Data

Bid Number: **14-20APR11**
Commodity Title: **Sign Blanks (Substrate)**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: Wednesday, April 20, 2011
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 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: Wednesday, April 20, 2011
Time: 10:30 A.M. Central Time
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**
Exhibit A-Prior Experience
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, preferably by fax or e-mail, 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 governmental contract under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
1) the provisions of the Contract (as it may be amended);
2) the provisions of the Bid;
3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. **Primary Specifications**

- 2.1. **ITEMS AND/OR SERVICES 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 **Sign Blanks (Substrate)**.
- 2.2. **Contract Duration** - The Term and Supply Contract period shall be from **May 1, 2011 through April 30, 2012, and may be automatically renewed for up to an additional three (3) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 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.
- 2.2.3. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the fourth contract period expiration if it is deemed to be in the best interest of Boone County.
- 2.2.4. **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.
- 2.2.5. The County of Boone reserves the right to accept or reject any and all bids in the best interest of the County.

2.3. **TECHNICAL SPECIFICATIONS**

2.3.1. Aluminum Standard Finish Flat Street	Size & Weight
ALUM, STANDARD FINISH, SIGN BLANK	12 X 18, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080
ALUM, STANDARD FINISH, SIGN BLANK	18 X 12, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	18 X 12, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	24 X 12, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	27 X 6, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	30 X 6, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	30 X 9, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	30 X 12, 0.080
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	33 X 6, 0.100
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	36 X 6, 0.100
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	36 X 9, 0.100

ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	36 X 12, 0.100
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	42 X 6, 0.100
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	42 X 9, 0.100
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	42 X 12, 0.100
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	48 X 6, 0.100
ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	48 X 9, 0.100

2.3.2 **Aluminum two-sided white high prismatic**

Size & Weight

ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 12, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 12, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	27 X 6, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 6, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 9, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 12, 0.080
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	33 X 6, 0.100
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 6, 0.100
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 9, 0.100
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 12, 0.100
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 6, 0.100
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 9, 0.100
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 12, 0.100
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 6, 0.100
ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 9, 0.100

2.3.3 Alumimum, one-sided white high prismatic	Size & Weight
ALUM, ONE-SIDED WHITE HIGH PRISMATIC FINISH, SIGN BLANK	12 X 18, 0.080
ALUM, ONE-SIDED WHITE HIGH PRISMATIC FINISH, SIGN BLANK	18 X 12, 0.080

2.4. **NON-EXCLUSIVITY** – The contract is **non-exclusive** and shall not in any way preclude the County from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources. Multiple awards may be made on the basis of a **primary, secondary and tertiary suppliers** for each type of substrate bid and to those bidders who offer to furnish the goods and services at the lowest and best price as well as meeting the needs of the end user. The County’s decision for utilization of the contracts will be based upon the ability of the primary Contractor to supply acceptable equipment within the County’s time requirements. The County’s decision to utilize the secondary and tertiary sources shall be final and conclusive.

2.5. **BILLING AND PAYMENT** – Send invoices and monthly statements to Boone County Public Works, 5551 Highway 63 South, Columbia, Missouri, 65201. Monthly Statements will be paid within 30 days of receiving a correct statement. The invoice must include a description of the goods purchased and the date of order. **The County is tax exempt. Do not include taxes on the invoice.**

2.6. **DELIVERY**

2.6.1. **Delivery Terms – FOB Destination:** All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. The Contractor is responsible for delivery of goods. Costs of delivery should be included in the bid price, therefore no additional delivery fees will be paid by the County unless special or expedited delivery arrangements are requested and agreed upon by the County in advance.

2.6.2. **Delivery Address** - Boone County Public Works, 5551 Highway 63 South, Columbia, Missouri, 65201.

2.6.3. **Delivery Time** – Anticipated delivery for sign blanks is within 30 days of order. Time required for delivery will be considered in the evaluation.

2.7. **DESIGNEE** – Boone County Public Works / Jane Telander

2.8. **Bid Clarification** - Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Melinda Bobbitt, CPPB, Director of Purchasing, 601 E. Walnut, Room 208, Columbia, Missouri 65201. Phone: (573) 886-4391; Fax: (573) 886-4390; or Email: mbobbitt@boonecountymmo.org

2.9. **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 opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.

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 bid 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. Select "Purchasing" along the left.
- 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.
- 3.4. **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** – Submit three (3) complete copies of your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the bid number, and the due date and time.

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

4.6.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.7. **PRICING**

Quantity Ordered

			1-10	11-49	50+
4.7.1	ALUM, STANDARD FINISH, SIGN BLANK	12 X 18, 0.080,			
4.7.2	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080,			
4.7.3	ALUM, STANDARD FINISH, SIGN BLANK	18 X 12, 0.080,			
4.7.4	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	18 X 12, 0.080,			
4.7.5	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080			
4.7.6	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080			
4.7.7	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080			
4.7.8	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	24 X 12, 0.080,			
4.7.9	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	27 X 6, 0.080			
4.7.10	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	30 X 6, 0.080			
4.7.11	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	30 X 9, 0.080			

4.7.12	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	30 X 12, 0.080,			
4.7.13	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	33 X 6, 0.100			
4.7.14	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	36 X 6, 0.100			
4.7.15	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	36 X 9, 0.100			
4.7.16	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	36 X 12, 0.100,			
4.7.17	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	42 X 6, 0.100			
4.7.18	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	42 X 9, 0.100			
4.7.19	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	42 X 12, 0.100			
4.7.20	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	48 X 6, 0.100			
4.7.21	ALUM, STANDARD FINISH, FLAT STREET, 1.5" CORNER RADIUS	48 X 9, 0.100			
4.7.22	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080,			
4.7.23	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 12, 0.080,			
4.7.24	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080			
4.7.25	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080			
4.7.26	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080			
4.7.27	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 12, 0.080,			
4.7.28	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	27 X 6, 0.080			
4.7.29	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 6, 0.080			
4.7.30	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 9, 0.080			

4.7.31	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 12, 0.080,			
4.7.32	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	33 X 6, 0.100			
4.7.33	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 6, 0.100			
4.7.34	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 9, 0.100			
4.7.35	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100,			
4.7.36	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 6, 0.100			
4.7.37	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 9, 0.100			
4.7.38	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100			
4.7.39	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 6, 0.100			
4.7.40	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 9, 0.100			
4.7.41	ALUM, ONE-SIDED WHITE HIGH PRISMATIC FINISH, SIGN BLANK	12 X 18, 0.080,			
4.7.42	ALUM, ONE-SIDED WHITE HIGH PRISMATIC FINISH, SIGN BLANK	18 X 12, 0.080,			



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Melinda Bobbitt, CPPB, Director

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Standard Terms and Conditions

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 or e-mail will be accepted. U.S. mail only.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.



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“No Bid” Response Form

“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.

14-20APR11 - Sign Blanks (Substrate)

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

