



**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

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

***Tyson Boldan, Buyer***  
(573) 886-4392 – Fax: (573) 886-4390  
Email: [tboldan@boonecountymo.org](mailto:tboldan@boonecountymo.org)

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### ***Bid Data***

Bid Number: **58-20DEC11**  
Commodity Title: **Janitorial Products Term & Supply**

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

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

Day / Date: **TUESDAY, DECEMBER 20, 2011**  
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
613 E. Ash, Room 109  
Columbia, MO 65201**  
Directions: **The Purchasing Office is located on the Southeast corner at 7<sup>th</sup> St. and Ash St. Enter the building from the South Side. Wheel chair accessible entrance is available.**

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### ***Bid Opening***

Day / Date: **TUESDAY, DECEMBER 20, 2011**  
Time: **10:30 A.M. C.S.T.**  
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
613 E. Ash, Room 109  
Columbia, MO 65201**  
Directions: **The Purchasing Office is located on the Southeast corner at 7<sup>th</sup> St. and Ash St. Enter the building from the South Side. Wheel chair accessible entrance is available.**  
Location / Address: **Boone County Purchasing Conference Room**

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### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form  
Debarment Certificate  
Standard Terms and Conditions**

## 1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of [forty eight] hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: [www.showmeboone.com](http://www.showmeboone.com)  
 Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County. 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 entities' contracts 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 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 **Janitorial Products** as specified herein.
- 2.1.1. **Estimated Quantity** – The County spends approximately \$20,000.00 on janitorial products each year. All orders shall be placed on an "as needed basis". The County does not guarantee a minimum volume for purchases under a prospective contract. In addition, the County reserves the right to purchase janitorial supplies from other vendors when the County deems the purchase necessary.
- 2.2. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from January 1, 2012 through December 31, 2012 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.
- 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 EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 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. **TECHNICAL REQUIREMENTS**
- 2.5.1. **Toilet Tissue: Ecosoft #540 or equivalent:** Single Roll, Color: White, Double Ply, Facial Quality, 4 3/8"W x 4 " L sheet size, and 500 sheets per roll.
- 2.5.2. **Towel, Paper: Ecosoft #410 or equivalent:** Roll, Color: White, Double Ply, 11" W x 9"L sheet size, 90 sheets per roll.
- 2.5.3. **Towel, Multi-fold: Ecosoft #480 or equivalent:** Color: Natural, 9 1/8"W x 9 1/2"L sheet size.
- 2.5.4. **Towel, Roll: Hillyard 22000 or equivalent:** Color: White, 8" x 800'.
- 2.5.5. In the event a product offered by the contractor does not fit the dispenser(s) already located within the various County buildings, the contractor may be required to supply the necessary dispenser(s) at no cost to the County.
- 2.6. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum order quantities or total prices.
- 2.6.1. 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.
- 2.6.2. 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 contractor 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.*

- 2.6.3. 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.
- 2.7. **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.
- 2.8. **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.
- 2.9. **PRODUCT AVAILABILITY AND LIMITATIONS** – The contractor shall agree to provide janitorial 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.
- 2.10. **DELIVERY** – The County would prefer janitorial products to be delivered the next day on all orders placed by 4:00 p.m. CST. Next day shall mean next business day. The bidder must indicate in their bid response which items, if any, would not be available for next day delivery. The contractor must deliver all supplies to the locations indicated below.
- 2.10.1. **Boone County Government Center** – 801 E. Walnut, Columbia, MO 65201. Deliver to the 3<sup>rd</sup> floor lobby.
- 2.10.2. **Boone County Courthouse** – 705 E. Walnut, Columbia, MO 65201. Deliver to the West side and ring the bell for service.
- 2.10.3. **Boone County Public Works** – 5551 Highway 63 South, Columbia, MO 65201.
- 2.10.4. **Johnston Paint Building** – 613 E. Ash Street, Columbia, MO 65201. Deliver to Room 105. Paper products shall be delivered to the storage shed on the North side of the building.
- 2.10.5. **Boone County Sheriff’s Department** – 2121 County Drive, Columbia, MO 65202.
- 2.10.6. **Child Support** – 605 E. Walnut, Columbia, Columbia, MO 65201.
- 2.10.7. **Alternative Sentencing** - 607 E. Ash, Columbia, MO 65201.
- 2.11. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Corresponding Delivery Department at the following address: Facilities Maintenance will cover Boone County Courthouse, Boone County Government Center, Child Support, Alternative Sectencing, and Johnston Paint Building billing at 613 E. Ash Street, Room 105, Columbia, MO 65201. All shipments to Public Works shall be billed to Greg Edington at 5551 Highway 63 South, Columbia, MO 65201. All shipments to Boone County Sheriff’s Department shall be billed to Bob Swartz at 2121 County Drive, Columbia, MO 65202. Payment will be made within 30 days from receipt of an accurate monthly Statement.
- 2.11.1. **Account Billing** – Separate accounts will be created and maintained for each bill to department listed above.
- 2.12. **RETURN OF GOODS** – County may cancel any purchase at any time for a full credit.
- 2.13. **PRODUCT SUBSTITUTIONS** – Bidders may offer an equal or better product substitute for any standard janitorial supply item. The bidder shall provide a substitute product list indicating the brand being offered. Interpretation of “equal or better” shall be determined at the sole discretion of the County staff.
- 2.14. **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. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.15. **DESIGNEE** – Boone County Facilities Maintenance, 613 E. Ash, Room 105, Columbia, Missouri

65201.

- 2.16. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Tyson Boldan, Buyer, 613 E. Ash, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: [tboldan@boonecountymo.org](mailto:tboldan@boonecountymo.org).
- 2.17. **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.
- 2.18. **METHOD OF ORDERING** - Orders will be requested via telephone, fax or on-line. The Contractor shall be required to confirm receipt of each request. The County would prefer to be able to place orders on-line.

**3. Response Presentation and Review**

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

**4. Response Form**

4.1. Company Name: \_\_\_\_\_

4.2. Address: \_\_\_\_\_

4.3. City/Zip: \_\_\_\_\_

4.4. Phone Number: \_\_\_\_\_

4.5. Fax Number: \_\_\_\_\_

4.6. E-Mail Address: \_\_\_\_\_

4.7. Federal Tax ID: \_\_\_\_\_

4.7.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

**PRICING**

**4.8. JANITORIAL PRODUCTS STANDARD LIST**

	Unit Price	Case Price
4.8.1. <b>Degreaser Cleaner</b> – 409 or Equivalent, Spray Bottle	\$	\$
Manufacturer: _____		
Product Size: _____		
Units Per Case: _____		
4.8.2. <b>Degreaser Refill</b> – 409 or Equivalent	\$	\$
Manufacturer: _____		
Product Size: _____		
Units Per Case: _____		
4.8.3. <b>All Purpose Cleaner</b> – 409 or Equivalent, Spray Bottle	\$	\$
Manufacturer: _____		
Product Size: _____		
Units Per Case: _____		
4.8.4. <b>All Purpose Cleaner Refill</b> – 409 or Equivalent	\$	\$
Manufacturer: _____		
Product Size: _____		
Units Per Case: _____		
4.8.5. <b>Disinfectant Cleaner</b> – Spray Bottle	\$	\$
Manufacturer: _____		
Product Size: _____		
Units Per Case: _____		

	Unit Price	Case Price
4.8.6. <b>Disinfectant Cleaner Refill</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.7. <b>Toilet Bowl Cleaner – Acid Base, Squeeze Bottle</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.8. <b>Toilet Bowl Cleaner – Non-Acid Base, Squeeze Bottle</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.9. <b>Bathroom Cleaner – Comet or Equivalent, Spray Bottle</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.10. <b>Disinfectant Spray – Lysol or Equivalent, Various Scents</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.11. <b>Aerosol Furniture Polish – Pledge or Equivalent</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.12. <b>Aerosol Air Freshener – At Least Three(3) Different Scents</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.13. <b>Air Freshener – Cinnamon Hillyard HIL0107554 or Equivalent</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.14. <b>Glass Cleaner – Trigger Spray Bottle</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		



	Unit Price	Case Price
4.8.15. <b>Glass Cleaner Refill</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.16. <b>Plastic Spray Bottle –With Trigger</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.17. <b>Aerosol Stainless Steel Cleaner – Oil Base</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.18. <b>Aerosol Stainless Steel Cleaner – Water Base</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.19. <b>Bleach</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.20. <b>Carpet Stain Remover – Spray Bottle</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.21. <b>Carpet Shampoo for Carpet Cleaning Machines</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.22. <b>Floor Wax</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		
4.8.23. <b>Floor Stripper</b>	\$	\$
Manufacturer:		
Product Size:		
Units Per Case:		

4.8.24.	<b>Gojo Foam Soap – Must fit Gojo Foam Soap Dispenser</b>	\$	\$
	Manufacturer: _____		
	Product Size: <b>1250 ml</b>		
	Units Per Case: _____		
4.8.25.	<b>Liquid Hand Soap Refill – Lotion and Anti-Bacterial</b>	\$	\$
	Manufacturer: _____		
	Product Size: _____		
	Units Per Case: _____		
		<b>Unit Price</b>	<b>Case Price</b>
4.8.26.	<b>Hand Soap – D.G.A. plus Antimicrobial Soap, Hillyard HIL121703 or Equivalent</b>	\$	\$
	Manufacturer: _____		
	Product Size: _____		
	Units Per Case: _____		
4.8.27.	<b>Trash Bags – Roll, Clear, 7-10 Gallon, Size 24x24</b>	\$	\$
	Manufacturer: _____		
	Product Size: _____		
	Units Per Case: _____		
4.8.28.	<b>Trash Bags – Roll, Clear, Heavy Duty to Extra Heavy Duty 20-30 Gallon, approximate size 30x37</b>	\$	\$
	Manufacturer: _____		
	Product Size: _____		
	Units Per Case: _____		
4.8.29.	<b>Trash Bags – Roll, Extra Heavy Duty, 50 Gallon or Larger, approximate size 43x48</b>	\$	\$
	Manufacturer: _____		
	Product Size: _____		
	Units Per Case: _____		
4.8.30.	<b>Trash Bags – Roll, Extra Heavy Duty, 50 Gallon, Out Door, Black</b>	\$	\$
	Manufacturer: _____		
	Product Size: _____		
	Units Per Case: _____		
4.8.31.	<b>Mop Heads – Cut End and Loop End, All Sizes</b>	\$	\$
	Manufacturer: _____		
	Product Size: _____		
	Units Per Case: _____		
4.8.32.	<b>Vinyl Gloves – All Sizes</b>	\$	\$

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

4.8.33. **Jersey Type Cotton Gloves - All Sizes** \$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

4.8.34. **Powder Free Latex Gloves – All Sizes** \$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

**ALTERNATES**

4.8.35. **Electrolux Vacuum Bags** \$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

4.8.36. **Windsor Vacuum Bags** \$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

4.8.37. **Filters for Windsor Back-Pack Vacuum** \$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

4.8.38. **Micro Fiber Cloths** \$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

4.8.39. **Toilet Bowl Mops – Not Brush Type** \$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

**PAPER PRODUCTS****CASE PRICE**4.8.40. **Toilet Tissue per Section 2.5.1.**

\$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Sheet Size: \_\_\_\_\_

Sheets Per Roll: \_\_\_\_\_

Rolls Per Case: \_\_\_\_\_

Sheets Per Case: \_\_\_\_\_

4.8.41. **Paper Towels per Section 2.5.2.**

\$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Sheet Size: \_\_\_\_\_

Sheets Per Roll: \_\_\_\_\_

Rolls Per Case: \_\_\_\_\_

4.8.42. **Multi-Fold Natural Towels per Section 2.5.3.**

\$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Sheet Size: \_\_\_\_\_

Towels Per Package: \_\_\_\_\_

Packages Per Case: \_\_\_\_\_

4.8.43. **Roll Towels per Section 2.5.4.**

\$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Roll Size: \_\_\_\_\_

Packages Per Case: \_\_\_\_\_

**AIR FRESHENER****CASE PRICE**4.8.44. **DublSoft White Premium 06307 (case of 6 rolls) or equal**

\$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Roll Size: \_\_\_\_\_

Packages Per Case: \_\_\_\_\_

4.8.45. **Georgia Pacific 27170 Kitchen Roll Towels (case of 30 rolls) or equal**

\$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Roll Size: \_\_\_\_\_

Packages Per Case: \_\_\_\_\_

**AIR FRESHENER****CASE PRICE**4.8.46. **Comfresh Air Freshener – Dispensers for 1.6 oz refills**

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

4.8.47. **Comfresh Continuous Air Neutralizer Refills – Variety of scents** \$ \_\_\_\_\_ \$ \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Product Size: \_\_\_\_\_

Units Per Case: \_\_\_\_\_

4.9. Maximum Percentage Increase for Renewal Periods

4.9.1. \_\_\_\_\_ % 1<sup>st</sup> Renewal

4.9.2. \_\_\_\_\_ % 2<sup>nd</sup> Renewal

4.9.3. \_\_\_\_\_ % 3<sup>rd</sup> Renewal

4.9.4. \_\_\_\_\_ % 4<sup>th</sup> Renewal

4.10. **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.**

4.11. 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

4.12. Please Describe Warranty:

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

4.13. Please Describe On-Line Order Capability:

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

4.14. Delivery ARO: \_\_\_\_\_ days

4.15. Authorized Representative (Sign By Hand):

4.15.1. Type or Print Signed Name:

\_\_\_\_\_

4.15.2. Today's Date: \_\_\_\_\_

**(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.

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Name and Title of Authorized Representative

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Signature

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Date



## Standard Terms and Conditions

**Boone County Purchasing**

613 E. Ash, Room 109

Columbia, MO 65201

**Tyson Boldan, Buyer**

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

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1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an “all or none” basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may 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.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.





**Boone County Purchasing**  
613 E. Ash, Room 109  
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: 58-20DEC11 Janitorial Products Term & Supply**

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

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

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

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

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

Reason(s) for not bidding:

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