



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

REQUEST FOR BID

Bid Number: MM69

Commodities or Service Requested:

BID DOCUMENT MANAGEMENT SERVICES - Term and Supply

Bid Closing Date/Time:

Tuesday, October 17, 2017

2:00 P.M. Central

Bid Opening Date/Time:

Tuesday, October 17, 2017

Shortly after 2:00 P.M. Central

**Boone County Annex Conference Room
Boone County Purchasing Department
613 E. Ash St., Room 109
Columbia, MO 65201**

Buyer Contact Name:

Liz Palazzolo, Senior Buyer

Boone County Purchasing

Phone Number: (573) 886-4392

Fax Number: (573) 886-4390 E-mail: lpalazzolo@boonecountymo.org

Clearly mark your sealed bid with the Bid Number and Closing Date & Time on the outside of the envelope

Submit your sealed bid prior to the date and time for Bid Closing to:

Boone County Purchasing Department

613 E. Ash St., Room 109

Columbia, MO 65201



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

PART ONE: INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

- 1.1 **SPECIFIC INFORMATION ABOUT BIDDING:** The Mid-Missouri Public Purchasing Cooperative seeks bids from qualified organizations that can provide Bid Document Management Services as defined herein to its participating members. Any quantity estimates presented in the Pricing Section are only estimates and shall not be considered binding on MMPPC or any of its members.

Entities participating in this request include the County of Boone, and the City of Columbia.

Submit all pricing on the attached **Vendor Response Page**. Should you have any questions regarding this bid document, please contact Liz Palazzolo, Senior Buyer, Boone County Purchasing at 613 E. Ash St, Room 109, Columbia, MO 65201. Phone: (573) 886-4392; Fax (573) 886-4390; Email: lpalazzolo@boonecountymmo.org.

The Mid-Missouri Public Purchasing Cooperative (MMPPC), herein after referred to as “Cooperative,” was developed in order for its members to create volume buying through standardization of quality in order to secure a greater return for the expenditure of public funds. Only Mid-Missouri governmental agencies are permitted to become members of this Cooperative.

- 1.2 **SEALED BIDS REQUIRED:** Sealed bids, subject to Instructions and General Conditions, General Provisions, and any special conditions set forth herein, will be received at the Office of the Cooperative Member Agency whose address is stated in the Request for Bid (RFB) document until the bid closing date and time indicated herein for furnishing the Cooperative Member Agencies with the material and/or list of materials, supplies, equipment, or services shown on the attached sheet(s).
- 1.3 Bidders are to use the bid forms provided for that purpose in submitting bids, return the announcement and bid sheets comprising this bid, give unit price, extend totals, and contain an original legally authorized signature. Bids must be submitted in a sealed envelope identified with the RFB number and date of closing. If the vendor chooses not to bid, the vendor is advised to return the enclosed “No Bid” sheet with a reason for declining to bid. No fax or electronic transmitted bids will be accepted.
- 1.4 Identify the item(s) the vendor will furnish by brand of manufacturer's name and catalog numbers. Also furnish specifications and descriptive literature.
- 1.5 Whenever products or materials of any particular producer or manufacturer are mentioned in specifications herein, such product or material mentioned is intended to be descriptive of type or quality and not restrictive to those mentioned.
- 1.6 The right is reserved to accept or reject all or part of the bid, to waive technicalities, and to accept the offer the Cooperative considers the most advantageous to the Member Agencies. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the RFB and (2) is the lowest and best bid, considering price, responsibility of the bidder and all other relevant factors. Any award of a contract will be

MMPPC Instructions & General Conditions of Bidding (continued)

made by written notification from the Cooperative. The Cooperative reserves the right to award to one or multiple respondents.

- a. The Cooperative reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the Cooperative. If a split award is not acceptable to a bidder, it must be stated in the bid response.

- 1.7 **TAX EXEMPT:** The vendor is advised to **not** include Federal Excise Tax or Sales and Use Taxes in bid prices, as the Cooperative Member Agencies are exempt from them by law. Tax exemption certificates will be furnished if required.
- 1.8 The delivery date(s) or when work will start, shall be stated in definite terms, as they will be taken into consideration in making the award as applicable.
- 1.9 Cooperative Member Agencies reserve 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 Cooperative Member Agency that issued the purchase order.
- 1.10 In case of any default by the bidder, the Cooperative Member Agency may procure the product or service from other sources and hold the bidder responsible for any damages incurred including, but not limited to, excess cost or handling charge. The Cooperative shall have the right to remove any bidder who defaults on any contract with the Cooperative from all bidders' lists.
- 1.11 Prices must be stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered.
- 1.12 **RECEIPT AND OPENING OF ADVERTISED SEALED BIDS:** The bidders and public are invited, but not required, to attend the formal opening of bids. Prices will be read aloud to the public. No decisions related to an award of a contract or purchase order will be made at the opening. Due to manpower limitations, the Member Agency will not repeat prices after an opening via telephone request. **Advice of Award** – A Bid Tabulation of responses received as well as award status can be viewed at www.showmeboone.com under “Purchasing Department.”
 - a. It is the bidder’s sole responsibility to ensure that a bid is physically deposited with the Member Agency prior to the time and the date specified. Late bids will not be opened and will be rejected unopened regardless of the degree of lateness or the reason thereto, including causes beyond the control of the bidder.
 - b. All bids and tabulation sheets are kept by the Member Agency for a period of time established by regulation or statute after the award is made and are available for inspection at any time during regular working hours.
- 1.13 **WITHDRAWAL OF BIDS:** Bids may be withdrawn without prejudice any time before the deadline for receipt of bids. If a mistake or error is discovered by the bidder or by the Cooperative after the bid opening, the Cooperative has the right to call this error to the bidder's attention and request verification of the bid. If the bidder acknowledges the mistake and requests relief, the Cooperative will proceed in the following manner:
 - a. **Clerical Mistakes:** Any mistake which is obviously a clerical one, such as an error in price extension, or in placement of decimal points, reversal or prices, etc., may be corrected by the Cooperative after verification/clarification is made by the bidder. However, the unit price shown shall always prevail.
 - b. **Withdrawal:** Permission to allow a bidder to withdraw his bid without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious

disparity between the prices of the lowest bidder and of the other bidders, a bidder may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

- c. Actual changes in bid pricing, terms or conditions will not be permitted after the deadline for receipt of bids.

- 1.14 The Cooperative reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another advertised date and time in order to revise specifications and/or establish further competition for the commodity or service required.



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

PART TWO: GENERAL PROVISIONS

- 2.1. **BID RESPONSE:** The Cooperative is interested in doing business with the vendor's firm. In the event the vendor is unable to quote on this Request for Bid, then the vendor should return the "No Bid" Response Form in order to indicate the vendor's desire to remain on the Cooperative's active vendor list. In addition, please indicate the reason/reasons for being unable to participate in this solicitation.
- 2.2. **BID ACCEPTANCE:** A bid acceptance period of sixty (60) calendar days is required. Bids offering less than sixty (60) calendar days may be rejected.
- 2.3. **OSHA COMPLIANCE:** All material or equipment furnished shall meet the minimum requirements of the Occupational Safety & Health Standard Act (OSHA) published in the Federal Register. All alleged violations and deviations from said State and Federal regulations or standards of the items or services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bids. If at any later date the items or services contained herein shall not meet all applicable State and Federal requirements after the bidder is awarded the contract hereunder, the bidder must notify the Cooperative immediately by registered mail.
- 2.4. **INSPECTION AND ACCEPTANCE:** Inspection and acceptance will be at destination. Until delivery and acceptance, or after any rejection, all risk or loss shall be the responsibility of the Contractor unless such loss results from negligence of the Cooperative Member issuing the purchase order.
- 2.5. **VARIATION IN QUANTITY:** No variation in the quantity of any item indicated herein will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.
- 2.6. **COMMERCIAL WARRANTY:** The contractor agrees that the supplies or services furnished under the contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such supplies or services, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Cooperative by any other clause of the contract or by law.
- 2.7. **DISCOUNTS:** Discount time will be computed from date of delivery at place of acceptance or from receipt of correct invoice at the office specified by the order, whichever is later. For discount purposes, payment is made when the check is mailed. Discounts will not be taken into consideration in the evaluation process if the payment discount is less than 30 days.
- 2.8. **PATENT AND COPYRIGHT:**
 - a. The contractor and the contractor's surety shall pay for all royalties, license fees, and patent or invention rights or copyrights and defend all suits or claims for infringements of any part or invention right or copyrights involved in the items furnished hereunder.
 - b. The contractor and the contractor's surety shall hold and save the Cooperative and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance furnished in the performance of the contract, including its use by the owner, unless otherwise specifically stipulated.

MMPPC General Provisions (continued)

- 2.9. **DISPUTES:** If any dispute concerning a question of fact arises under the contract, other than termination for default or convenience, the Contractor and Cooperative Member Agency responsible for administration of this contract shall make a good faith effort to resolve the dispute. If the dispute cannot be resolved by agreement, then the Cooperative shall resolve the dispute and send a written copy of its decision to the Contractor and the responsible agency.
- 2.10. **CANCELLATION FOR DEFAULT:** The Cooperative may, by written notice, cancel the contract in whole or in part for failure of the Contractor to perform any of the provisions thereof. In such event, the Contractor shall be liable for damages, including the excess cost of re-procuring similar supplies or services; provided, that if (a) it is determined for any reason that the contractor was not in default or, (b) failure to perform is beyond the Contractor's or subcontractor's control, fault or negligence, the cancellation shall be deemed to be a termination for convenience (see below). Cancellation shall be effective ten (10) days from the Contractor's receipt of notice.
- 2.11. **TERMINATION FOR CONVENIENCE:** The Cooperative may, by written notice, terminate this contract in whole or in part when it is in the best interest of the Cooperative. If this contract is for supplies and is to be terminated, the Contractor shall be compensated in accordance with his auditable costs to point of notification of termination. To the extent that this contract is for services and is so terminated, the Cooperative Member Agencies shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination shall be effective ten (10) days from the Contractor's receipt of notice unless a longer time period is provided in the notice.
- 2.12. **TERM & SUPPLY CONTRACT DEFINED:** A term and supply contract shall be deemed to mean a contract under which the supplier of articles, commodities, supplies materials, equipment, and services agrees to furnish all of the needs of the various Cooperative Member Agencies for the articles, commodities, supplies, materials, equipment, and services set forth in the quotation, during the period of the contract at the unit price bid and as required from time to time by the Member Agencies, be such needs in excess of or less than the estimated quantities set forth in the Request for Bid. The contract will provide that the Cooperative Member Agencies will purchase, by issuance of Purchase Orders, such articles, commodities, supplies, materials and equipment solely from the supplier to whom the requirement contract is awarded for the contract term.
- 2.13. **FUND ALLOCATION:** Continuance of any resulting agreement, contract or issuance of purchase orders after a Cooperative Member Agency's fiscal year end is contingent upon the allocation of funds for the next proceeding fiscal year.
- 2.14. **OFFICIALS NOT TO BENEFIT:** No regular employee or elected or appointed member of any Cooperative Member Agency shall be admitted to any share or part of this contract, or to any benefit that shall arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.
- 2.15. **HAZARDOUS MATERIAL:** When material furnished is hazardous material as defined by D.O.T. regulations, the following certification must be made on the bill of lading: "This is to certify that the above named articles are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to applicable regulations of the Department of Transportation."
- 2.16. **DOMESTIC PRODUCTS:**
- a. Bidders are encouraged to offer products manufactured, assembled or produced in the United States if the quality and price are comparable with other goods.
 - b. The Mid-Missouri Public Purchasing Cooperative has adopted a policy which is binding upon all members of the cooperative, and which by the contractor shall be binding upon independent

MMPPC General Provisions (continued)

contractors and subcontractors with the Cooperative, whereby all other things being equal and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair, and purchase contracts, to all products, commodities, materials, supplies, and articles mined, grown, produced, and manufactured in marketable quantity and quality in the State of Missouri, and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals.

- 2.17. **RECYCLED PRODUCTS:** All bidders who wish to receive consideration on products offered with recycled materials content must properly complete, sign, and return a certification of product content with their bid.
- 2.18. **EQUAL OPPORTUNITY:** Members of the Cooperative are equal opportunity affirmative action employers pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.
- 2.19. **AMERICANS WITH DISABILITIES ACT:**
- a. The successful contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices.
 - b. If this contract involves the contractor providing services directly to the public, the successful contractor shall make services, programs and activities governed by this agreement accessible to the disabled as required by the Americans with Disabilities Act and its implementing regulations. Payment of funds under this agreement is conditional upon the successful contractor certifying to the Cooperative in writing that it is complying with the Americans with Disabilities Act and 28 CFR Part 35.



PART THREE: SCOPE OF WORK

3.1 General Requirements:

- 3.1.1 The contractor shall provide bid document management services including, but not limited to, bid document printing and distribution/delivery, in addition to collection of a non-refundable bid document charge from vendors requesting bid documents for the public entities of the Mid-Missouri Public Purchasing Cooperative in accordance with the provisions and requirements stated herein and to the sole satisfaction of the public entity.
- 3.1.2 Within five (5) business days from the date the public entity authorizes the contractor to proceed with services, the contractor shall perform at minimum the following tasks:
- a. Contact the public entity in order to obtain the name, address, email address, and telephone number of the designated public entity contact.
 - b. Provide the public entity with the name, address, email address, and telephone number of the contractor's representative who will service the contract.
- 3.1.3 Due to the time-sensitive nature of the public entity's bid documents, the contractor must have an office with full printing capabilities located within a forty (40) mile radius of Columbia, Missouri. The contractor must respond to the public entity within the timeframe specified by the public entity, sometimes as quickly as one (1) hour.
- 3.1.4 The contractor must be able to begin providing services within thirty (30) calendar days after contract award.
- 3.1.5 Unless otherwise specified herein or unless specific days or times are approved by the public entity, the contractor shall be available to provide services fifty-two (52) calendar weeks per year, Monday through Friday, during the hours of 8:00 A.M. and 5:00 P.M., excluding holidays, and shall accommodate turn-around times stated by the public entity regardless of the day of the week the request is received.
- a. Boone County holidays can be found at this website:
<https://www.showmeboone.com/home/closings.asp>
 - b. City of Columbia holidays can be found at this website: <http://www.como.gov/holiday-schedule/>
- 3.1.6 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

3.2 Document Receipt, Printing and Scanning Requirements:

- 3.2.1 At the public entity's discretion, the public entity will provide the contractor the bid documents for construction projects in hard copy or electronic format, or the contractor shall collect hard copy bid documents for construction projects from the public entity.
- 3.2.2 The contractor shall agree and understand that the public entity bid documents may include, but are not limited to, specifications, drawings, photographs, and addenda.
- 3.2.3 The public entity will provide instructions to the contractor regarding the printing, scanning, and binding of the public entity bid documents. The public entity will also provide instructions regarding the quantity of sets of public entity bid documents anticipated.
- 3.2.4 The public entity will provide a list of the plan rooms and other locations to which the contractor shall deliver a set of public entity bid documents.
- 3.2.5 Secure Web-Based Portal: The contractor shall provide a secure web-based portal for receiving large sized electronic files of the bid documents in PDF format from the public entity at no additional cost. The contractor will receive electronic bid documents for construction projects in PDF format from the public entity via email or through the secure web-based portal, (see also paragraph 3.4.7).
- 3.2.6 The contractor shall print, scan, and bind the public entity bid document in accordance with the following requirements as well as in accordance with any specific instructions provided by the public entity:
 - a. Print single-sided large format bid documents of twelve inches by eighteen inches (12" x 18") through thirty-six inches by forty-eight inches (36" x 48") in black and white, grayscale, and four (4) color.
 - b. Print single-sided and double-sided small format bid documents of eight and a half inches by eleven inches (8 1/2" x 11") in black and white, grayscale, and four (4) color.
 - c. Print single-sided small format bid documents of eleven inches by seventeen inches (11" x 17") in black and white, grayscale, and four (4) color.
 - d. Paper stock for black and white and grayscale bid documents must be no less than twenty-pound (20#) bond. The paper stock for color bid documents must be no less than twenty-four pound (24#) bond.
 - e. Provide digital printing of specifications at a minimum three hundred (300) dpi.
 - f. Provide digital printing of drawings between a minimum four hundred (400) and six hundred (600) dpi.
 - g. Print full and half size drawings in the following sizes: eighteen inches by twenty-four inches (18" x 24"), twenty-four inches by thirty-six inches (24" x 36"), thirty inches by forty-two inches (30" x 42"), and thirty-six inches by forty-eight inches (36" x 48").
 - h. Provide color and graphical printing of drawings.
 - i. Provide color and graphical printing of specifications.
 - j. Provide color printing of photographs on photo quality paper. The quality of paper must be Xerox one hundred-pound (100#) gloss text or equivalent.

- k. Mount and laminate large format prints on three-sixteenths (3/16) Gator Foam Boards or equivalent foam boards.
 - l. Scan drawings, specifications, and other documents in full and half sizes, including the following sizes: eighteen inches by twenty-four inches (18" x 24"), twenty-four inches by thirty-six inches (24" x 36"), thirty inches by forty-two inches (30" x 42"), and thirty-six inches by forty-eight inches (36" x 48").
 - m. Burn bid documents onto a CD-ROM for distribution/delivery or storage.
 - n. Bind drawings by stapling and by applying a binding strip.
 - o. Bind the specifications into a book with a printed card stock cover and plastic binding combs. Card stock must be no less than sixty-five pound (65#) and available in a variety of colors including, but not limited to: light blue, medium blue, ivory, green, red, yellow, tan, orange, and white.
 - p. Under rare circumstances, bind the specifications with coil only upon request of the public entity.
- 3.2.7 The contractor shall individually package a specification book, drawings, prints, and photographs as a bid document set for distribution/delivery.

3.3 Bid Document Distribution And Delivery Requirements:

- 3.3.1 The contractor shall receive requests from potential vendors for a copy of bid documents. Prior to providing a bid document to a potential vendor, the contractor shall collect a non-refundable bid document charge from each potential vendor for each set of bid documents requested.
- a. The contractor shall ensure the bid document charges are paid by check, payable to the contractor.
 - b. The public entity will determine the bid document charge amount specific to each project and will communicate the bid document charge amount information to the contractor upon issuance of the bid. The contractor shall comply with the direction of the public entity.
- 3.3.2 Following the receipt of the bid document charge payment, the contractor shall distribute/deliver the bid documents in accordance with the following:
- a. The contractor shall hand-deliver bid documents and other requested reproduction to potential vendors within a forty (40) mile radius of Columbia, Missouri. Unless otherwise specified by the potential vendor, the contractor shall distribute the bid documents to all other potential vendors via the United States Postal Service (USPS).
 - b. Upon request by a potential vendor, the contractor shall distribute the bid document via Federal Express, United Parcel Service (UPS), or a similar delivery service. The potential vendor shall be responsible for all costs associated with such delivery service.
 - c. Upon request by a potential vendor, the contractor shall provide the bid document on a CD-ROM.
 - d. For the initial twenty-five (25) sets of bid documents requested from potential vendors, the contractor shall distribute/deliver the bid documents to potential vendors within twenty-four (24) hours of receipt of the non-refundable bid document charge payment from potential vendors.

- 3.3.3 For additional sets of bid documents beyond the initial twenty-five (25) sets requested from potential vendors, the contractor shall distribute/deliver the bid documents to potential vendors within forty-eight (48) hours of receipt of the bid document charge payment from potential vendors.
- 3.3.4 The contractor shall provide the potential vendors with either full or partial sets of the bid documents, as requested by potential vendors.
- 3.3.5 The contractor must provide adequate security for all documents connected to sensitive construction projects, as determined by the public entity.
- 3.3.6 Within twenty-four (24) hours of the contractor's receipt from the public entity of an addendum to a bid document, the contractor shall distribute/deliver the addendum to all plan holders who received the bid document, including potential vendors, plan rooms, and other locations.
- a. The contractor shall send an addendum with drawings by e-mail or the least expensive next-day delivery service, e.g., Federal Express, UPS, or a similar delivery service. Drawings may be e-mailed although the contractor must provide hard-copy drawings if requested by the public entity or if the vendor requests a hard-copy. The contractor shall require signature verification in order to confirm receipt of the addendum.
 - b. The contractor shall send an addendum without drawings to plan holders via e-mail or fax. Upon request by the public entity, the contractor shall send a report verifying the date and time of the receipt of the addendum.
 - c. The contractor shall send an addendum to plan holders that cannot be reached via electronic mail using a method identified as appropriate by the public entity, such as next day delivery service. The contractor shall require signature verification in order to confirm receipt of the addendum.
- 3.3.7 The contractor shall distribute/deliver sets of bid documents to plan rooms identified by the public entity upon creation of the bid documents. The contractor shall hand deliver bid documents and other requested reproduction to plan rooms within a forty (40) mile radius of Columbia. The contractor shall distribute the bid documents to plan rooms outside the forty (40) mile radius of Columbia with next day delivery service.
- 3.3.8 If the contractor has a facility(ies) in a location(s) in addition to the Columbia area, the contractor may distribute bid documents from such location and/or potential vendors may pick up the bid documents from such location.

3.4 Construction Project Database and Website Requirements:

- 3.4.1 The contractor must host a website specific to the public entity's construction projects at no additional cost. A visitor to the public entity's website must be able to link directly to the contractor's website. The contractor's website must be in a format that is easily opened and swiftly downloaded by any visitor to the public entity's website, including those using dial-up internet services.
- 3.4.2 The contractor shall post all bid documents on the contractor's website. The contractor's website shall:
- a. Be available twenty-four (24) hours a day, seven (7) days a week.
 - b. Allow for the viewing of the bid documents.
 - c. Not allow for the printing of the bid documents.

- 3.4.3 For each construction project, the contractor shall track the distribution/delivery of bid document sets to plan holders and shall maintain an online plan holders list, including company contact person and information, and if the company will be bidding as a general contractor, subcontractor, or supplier.
- a. The contractor's website shall allow for the viewing and printing of the plan holders list.
 - b. Upon request by any individual who does not have access to the website or cannot download the plan holders list, the contractor must immediately fax the most current plan holders list for a particular construction project.
- 3.4.4 The contractor shall provide project distribution/delivery information on the contractor's website. The project distribution/delivery information shall provide potential vendors with information on how to obtain bid documents.
- 3.4.5 The contractor must also maintain a construction project database on the contractor's website which shall include pertinent information about all current and past construction projects including the construction project name and number, the bid opening date, the construction project status, the addendum issued and date(s) issued, the plan holder's name(s), address(es), phone number(s), and facsimile number(s), the type of document (e.g. plans, specifications, addendum, and CD-ROM) and the number of bid document sets distributed/delivered, the date the bid documents were sent to the contractor, and the bid status of the plan holder in relation to the construction project.
- a. The contractor shall maintain the construction project database throughout the term of the contract.
 - b. Upon expiration of the contract, the contractor shall turn over the database in PDF format to the public entity.
- 3.4.6 The contractor shall store all bid documents in an archive system.
- a. Upon request by the public entity, the contractor shall print or copy to a CD-ROM any bid documents that have been archived.
 - b. The contractor shall maintain the archive system throughout the term of the contract.
 - c. The contractor shall turn over all files maintained in the archive system to the public entity upon expiration, termination, or cancellation of the contract, as requested by the public entity at no additional cost.
- 3.4.7 The contractor shall provide a file transfer protocol (FTP) and secure file transfer site from a link on the public entity's website at no additional cost. The contractor's file transfer protocol and secure file transfer site must provide for the communication and transferring of large document files between the public entity and the public entity's design consultants, see also paragraph 3.2.5.
- 3.4.8 Accessibility Compliance: All systems/applications developed and/or customized by the contractor shall comply with the applicable accessibility requirements of Missouri statute, see Section 191.863 of the Revised Statutes of Missouri (RSMo).
- a. The contractor shall promptly respond to any complaint brought to the contractor's attention regarding accessibility of the systems/applications developed and/or customized by the contractor and shall resolve such complaints by bringing the systems/applications into compliance with the applicable Missouri statute at no additional cost to the public entity. The contractor shall indemnify and hold harmless the MMPPC and any participating governmental entity purchasing the systems/applications developed and/or customized by the contractor from any claim arising out of the contractor's failure to comply with the aforementioned requirements.

3.5 Additional Requirements:

- 3.5.1 The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the public entity.
- a. The contractor shall make all such records, books, and other documents relevant to the contract available to the public entity and its designees and the Missouri State Auditor in a format acceptable to the public entity at all reasonable times during the term of the contract.
 - b. The contractor shall retain all such records according to the public entity's retention period or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, investigation, or other actions involving the records has been started before the expiration of the retention period, the contractor shall retain such records until completion of such action and resolution of all issues that arise from it.
 - c. The contractor shall permit the public entity, governmental or other auditors, and authorized representatives of the public entity to audit or examine, copy, or investigate any of the contractor's records, procedures, books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the contractor. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented. Any audit exception noted by governmental auditors shall not be paid by the public entity and shall be the sole responsibility of the contractor.

3.6 Invoicing and Payment Requirements:

- 3.6.1 **Invoicing:** Within thirty (30) business days after the public entity's issuance of the Project Intent to Award (or similar notice), the contractor shall submit an itemized invoice to the public entity for the specific construction project. The contractor shall submit an itemized invoice containing all charges specific to the project for all completed deliverables performed for the applicable public entity related to the public entity's project. The contractor's invoice shall include the following:
- a. The number of bid documents distributed/delivered.
 - b. A page breakdown of the bid document, indicating the number of pages of each format size and the number of pages of each such format size that are black and white, grayscale, and color, and further itemized by the number of pages that are single-sided and the number of pages that are double-sided.
 - c. Indicate if the bid document was identified by the public entity as a sensitive construction project.
 - d. Identify the binding, card stock cover, and mounting and laminated, if any, of the bid document.
 - e. Identify the number of bid documents distributed/delivered on a CD-ROM.
 - f. Identify any costs for next day delivery services incurred as a result of the public entity's specific request for such service. The contractor shall attach a copy of the receipts for such costs to the invoice. The contractor shall be reimbursed for such costs.
 - g. Show and compute a credit that is applied to the overall total invoiced price for the project equal to the total amount of all nonrefundable bid document charge payments collected by the contractor from vendors requesting bid documents for the specific project.

- h. Upon request of the public entity, the contractor shall attach document request forms, work orders for original printing, and reprint orders to the invoice.
- 3.6.2 Separate Invoice Required: If the contractor printed or copied to a CD-ROM any bid documents that have been archived, the contractor shall provide a separate invoice to the public entity detailing such services upon request of the public entity.
 - 3.6.3 Payments: Upon the public entity's approval of the services and invoices submitted by the contractor, the public entity shall pay the contractor in accordance with the firm, fixed prices stated in the Pricing Section of the Vendor Response Page after completion of deliverables specified herein and acceptance by the participating agency's designated representative.
 - a. Other than the payments and reimbursements specified herein, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, etc.
 - 3.6.4 Tax Exempt: The Mid Missouri Public Purchasing Cooperative's member agencies are exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax.
 - 3.6.5 Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The Mid Missouri Public Purchasing Cooperative's member agencies will not make any advance deposits.
 - 3.6.6 The MMPPC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the MMPPC's rejection and shall be returned at the contractor's expense.

3.7 **Contract Period, Cancellation and Termination:**

- 3.7.1 The contract period shall be from the Date of Award through One (1) Year and include four (4) additional one-year renewal periods, or any portion thereof. The MMPPC shall initiate renewal of the contract by issuing a formal contract renewal and sending it to the contractor at the time of renewal. In the event the MMPPC exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period. Pricing indicated for the identified renewal may be requested by the contractor at the time of renewal.
- 3.7.2 Cancellation: The contract may also be cancelled by the Cooperative upon ten (10) days written notice to the vendor for non-compliance to these requirements, delivery problems, or other just cause so deemed by the Cooperative.
- 3.7.3 Termination: The MMPPC reserves the right to terminate the contract at any time for convenience without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by MMPPC member pursuant to the contract prior to the effective date of termination.



PART FOUR: EVALUATION AND AWARD INFORMATION

4.1 Evaluation and Award Process:

- 4.1.1 The MMPPC reserves the right to award one, some, all or no line items as deemed to be in the MMPPC's best interests. In this case, given the nature of bid document management services, the intent is to award all line items to one vendor.
- 4.1.2 Other Considerations: The MMPPC reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, the MMPPC reserves the right to clarify any and all portions of any vendor's offer.
- 4.1.3 Cost Evaluation: The cost evaluation shall be conducted by multiplying the quoted price per item by the respective estimated volume for that line item. The subtotals from all extended line item prices shall be added together to develop a total price for the contract period. The cost evaluation shall consider pricing totals for the original contract period plus the renewal contract periods; a grand total will be developed adding together the totals for all contract periods. The cost evaluation shall include all mandatory requirements. The MMPPC reserves the right to evaluate optional items, if deemed necessary.
- a. Unit of Measure: If the unit of measure specified on the attached pricing pages is different than the manner in which the vendor offers that item, then the unit of measure being proposed by the vendor must be clearly identified on the pricing page. All mathematical conversions should be shown by the vendor, and must be provided upon specific request from the Buyer.
 - b. 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. Vendors are encouraged to contact the Buyer prior to submission of their bid to discuss anticipated unit modifications. The vendor is cautioned that the MMPPC 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 MMPPC.

4.2 Open Competition/Request for Bid Document

- 4.2.1 It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise Boone County if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer of record for Boone County. Such communications should be received at least five (5) working days prior to the official bid opening date.

4.3 Terms and Conditions:

4.3.1 The bidder agrees that by submitting a bid, Boone County’s Terms and Conditions as incorporated herein shall become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the County shall govern.

PART FIVE: VENDOR RESPONSE PAGES

5.1 Objective:

5.1.1 The bidder shall understand and agree that the objective of this solicitation is to establish a Term and Supply contract(s) for Bid Document Management Services for the Mid-Missouri Public Purchasing Cooperative, from Date of Award through One (1) Year, with four (4) additional one-year renewals, or any portion thereof.

COOPERATIVE MEMBERS:

Participating entities in the resulting contract are:

- a. Boone County
613 E. Ash St., Room 109, Columbia, MO 65201
Contact: Liz Palazzolo, Senior Buyer
(573) 886-4392
lpalazzolo@boonecountymo.org
- b. City of Columbia
701 E. Broadway, 5th Floor, Columbia, MO 65201
Contact: Sophie Heidenreich
(573) 874-7687
sophie.heidenreich@como.gov

By responding to this solicitation, the vendor shall agree to provide defined services herein at all quoted pricing without condition to the above-named Cooperative members.

5.1.2 The vendor has the option of agreeing to provision of defined services to other unnamed Cooperative members below:

- a. **No Mileage Limits:** Regarding Cooperative members not identified above, the vendor should indicate below by marking “Yes” or “No” if the vendor agrees to extend defined services to other government entities participating with the Mid-Missouri Public Purchasing Cooperative without mileage limits.

The vendor will check one as follows:

YES _____ OR NO _____

- b. **Mileage Limits:** If the vendor checked “Yes” above, but if the vendor has a defined service area outside of which the vendor will charge mileage, then the vendor (A) must identify the mileage radius outside the City of Columbia, Missouri for which the vendor will not charge mileage, and (B) identify the mileage charge for provision of service to entities outside the vendor-defined mileage radius:

(1) “The vendor agrees to provide Bid Document Management Services as indicated herein to entities participating in cooperative purchasing with MMPPC whose

facilities are within _____ miles of the city limits of Columbia, Missouri without additional charge.”

- (2) If the vendor is willing to extend services to Cooperative entities outside the above stated mile radius only if mileage charges are applied, the bidder shall quote a firm per mile price and identify any other associated delivery charges to entities outside the defined mileage radius: \$_____ per mile (charged only if services are delivered outside the stated mileage radius).

Vendors Note: A negative answer to the above will not negatively impact the evaluation of the bid.

PART ONE: PRICING

Note About Estimated Quantities: The estimated quantities shown here are based on actual historical usage of the previous contract. The numbers are combined numbers for both Boone County and the City of Columbia. Small estimates indicate that the items was not previously purchased but it is included for the prospective contract inasmuch as the item may be ordered in the future. The vendor is advised not to draw any conclusions about guaranteed purchases by MMPPC members under a future contract. All estimates shall be considered non-binding.

The vendor shall quoted firm and fixed pricing that shall be effective for the full duration of the original contract period and for the identified renewal periods.

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
Printing of Large Format Bid Documents: 12” X 18” through 36” X 48”							
1	Single-sided Black and White	67,045	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot
2	Single-sided Grayscale	1	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot
3	Single-sided, Four (4) Color	1	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot	\$_____ Per Square Foot
Printing of Small Format Bid Documents: 8 1/2” X 11”							
4	Single-sided Black and White	1,000	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page
5	Single-sided Black and White on Colored Paper	7,430	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page
6	Single-sided Grayscale	1	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page	\$_____ Per Page

7	Single-sided, Four (4) Color	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
8	Double-sides Black and White	118,075	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
9	Double-sided Grayscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
10	Double-sided Four (4) Color	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
Printing of Small Format Bid Documents: 11" X 17"							
11	Single-sided Black and White	4,845	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
12	Single-sided Grayscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
13	Single-sided, Four (4) Color	60	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
Printing of Secure Documents							
14	Large format Black and White	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
15	Large format Grayscale	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
16	Large format Four (4) Color	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
17	Small format 8 ½" X 11" Single Sided Black and White	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Square Foot	\$ _____ Per Square Foot
18	Small format 8 ½" X 11" Single Sided Greyscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
19	Small format	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

	8 1/2" X 11" Single Sided Four (4) Color		Per Page	Per Page	Per Page	Per Page	Per Page
20	Small format 8 1/2" X 11" Double Sided Black and White	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
21	Small format 8 1/2" X 11" Double Sided Greyscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
22	Small format 8 1/2" X 11" Double Sided Four (4) Color	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
23	Small format 11" X 17" Single Sided Black and White	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
24	Small format 11" X 17" Single Sided Grayscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
25	Small format 11" X 17" Single Sided Four (4) Color	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
Binding							
26	Bind drawings	510	\$ _____ Per Set	\$ _____ Per Set	\$ _____ Per Set	\$ _____ Per Set	\$ _____ Per Set
27	Bid specifications – Plastic Bind Comb	455	\$ _____ Each	\$ _____ Each	\$ _____ Each	\$ _____ Each	\$ _____ Each
28	Bid specifications – Plastic Coil Binding	10	\$ _____ Each	\$ _____ Each	\$ _____ Each	\$ _____ Each	\$ _____ Each
29	Printed card stock cover, 8 1/2" X 11"	1,360	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
30	Mounting on 3/16" Foam Board	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

			Per Square Foot	Per Square Foot	Per Square Foot	Per Square Foot	Per Square Foot
31	Three (3) Mil Laminating on Foam Board	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
File Retrieval and Printing/Copying from Archive System							
32	File Retrieval and Copy to CD-ROM	1	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each
33	File Retrieval and Printing (Drawing Sheet)	1	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet
34	File Retrieval and Printing (Document Pages)	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
Distribution/Delivery or Storage of Bid Documents							
35	Copy of Bid Documents to CD-ROM	1	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each
36	S/F Scan, Index, Post Online	13,705	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet
37	L/G Scan, Index, Post Online	670	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each
38	Addendum Set-Up Fee Per Faxed/E-Mailed Page – Set-Up Charge, One-Time Per Job	40	\$ _____ Per Each Set-Up, One-Time Fee	\$ _____ Per Each Set-Up, One-Time Fee	\$ _____ Per Each Set-Up, One-Time Fee	\$ _____ Per Each Set-Up, One-Time Fee	\$ _____ Per Each Set-Up, One-Time Fee
39	Faxed/E-Mailed Page	5,490	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
40	Folding 11" X 17" Document	28	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet

PART TWO: Vendor Response Page Continued, Vendor’s Experience and Reliability

The evaluation of the vendor’s proposed experience, expertise, and reliability shall be subjective based on the ability of the vendor to perform the requirements stated herein. Therefore, the vendor should present detailed information regarding their experience and reliability. The following information should be provided by the vendor in order to assist Boone County in evaluation of the vendor’s experience and reliability. The County reserves the right to use this information, including information gained from any other source, in the evaluation process.

Company History: The vendor should describe in the available space the company's background in conducting document management services, e.g., when the company was founded, how long the company has been serving the Missouri market, etc:

Vendor's References:

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished: _____

Availability of Reference: _____



Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished: _____

Availability of Reference: _____



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

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. The undersigned hereby 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 a part of this order.

Company Name:

Address:

City/Zip:

Phone Number:

Fax Number:

Email Address:

Federal Tax ID: _____

Corporation

Partnership - Name _____

Individual/Proprietorship - Individual Name: _____

Social Security Number : _____

Other (Specify) _____

When Organized: _____

When Incorporated: _____

Exempt From Tax Reporting? Yes ___ No ___

Authorized Representative Signature:

Print Name and Title of Authorized Representative

Date: _____



The vendor should complete and return this with the vendor's response

**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

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

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 – see next page*) 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 Certification of Individual Bidder (Option #2) -- see previous page

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:



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

Liz Palazzolo, Senior Buyer
 (573) 886-4392 – Fax: (573) 886-4390
 Email: lpalazzolo@boonecountymmo.org

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF THE VENDOR DOES NOT WANT TO SUBMIT A BID

If the vendor does not wish to respond to this bid request, but would like to remain on the Mid Missouri Public Purchasing Cooperative’s vendor list **for this service/commodity**, please remove form and return to the MMPPC/Boone County Purchasing Department by mail or fax.

Bid: MM69 –DOCUMENT MANAGEMENT SERVICES – TERM AND SUPPLY

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. 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.
3. 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.
4. 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. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. 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.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. 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.
9. 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.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. 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.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. 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.
14. 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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. 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.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. 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.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.