



Request for Bid (RFB)

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

Amy Robbins, Senior Buyer
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Bid Data

Bid Number: **18-09APR13**
Commodity Title: **DEED RECORD AND INDEX BOOKS**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Tuesday, April 9, 2013**
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Annex
613 E. Ash Street, Room 109
Columbia, MO 65201**

Directions: The Purchasing office is located on the Southeast corner at 7th Street and Ash Street. Enter the building from the south Side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Tuesday, April 9, 2013**
Time: **1:30 P.M.**
Location / Address: **Boone County Annex
613 E. Ash Street, Room 109
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
Debarment Form
Attachments A, B, C, D, E, F, G
Standard Terms and Conditions
“No Bid” Response Form**

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 primary contact/s 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, 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. Bidders 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.
- 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** – A Term and Supply contract for the Furnishing and Delivery of **Deed Record and Index Books** for the Recorder of Deeds of Boone County, Missouri.
- 2.2. **CONTRACT TERMS** – The first contract period shall be from **June 1, 2013 through May 31, 2014**. This contract is subject to renewal annually, for **three (3) additional one-year periods** following expiration of the first contract period.
 - 2.2.1. **Contract Extension** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
 - 2.2.2. **Contract Documents** – The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.

- 2.3. **TECHNICAL REQUIREMENTS FOR DEED BOOKS**
 - 2.3.1. **DEED BOOKS:** Book brand shall be **Indestructo Binders** with swing-away hinge that fits standard size 8 ½” x 11”, 3-hole punch paper.
 - 2.3.2. **Quantity** – Approximately 300 books per year. Orders will be placed periodically throughout the year – 150 books at a time.
 - 2.3.3. **Book Size:** 9 ½” width x 11 ½” height
 - 2.3.4. **Capacity:** 1 ¾” to 3 ¼” thick
 - 2.3.5. **Posts:** Shall have 3 posts with 4 1/8” spacing between each post. Post size: 7/32” width x 2 15/16” height x 1/8 “ post diameter.
 - 2.3.6. **Lettering:** Binders shall have lettering on front cover and on end binder. Lettering shall be Black.
 - 2.3.7. **On Front Cover:** Lettering shall be centered and include the information on Attachment A.
 - 2.3.8. **On End Binder:** Lettering shall be center and include the information as shown on Attachment B.
 - 2.3.9. **Numbering:** binders shall start with the current book and increase by one thereafter for each book. Contact the Recorder of Deeds office for the starting book number.

- 2.4. **TECHNICAL REQUIREMENTS FOR INDEX BOOKS**
 - 2.4.1. **INDEX BOOK: End Lock Binder**
 - 2.4.2. **Quantity** – Approximately five to ten (5-10) books per year.
 - 2.4.3. **Posts:** Should have two posts with 5/16 inches adjustable posts up to five (5) inches tall for hole punch paper. Inside Measurement: approximately 10 ¼ inches apart.
 - 2.4.4. **Color:** Black Grantor; Red Grantee; White Release Grantor; White Release Grantee; Black Request
 - 2.4.5. **Material:** Indestructo
 - 2.4.6. **Size:** 14 ½” W x 9 ½” H
 - 2.4.7. **Adhesive Label Holder** shall be centered on each book to enable the date to be added at a later time.

2. Primary Specifications (cont.)

2.4.8. Lettering: Centered 1/2 inch letters (upper & lower case) landscape (14 inch side at the top) as follows:

- Black Book with Gold Letters: Grantor Index
Boone County, MO
Bettie Johnson, Recorder of Deeds (Attachment C)
- Red Book with Gold Letters: Grantee Index
Boone County, MO
Bettie Johnson, Recorder of Deeds (Attachment D)
- White Book with Black Letters: Grantor Index
Release Deeds & Assignments
Boone County, MO
Bettie Johnson, Recorder of Deeds (Attachment E)
- White Book with Black Letters: Grantee Index
Release Deeds & Assignments
Boone County, MO
Bettie Johnson, Recorder of Deeds (Attachment F)
- Black Book with Gold Letters:
Request for Notice of Sale
Boone County, MO
Bettie Johnson, Recorder of Deeds (Attachment G)

2.5. OTHER REQUIREMENTS

- 2.5.1. **Inspection:** All items delivered shall be subject to inspection after delivery. If deficient in any respect, the items shall be rejected and returned at bidder’s expense for full credit or replacement at no additional cost to the County.
- 2.5.2. **Samples:** Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following bid opening. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.5.3. Bidder should include descriptive product information along with their bid response.
- 2.6. **BILLING AND PAYMENT** – Payments will be made within 30 days of receipt of a correct monthly invoice and correct material delivery. Invoices shall be submitted to the Boone County Recorder of Deeds Office, 801 E. Walnut, Columbia, MO 65201.
- 2.7. **DESIGNEE** – Boone County Recorder of Deeds Office, 801 E. Walnut, Room 132, Columbia, MO 65201.
- 2.7.1. **Bid Content Contact** – Amy Robbins, Senior Buyer, Purchasing – 613 E. Ash Street, Room 109, Columbia, MO 65201. Telephone (573) 886-4392, Fax Number (573) 886-4390, email arobbins@boonecountymmo.org.
- 2.8. **Delivery Terms - FOB Destination Inside Delivery** – Boone County Recorder of Deeds Office, 801 E. Walnut, Room 132, Columbia, MO 65201. Delivery shall be made FOB Destination with freight charges fully included and prepaid. The sellers pay and bear the freight charges.
- 2.9. **Quantity:** Quantities are estimated based on past usage for a 12-month period. Boone County does not guarantee minimum order quantities. The County reserves the right to increase or decrease quantities as requirements dictate.

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. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may be viewed on our web page www.showmeboone.com. Bids, Bid Tabulations and Bid Awards are available on our web page.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. Response Form

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

4.6.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

| 4.7 | PRICING | Unit Price | Qty | Extended Price |
|--------|--|------------|------------|----------------|
| 4.7.1. | Indestructo Binders per Section 2. | \$ _____ | 150 | \$ _____ |
| | (ordered 150 at a time) | | | |
| 4.7.2. | Indestructo Index Books per Section 2 | \$ _____ | 6 | \$ _____ |
| 4.7.3. | GRAND TOTAL (4.7.1. + 4.7.2.) | | | \$ _____ |

4.8. Delivery Arrival After Receipt of Order (days) _____

4.9. Maximum Percentage Increase for _____% 2nd Year _____% 3rd Year _____% 4th Year

4.10. 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

4.11. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.12. Authorized Representative (Sign By Hand):

_____ Date: _____
Print Name and Title of Authorized Representative

(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

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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.
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.



No Bid Response Form

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

Amy Robbins, Senior Buyer
Phone: (573) 886-4394 – 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: 18-09APR13 - Deed Record and Index Books

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:



RECORD BOOK

1888



Attachment A



**RECORD
BOOK**



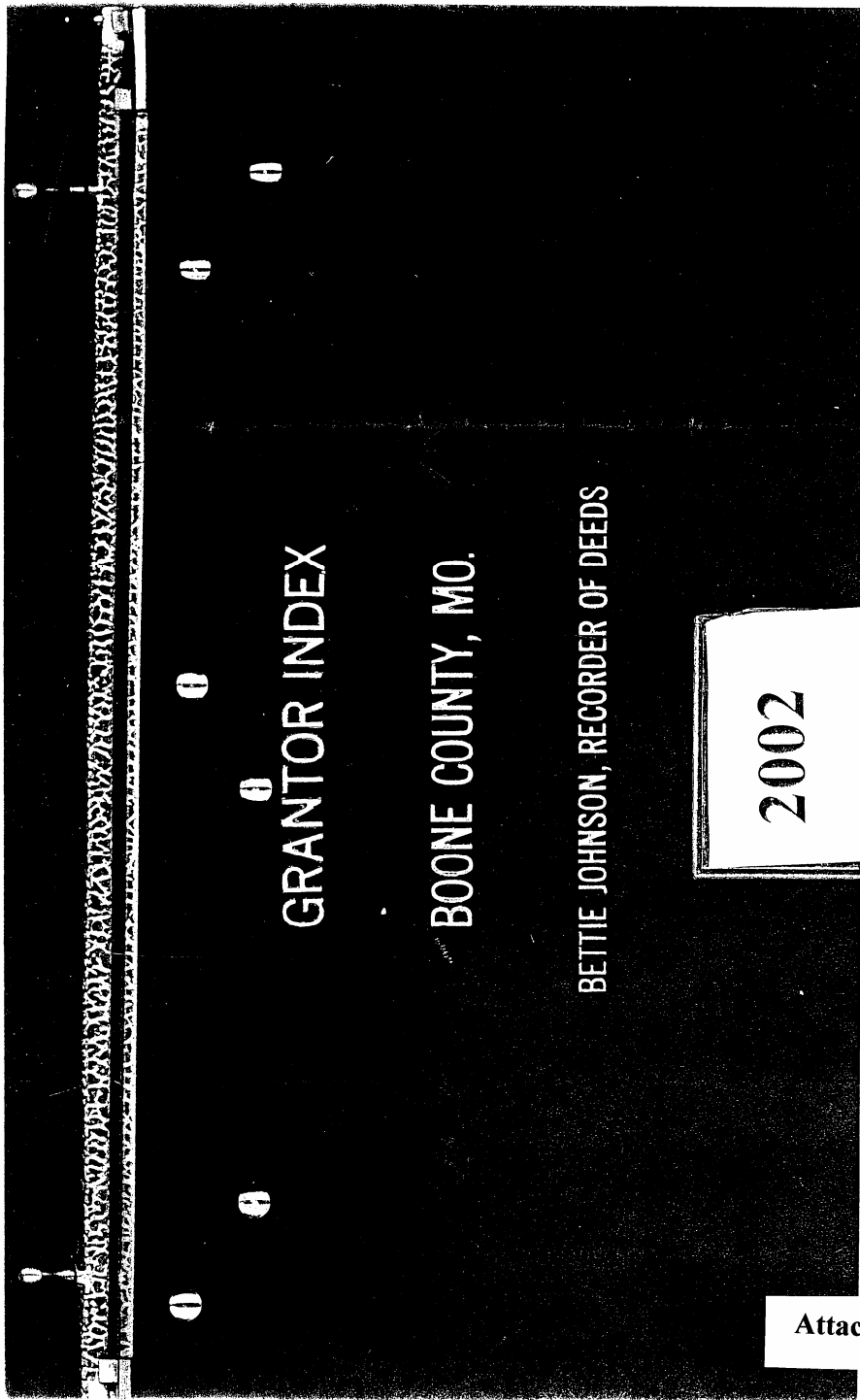
1888



**BOONE
COUNTY**



Attachment B



Attachment C

GRANTEE INDEX

BOONE COUNTY, MO.

BETTIE JOHNSON, RECORDER OF DEEDS

2002

Attachment D

**GRANTOR INDEX
RELEASE DEEDS
& ASSIGNMENTS
BOONE COUNTY, MO.**

BETTIE JOHNSON, RECORDER OF DEEDS

2002

Attachment E

**GRANTEE INDEX
RELEASE DEEDS
& ASSIGNMENTS
BOONE COUNTY, MO.**

BETTIE JOHNSON, RECORDER OF DEEDS

2002

Attachment F

**REQUEST FOR
NOTICE OF SALE
BOONE COUNTY, MO.
1990-2000**

**BETTIE JOHNSON
RECORDER OF DEEDS**

Attachment G