



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

### **Boone County Purchasing**

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

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

Email: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

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#### ***Bid Data***

Bid Number: **16-10MAY18**

Commodity Title: **Duplicating and Printing Services – Term and Supply**

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

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

Day / Date: **Thursday, May 10, 2018**

Time: **2:00 P.M.**

**Vendors Note:** Bids received after this time will not be opened. Late bids may be returned unopened if the vendor requests and at the vendor's expense.

Location / Mail Address: **Boone County Purchasing Department  
613 E. Ash, Room 109  
Columbia, MO 65201**

Directions: The Boone County Purchasing Department is located in the Boone County Annex Building across the street from the Armory Sport Center in downtown Columbia off Courthouse square. A wheel chair accessible entrance is available.

#### **Bid Opening**

Day / Date: **Thursday, May 10, 2018**

Time: Shortly after the Bid Submission Deadline Stated Above

Location / Address: **Boone County Purchasing Department  
613 E. Ash, Room 109  
Columbia, MO 65201**

Insertion Date: April 22, 2018

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#### **Bid Contents**

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Scope of Work**
- 3.0: **Bidder's Instructions and Evaluation**
- 4.0: **Vendor's Response and Pricing Pages**
- 5.0:
  - **Certification Regarding Debarment**
  - **Certification Regarding Lobbying**
  - **Work Authorization Certification**
  - **Standard Terms and Conditions**
  - **"No Bid" Response Form**

## 1. Introduction and General Conditions of Bidding

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1.1. **INVITATION:** This document is a Request for Bid for Boone County conducted by the Boone County Purchasing Department. Vendors are invited to respond by sealed bid by the indicated bid submission deadline on page 1 of this document. Bids received will be read shortly after the official bid submission deadline. Vendors responding to this request must comply with all technical specifications and requirements stated herein.

1.1.1. The County requests bids for provision of **Duplicating and Printing Services** for several Boone County offices as further specified in greater detail in Section 2.

1.1.2. *History:* The County currently contracts with Directimpaqtpriint.com of Columbia, Missouri under contract 27-19JUN13. Most recent year-to-date expenditures for April 8, 2017 through April 8, 2018 amount to \$50,639.00. The expenditure specified is historical and does not constitute a guarantee on the part of the County regarding future expenditures. The County will order duplicating and printing services on an “as needed basis” and with the issuance of an approved County Purchase Order. The County reserves the right to increase or decrease quantities as requirements dictate.

### 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 RFB 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/Vendor:** These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.

*Bidder* - Any business entity submitting a response to this RFB. Suppliers, which may be invited to respond, or which express interest in this RFB, but which do not submit a response, have no obligations with respect to the RFB requirements.

*Contractor* - The bidder whose response to this RFB is found by Purchasing to meet the best interests of the County. The contractor is the “successful bidder” who has been selected for award, and will enter into a contract for provision of the goods and/or services described in the RFB.

*Supplier/Vendor* - All business(s) entities which may provide the subject goods and/or services.

1.2.3. **Request for Bid (RFB):** This entire document, including attachments, is considered a

“Request for Bid.” A Request for Bid (RFB) may be used to solicit various kinds of information. The kind of information this RFB 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/Bid:** The written, sealed document submitted by the bidder/vendor/supplier according to the RFB instructions.

1.3. **BID CLARIFICATION:** Questions regarding this RFB should be directed in writing, preferably by e-mail, to the identified Buyer in 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 RFB or its Amendments are binding, but any oral communications between the County and Bidder are not binding.

- **BID/CLARIFICATION CONTACT:** Liz Palazzolo, Senior Buyer, Boone County Purchasing, 613 E. Ash, Room 109, Columbia, MO 65202. Telephone: (573) 886-4392; Fax: (573) 886-4390; E-mail: [lpalazzolo@boonecountymmo.org](mailto:lpalazzolo@boonecountymmo.org).

1.3.1. **Bidder Responsibility:** The bidder is expected to be thoroughly familiar with all specifications and requirements of this RFB. The bidder’s failure or omission to examine any relevant form, article, site or document will not relieve the bidder from any obligation regarding this RFB. By submitting a response/bid, the bidder is presumed to concur with all terms, conditions and specifications of this RFB.

1.3.2. **Bid Addendum:** If it becomes evident that this RFB must be amended, the Purchasing Department will issue a formal written Addendum 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 bid(s) provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost (as applicable), ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. That is, the award will not be determined by price alone. The County will be seeking the least costly outcome that meets the County’s needs as interpreted by the County.

1.4.1. The County of Boone reserves the right to accept or reject any and all bids 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 state contract or other governmental entities under more favorable terms.

1.5. **CONTRACT EXECUTION:** This RFB and the Vendor’s Response will be made part of any resulting contract and will be incorporated in the contract as set forth, verbatim.

1.5.1. **Precedence:** In the event of any contradiction or conflict between the provisions of the documents comprising the contract, the following order of precedence shall apply:

- 1) the provisions of the Contract (as it may be amended);
- 2) the provisions of the RFB, including any addenda;
- 3) the provisions of the Vendor's Response, including any clarification.

1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS:** The bidder shall hereby agree to be bound by the County's standard "boilerplate" terms and conditions for contracts as attached hereto.

## 2. Scope of Work

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2.1. **GENERAL REQUIREMENTS:** 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 to perform document **Duplicating and Printing Services** for various Boone County offices.

2.1.1. **Contract Period:** The contract period shall be from **the July 1, 2018 through June 30, 2019**. The contract may be renewed at the sole option of the County for an additional four (4) one-year periods, or any portion thereof. The County also reserves the right to terminate and/or cancel the contract in writing prior via a formal contract amendment issued by the Purchasing Department.

2.1.2. **Pricing:** Contract pricing shall be considered firm, fixed for the entirety of the initial/original contract period. Prices are subject to adjustment only upon renewal of the contract period, subject to quotations on the Vendor Response Page for the specific renewal period; adjusted pricing must be effective on the renewal date and must remain firm through the entirety of the specific renewal period.

- a. **Price Increase:** It shall be the responsibility of the contractor to notify the County sixty (60) calendar days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.
- b. If the option for renewal is exercised by the County, the contractor must agree that the prices for the renewal period must not exceed the maximum price quoted for the applicable renewal period stated on the Vendor Response and Pricing Pages of the contract.
- c. If renewal pricing is not provided, then prices for the renewal period(s) shall be the same as during the initial/original contract period.

2.1.3. **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 end-date of the last renewal period, if it is deemed to be in the best interest of Boone County.

2.1.4. **Contract Documents:** The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) calendar days of the notice of award/contract forms provided by the County. If the bidder desires to contract under the bidder's written

agreement, any such proposed agreement must be submitted in blank with the bid for the County's consideration as part of the evaluation of bids; in the absence of such submission with the bidder's response, the County's forms shall be used. The 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 the County's RFB or are unacceptable to County legal counsel.

**2.2. SERVICE LOCATIONS:** The contractor shall provide duplicating and printing services for all Boone County offices on an as needed if needed basis. Locations for pick-up and delivery are in Columbia, Missouri at the following addresses:

- Boone County Government Center, 801 E. Walnut Street
- Boone County Courthouse, 705 E. Walnut Street
- Boone County Annex, 613 East Ash Street
- Boone County Emergency Communication Center, 2145 County Drive
- Boone County Public Works, 5551 Tom Bass Road
- Boone County Sheriff's Department, 2121 County Drive, Columbia, Missouri
- Boone County Juvenile Justice Center, 5665 N. Roger I. Wilson Memorial Drive
- Boone County Community Services Department, 605 E. Walnut Street, Suite A

**2.3. SCHEDULING OF SERVICE:**

2.3.1. The contractor shall perform duplicating and printing services as requested, on an as needed, if needed basis as determined by the County. At the time of requested service, the contractor shall provide the requesting County office with an estimated completion time for the specific duplicating or printing service job.

**2.4. SPECIFIC DUPLICATING REQUIREMENTS:**

2.4.1. Unless otherwise specified, documents shall be reproduced or printed on a minimum 20 lb., recycled bond paper. Recycled bond paper shall have a minimum of 50% reclaimed fiber, i.e., 40% pre-consumer content and 10% post-consumer content as defined by The U. S. Environmental Protection Agency (EPA).

2.4.2. A document that needs to be made into transparency shall be sized 8.5 inch x 11 inch, and shall be duplicated into colorless clear transparency film.

2.4.3. Copies shall be simplex or duplex as specified by County at the time of order.

2.4.4. Copies shall be sorted, collated and bound as specified at the time of order.

**2.5. PICK-UP AND DELIVERY:**

2.5.1. The contractor shall pick-up originals and deliver copies to the ordering County department.

2.5.2. Pick-ups and deliveries shall be made between the hours of 8:00 A.M. and 4:00 P.M.,

Monday through Friday excluding holidays observed by Boone County.

- 2.5.3. The contractor shall pick-up originals within four (4) business hours after telephone or e-mail request by the County representative. The completed job shall be returned within a maximum of seventy-two (72) consecutive hours after receipt of originals unless otherwise agreed between the County and the contractor. Any re-work required due to contractor error shall be corrected and returned within four (4) consecutive hours after submission, if submitted prior to 1:00 P.M. Corrections submitted later than 1:00 P.M. shall be returned by 10:00 A.M. the next working day.
- 2.5.4. The contractor shall submit a receipt and an itemized invoice for completed work upon delivery to the County office that ordered the service.

**2.6. EMERGENCY/RUSH SERVICE:**

- 2.6.1. The contractor shall provide emergency/rush service upon the County's request. An emergency/rush shall be defined as performance of requested service outside of normal business hours with delivery of finished product within twenty-four (24) consecutive hours of the request. The contractor shall be entitled to the emergency/rush service surcharge quoted on the Vendor Response and Pricing Pages of the contract (item 4.19).

**2.7 PRINTING SERVICE:**

- 2.7.1. The contractor shall provide printing service upon request. The County may request printing of business cards, envelopes, post cards, brochures, forms booklets and other materials. Printing service shall not include promotional items, e.g., cups, t-shirts, etc.
- 2.7.2. The County office will prepare a lay-out for the print job. The contractor shall prepare a proof on the basis of the County's lay-out. In some instances, the County may request lay-out and design consultation with the contractor which the contractor shall provide to the County at no additional charge.
- 2.7.3. The contractor must obtain the prior written approval of the County before running any print project.
- 2.7.4. Specific Print Projects for the Resource Management Office: The Boone County Resource Management Office requires specific routine print projects as described below. The contractor shall perform the specific print project upon request.

- a. Stream Buffer Fact Sheet Booklet  
Pages in Booklet: 8  
Paper Stock: 80# Matte Text  
Layout Size: 10" X 16"  
Finished Size: 8" X 10"  
Sides: Double-sided  
Bleeds: None  
Ink: Digital color  
Bindery: Saddle stitch

Order size: 25 per single order

b. Land Disturbance Inspection Checklist Pad

Pages: 25 sets of triplicate form (3-part checklist) per book

Stock: 3-part NCR (White/Yellow/Pink)

Layout Size: 8.5" X 11"

Finished Size: 8.5" X 11"

Sides: Single sided

Bleeds: None

Ink: Digital black

Bindery: Pad at top/cut-wrap to 8.5" X 11"

Collate wrap on pack of each pad

Coil bind at top of pad, with 25 triplicate form sets per book.

Historical information: Historically the County has ordered this item 25 per single order. The contractor shall understand the County makes no guarantee about any single order size.

c. Karst Brochure and Managing Concrete Washout Brochure

Page: One

Color: Full color offset print

Print: Double-sided

Size: 8.5" X 11"

Fold: Tri-fold

Paper: 20# paper, minimum 92 bright

Historical Order size: Karst brochure: varies, typically 200 per order;

Managing Concrete Washout brochure: varies, typically 100 per order

The contractor shall understand the County makes no guarantee about any single order size.

d. Bonne Femme Watershed Project Brochure

Page: One

Color: Full color offset print

Print: Double-sided

Size: 8.5" X 11"

Fold: Tri-fold

Paper: 80# paper, matte text

Historical information: Historically the County has ordered this item 250 per single order. The contractor shall understand the County makes no guarantee about any single order size.

e. Bi-Fold Brochures

- Guide To Construction Permits: 12-page self-cover brochure, bi-fold saddle-stitch, color, black ink, front and back in color, and some internal color graphics/photos;
- Development Less than One Acre: 16-page self-cover brochure, bi-fold saddle-stitch, black and white, black ink, outside front and black in color;
- Development Greater than One Acre: 18-page self-cover brochure, bi-fold

- saddle-stitch, black and white, black ink, outside front and black in color;
- Best Management Practical Guide for Residential Construction: 20-page self-cover brochure, bi-fold saddle-stitch, black and white, black ink, outside front and back in color.

Print: Double-sided

Size: 8.5" X 11"

Fold: half-fold (bi-fold), saddle stitch

Paper: 60#, white offset, glossy or matte finish

Order size: Variable, e.g., (50, 100, 200, etc. per single order)

The contractor shall understand the County makes no guarantee about any single order size.

f. Post card

Size: 4" X 6" postcard

Paperstock: 80# Astrobright Yellow (or similar color)

Print: Double-sided print, Black ink

Order size: Variable, e.g., (50, 100, 200, etc. post cards per single order)

The contractor shall understand the County makes no guarantee about any single order size.

#### 2.7.5. Miscellaneous Printing and Other Services:

- a. The contractor shall provide as needed duplicating and printing services upon request of any County Office. For example, the County may request printed door hangers and other materials. At the time of request, the specifics of the print job shall be mutually discussed and agreed by the County office and the contractor. The contractor shall prepare a written estimate for the order. The County reserves the right to accept the estimate or to find another source for the print service. The discount quoted in item 4.18 shall apply to pricing quoted by the contractor. The contractor's invoice must show itemized pricing for both before-discount pricing and after-discount pricing.
- b. Upon request the contractor shall prepare 4.25" X 5.5" scratch pads made from scrap paper the County will supply. The contractor shall add top-glue for each pad at no cost to the County. The County shall pay only for labor; all other materials costs the contractor incurs to make the scratch pads from County scrap paper must be built into the per hour labor price quoted on the Vendor Response and Pricing Pages (item 4.20). Actual invoiced labor pricing shall be pro-rated to the quarter-hour. The contractor shall coordinate with the County regarding pick-up of scrap paper to be used in producing the scratch pads. If the contractor is local, the County office may decide to drop-off scrap paper at the contractor's place of business for making scratch pads. Delivery of finished pads shall be coordinated with the County.

#### 2.8. BILLING AND PAYMENT:

- 2.8.1. Payment will be made by the specific County office requesting service within thirty (30)



calendar days from receipt of a correct invoice.

- 2.8.2. The contractor and the County office will communicate appropriate contact and address information regarding submission of invoicing at the time of the order.
- 2.8.3. The contractor bears responsibility for correct invoicing, i.e., charging contract pricing as well as sending the invoice to the correct County office.
- 2.8.4. The contractor shall maintain accurate account records for County offices, and update the contractor's records in the event the County communicates the need for correction or other changes/updates.
- 2.8.5. All pricing shall conform to pricing quoted on the Vendor Response and Pricing Pages. Pricing shall be firm and fixed for the specific contract period. All prices shown on the Vendor Response and Pricing Pages must also include ANY AND ALL fees associated with set-up, clean-up, labor, pick-up of job request, delivery of completed job, and any other fee associated with completing the requirements for completing duplicating service. Pricing shall be quoted **FOB Destination Freight Prepaid and Allowed** (all freight, transportation and insurance costs shall be included in the quoted price to the County).

The contractor shall understand and agree that Boone County is tax exempt.

2.8.6.

**2.9. Employment of Unauthorized Aliens Prohibited:**

- 2.9.1. The contractor shall agree to comply with Missouri State Statute Section 285.530 in that the contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.
- 2.9.2. As a condition for the award of contract, the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor also shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with contracted services.
- 2.9.3. The contractor shall require each subcontractor to affirmatively state in its contract with the contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. The contractor shall also require each subcontractor to provide the contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

### 3. **Bidder's Instructions and Evaluation**

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- 3.1 **RESPONSE CONTENT:** It is the bidder's responsibility to submit a bid response that strictly conforms to the requirements stated in the RFB. Failure to adhere to all requirements may result in the bidder's response being disqualified as non-responsive. All bid responses must be submitted using the provided Vendor Response and Pricing Pages provided herein. Every question on the Vendor Response and Pricing Pages should be answered by the bidder, and if not applicable, the bidder should indicate "N/A."
- 3.2 **SUBMITTAL OF RESPONSES:** Responses MUST be received by the date and time noted on the title page under "Bid Submission Address and Deadline." NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Submittal Package:** Submit, to the location specified on the title page, **three (3) complete copies** of the bid response in a single sealed envelope, clearly marked on the outside with the bidder's company name and return address, the County RFB number, due date and time.
- 3.2.2. **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on the County's web page at [www.showmeboone.com](http://www.showmeboone.com), under the **Purchasing** menu.
- 3.3. **BID OPENING:** On the date and time and at the location specified on the title page under "Bid Opening," all bids will be opened in public. Brief summary information from each response will be read aloud.
- 3.3.1. **Removal from Vendor Database:** If any prospective bidder currently in the County's Vendor Database to whom the RFB was sent elects not to submit a bid and fails to reply in writing stating reasons for not bidding, that bidder's name may be removed from the County's Purchasing 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 bids. Minor irregularities or informalities in any bid which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with RFB conditions, may be waived at the County's 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 bid responses received which one is best suited to meet the County's needs at the lowest possible cost. The County's choice of a contractor(s) does not imply that one bidder is superior to another, but simply that in the County's judgment the vendor(s) selected appears to offer the best overall solution for the County's current

and anticipated needs at the lowest possible cost. See also paragraph 1.4 regarding “Award” herein.

- 3.5.1. **Method of Evaluation:** The County will evaluate submitted bid responses for responsiveness to requirements of the RFB and in terms of cost to the County as well as other factors stated in the RFB.
- 3.5.2. **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for the County’s use.
- 3.5.3. **Validity of Bid and Pricing:** The bidder’s response including pricing must remain valid for ninety (90) calendar days or until award, whichever comes first. If the bid response is accepted, the entire bid response including all pricing shall be held firm for the duration of the indicated contract period.
- 3.5.4. Boone County reserves the right to reject all bids, to waive informalities in bids, and to request clarification of bidders regarding their bid response.



**4. Vendor Response and Pricing Pages**

The bidder should submit three (3) complete copies of the bidder's bid response in a single-sealed envelope, clearly marked on the outside, left corner with the bidder's company name and return address, the Request for Bid number and the bid opening due date and time. In addition, the bidder shall complete the following as indicated below and submit said completed form with each copy of the bid response:

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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: \_\_\_\_\_

4.8. 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, including Boone County's Terms and Conditions, FOB Destination Freight Prepaid and Allowed. Further, the undersigned has read and understood all requirements, terms and conditions, and agrees that all of which are made part of the contract and any orders resulting thereunder. By submission of this bid response, the vendor certifies their compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.8.1. Authorized Representative (Sign By Hand):  
\_\_\_\_\_

4.8.2. Type or Print Signed Name:  
\_\_\_\_\_

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

4.9. **Cooperative Procurement:** Will the bidder honor the submitted prices and terms for purchase by other entities in Boone County, Missouri that participate in cooperative purchasing with Boone County, Missouri?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

4.10. **Subcontracted Work:** The bidder should address whether any work will be subcontracted or not. If any work will be subcontracted, then the bidder should identify what work will be subcontracted, also identifying the name of the subcontracted firm(s) and their location:

Subcontractor(s) will be used: (Circle) Yes - or - No

If "Yes" is circled, describe details about subcontractors below:

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

4.11 **Company History:**

Describe how long the vendor has been in the duplicating and printing business. The vendor should describe in the available space the company's background in provision of duplicating and printing services, e.g., when the company was founded, how long the company has been serving the national and Missouri markets, etc:

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

4.12 **Vendor's References:**

Provide at least three (3) references for whom the vendor has performed duplicating or printing services for in the past twenty-four (24) months:

• **Reference 1**

Company/Entity Name: \_\_\_\_\_

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

Contact's Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Services Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

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- **Reference 2**

Company/Entity Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact's Title: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone Number and Area Code: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Description of Services Furnished: \_\_\_\_\_  
Availability of Reference: \_\_\_\_\_

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- **Reference 3**

Company/Entity Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact's Title: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Telephone Number and Area Code: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Description of Services Furnished: \_\_\_\_\_  
Availability of Reference: \_\_\_\_\_

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4.13 **Regular Business Hours:** The bidder should describe the bidder's regular business hours, Mondays through Fridays: \_\_\_\_\_

4.14 **Emergency/Rush Service:** The bidder should describe below the vendor's emergency/rush policy to be followed in the event it becomes necessary for the respondent to work after hours, weekends or holidays to complete a job within twenty-four (24) consecutive hours after receipt of originals. This policy shall be exercised only upon County request.

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4.15 Describe any deviations from bid specifications (Vendors Note: Any deviation from any mandatory specification may render the bid nonresponsive and incapable for award.):

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<b>4.16 PRICING</b>														
<p><b><u>The bidder must price all items for the original and all renewal options as indicated.</u></b> The price quoted shall be firm and fixed for the identified item and, as applicable, the identified range of total copies ordered at the time of the single order, and shall include ANY AND ALL fees/costs associated with set-up, clean-up, labor, pick-up of job request, delivery of completed job, and any other fees/costs associated with completing duplicating and printing service as specified herein. Pricing shall be quoted <b>FOB Destination Freight Prepaid and Allowed</b> (i.e., all freight, transportation and insurance costs shall be included in the quoted price to the County).</p>			<b>1st Renewal July 1, 2019 through June 30, 2020</b>			<b>2nd Renewal July 1, 2020 through June 30, 2021</b>			<b>3rd Renewal July 1, 2021 through June 30, 2022</b>			<b>4th Renewal July 1, 2022 through June 30, 2023</b>		
<b>Submit a Firm, Fixed Price Per Each – Original Contract Period</b>			<b>Submit a Firm, Fixed Price Per Each - 1<sup>st</sup> Renewal Contract Period</b>			<b>Submit a Firm, Fixed Price Per Each – 2<sup>nd</sup> Renewal Contract Period</b>			<b>Submit a Firm, Fixed Price Per Each – 3<sup>rd</sup> Renewal Contract Period</b>			<b>Submit a Firm, Fixed Price Per Each – 4<sup>th</sup> Renewal Contract Period</b>		
1-100 copies (each)	101- 1,000 copies (each)	1,001- 5,000 copies (each)	1-100 copies (each)	101- 1,000 copies (each)	1,001- 5,000 copies (each)	1-100 copies (each)	101- 1,000 copies (each)	1,001- 5,000 copies (each)	1-100 copies (each)	101- 1,000 copies (each)	1,001- 5,000 copies (each)	1-100 copies (each)	101- 1,000 copies (each)	1,001- 5,000 copies (each)
<b>SPECIFICATION</b>														
<b>4.16.1. Sheet Size 8.5” x 11” - 20lb</b>														
4.16.1.1.	Black & White Simplex													
4.16.1.2.	Black & White Duplex													
4.16.1.3.	Color Simplex													
4.16.1.4.	Color Duplex													
<b>4.16.2. Sheet Size 8.5” x 11” - 24lb</b>														
4.16.2.1.	Black & White													



	Simplex															
4.16.2.2.	Black & White Duplex															
4.16.2.3.	Color Simplex															
4.16.2.4.	Color Duplex															
<b>4.16.3. Sheet Size 8.5" x 11" - 60lb</b>																
4.16.3.1.	Black & White Simplex															
4.16.3.2.	Black & White Duplex															
4.16.3.3.	Color Simplex															
4.16.3.4.	Color Duplex															
<b>4.16.4. Sheet Size 8.5" x 14" - 20lb</b>																
4.16.4.1.	Black & White Simplex															
4.16.4.2.	Black & White Duplex															
4.16.4.3.	Color Simplex															
4.16.4.4.	Color Duplex															
<b>4.16.5. Sheet Size 11" x 17" - 20lb</b>																
4.16.5.1.	Black & White Simplex															

4.16.5.2.	Black & White Duplex															
4.16.5.3.	Color Simplex															
4.16.5.4.	Color Duplex															
<b>ADDITIONAL OPTIONS</b>																
<b>- Price Per Each as a Firm, Fixed Add-On Price to the Base Duplication Price</b>																
<b>4.16.6. Colored Paper</b>																
4.16.6.1	Pastel															
4.16.6.2.	Astrobright															
<b>4.16.7. Cardstock</b>																
4.16.7.1.	Cardstock 65#															
4.16.7.2.	Colored Cardstock 65#															
4.16.7.3.	Cardstock 80#															
4.16.7.4.	Colored Cardstock 80#															
<b>4.16.8. Folding</b>																
4.16.8.1.	Half fold															

4.16.8.2.	Trifold																
<b>4.16.9.</b>	<b>Stapling</b>																
<b>4.16.10.</b>	<b>Collating</b>																
<b>4.16.11.</b>	<b>3-Hole Punch</b>																
<b>4.16.12. Padded</b>																	
4.16.12.1.	Pad of 50 sheets																
4.16.12.2.	Pad of 100 sheets																
<b>4.16.13. Binding (coil, wire or comb)</b>																	
4.16.13.1.	Up to 1" binding																
4.16.13.2.	1" to 2" binding																
<b>MISCELLANEOUS PRINTING SERVICE</b>																	
<b>4.16.14. Business Cards</b>																	
4.16.14.1.	Business Cards Price Per Box (box of 250) – White Linen																

	Using Black Ink															
4.16.14.2.	Business Cards Price Per Box (box of 500) – White Linen Using Black Ink															
4.16.14.3.	Business Cards, printed on white linen, using other than black ink – <u>Add-on Price To Above-Quoted Per Box Price of 250 cards</u>															
4.16.14.4	Business Cards, printed on white linen, using other than black ink – <u>Add-on Price To Above-Quoted Per Box Price of 500 cards</u>															
<b>4.16.15.</b>	<b>Envelopes</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>
4.16.15.1.	#10 Regular Envelopes															
4.16.15.2.	#10 Window Envelopes															
4.16.15.3	#10 Security Envelope															

<b>4.16.16.</b>	<b>Letterhead</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>	<b>1,000 copies</b>	<b>2,500 copies</b>	<b>5,000 copies</b>
4.16.16.1.	Letterhead on 8.5x11 white linen printed in black ink, 24#															
4.16.16.2.	Letterhead on 8.5x11 white linen printed in any color (except black ink), 24#															
<b>4.16.17.</b>	<b>Booklets, Brochures and Pads</b>	<b>1-99 copies</b>	<b>100- 250 copies</b>	<b>251- 500 copies</b>	<b>1-99 copies</b>	<b>100- 250 copies</b>	<b>251- 500 copies</b>	<b>1-99 copies</b>	<b>100- 250 copies</b>	<b>251- 500 copies</b>	<b>1-99 copies</b>	<b>100- 250 copies</b>	<b>251- 500 copies</b>	<b>1-99 copies</b>	<b>100- 250 copies</b>	<b>251- 500 copies</b>
4.16.17.1.	Stream Buffer Ordinance Fact Sheet Booklet  Price per each booklet															
4.16.17.2.	Brochure – Trifold  Price per each one-page tri-fold booklet															
4.16.17.3.	Brochure – Bi-fold  Price Per Four Page Booklet															
4.16.17.4.	Brochure – Bi-fold with Staple saddle stitch															

	Price Per Eight Page Booklet																		
4.16.17.5.	Brochure – Bi-fold with Staple saddle stitch  Price Per Twelve Page Booklet																		
4.16.17.6.	Brochure – Bi-fold with Staple saddle stitch  Price Per Sixteen Page Booklet																		
4.16.17.7.	Brochure – Bi-fold with Staple saddle stitch  Price Per Twenty Page Booklet																		
4.16.17.8.	Land Disturbance Inspection Checklist  Price per each 25- page booklet (i.e., 25 pages/sets of the 3-part form)																		
4.16.17.9.	Post Card Price per 4" X6"																		

	post card - black ink print both sides														
<b>OTHER FEES FOR REQUESTED SERVICE</b>															
4.18.	<b>Firm, Fixed Discount off All Other Duplication and Printing Services – Shall apply to current price list. The current price list must be submitted with the bid. Pricing shall remain the same for the original and all renewal options.</b>														
		%													
4.19.	<b>Emergency/Rush Surcharge: Quote a firm, fixed flat (across the board) fee that will be charged in the event the County requires emergency/rush duplication - any service. Pricing shall remain the same for the original and all renewal options.</b>														
		\$													
4.20.	<b>Firm, Fixed Per Hour Price for Labor for Miscellaneous Service</b>														
		\$	\$	\$	\$	\$									
		Initial Contract Period	1 <sup>st</sup> Renewal Contract Period	2 <sup>nd</sup> Renewal Contract Period	3 <sup>rd</sup> Renewal Contract Period	4 <sup>th</sup> Renewal Contract Period									



*(Please complete and return with Bid 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, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies that it and its principles:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
  - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause of default; and
- (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



## CERTIFICATION REGARDING LOBBYING

### *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

## Boone County Purchasing



Liz Palazzolo, Senior Buyer  
613 E. Ash St., Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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### 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, choose one of the three options that applies. 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*.

**COUNTY OF BOONE - MISSOURI  
 WORK AUTHORIZATION CERTIFICATION  
 PURSUANT TO 285.530 RSMo  
 (FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of \_\_\_\_\_ )  
 )ss  
 State of \_\_\_\_\_ )

My name is \_\_\_\_\_. I am an authorized agent of \_\_\_\_\_ (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

\_\_\_\_\_  
 Affiant Date

\_\_\_\_\_  
 Printed Name

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 Notary Public

**Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.**

**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.

**Option**

- \_\_\_\_\_ 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 following 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:



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

## ***Standard Terms and Conditions***

Liz Palazzolo, Senior Buyer  
Phone: (573) 886-4392 - Fax (573) 886-4390

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### **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 bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **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.
20. **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.

Revised 1/17/2018



**Boone County Purchasing**  
613 E. Ash St., Room 110  
Columbia, MO 65201

***“No Bid” Response Form***

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

**“NO BID RESPONSE FORM”**

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO 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 Boone County vendor list **for this service/commodity**, please remove this form and return it to the Purchasing Department by mail, e-mail or fax.

**Bid: 16-10MAY18 – Duplicating and Printing Services – Term and Supply**

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

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

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

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

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

Reason(s) for Not Bidding:

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