

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR LARGE FORMAT PRINTER/SCANNER – ACQUISITION AND POST-WARRANTY MAINTENANCE

RFP # 62-08NOV19

Release Date: 10/08/19

**Submittal Deadline:
November 08, 2019
not later than 2:00 P.M. CST**

**Boone County Purchasing
613 E. Ash Street
Columbia, Missouri 65201**

**Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting proposals in response to this Request for Proposals (RFP) for the following:

**RFP #: 62-08NOV19 – Large Format Printer/Scanner –
Acquisition and Post-Warranty Maintenance**

Sealed proposals will be accepted until **2:00 P.M. on Friday, November 08, 2019** in the Boone County Purchasing Office, Room 109, located at 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: lpalazzolo@boonecountymo.org.

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

***Insertion Date: Tuesday, October 08, 2019
COLUMBIA MISSOURIAN***



1. INSTRUCTIONS AND GENERAL CONDITIONS

- 1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
- 1.2 **Proposal Closing:** All proposals must be **delivered before 2:00 P.M. Central Time on Friday, November 08, 2019** to:
- Boone County Purchasing Department
Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201-4460
- 1.2.1 **The County will not accept any proposals received after 2:00 P.M.**
Late bids may be returned unopened if the vendor requests within ten (10) business days after bid opening. All returns will be made at the vendor's expense.
- 1.3 **Sealed Proposals Required:** Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed." No fax or electronic transmitted proposals will be accepted.
- 1.3.1 If the offeror chooses not to submit a proposal, please return the enclosed *No Bid Response Page* and note the reason.
- 1.4 **Copies:** The offeror is advised to submit one (1) original proposal, and two (2) copies of the proposal (for a total of three copies), plus an electronic copy of the original proposal on a thumb drive (USB memory stick).
- 1.5 **Proposal Opening:** Proposals will be opened publicly shortly after 2:00 P.M. on **November 08, 2019** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County's proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.

1.6 If the offeror has obtained this proposal document from the Boone County Purchasing Web Page or from a source other than the Boone County Purchasing Department, prior to submitting the proposal the offeror is advised to check with the Boone County Purchasing Department in order to ensure that the RFP solicitation package is complete, i.e., the offeror has all addenda and attachments as applicable. ***The Boone County Purchasing Department will not be responsible for providing RFP addenda if the vendor has not been added to the official Vendor list for this Request for Proposal.***

1.7 **Guideline for Written Questions:** *All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 P.M., October 31, 2019* (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Liz Palazzolo. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at <https://www.showmeboone.com/purchasing/bids/> (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org

1.8 **RFP Addenda:** In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if it is in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for sealed proposals for **Large Format Printer/scanner – Acquisition and Post-Warranty Maintenance** as set forth herein.

2.1.2 Organization: This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Work
- 4) Proposal Submission Information
- 5) Offeror Response/Pricing Page(s)
- 6) Certification Regarding Debarment
- 7) Certification Regarding Lobbying
- 8) Work Authorization Certification
- 9) “No Bid” Response Form
- 10) Boone County Standard Terms and Conditions

2.1.3 Purpose: Boone County, hereafter referred to as “County,” proposes to contract with an individual(s) or organization(s), hereinafter referred to as “contractor” for a contract for providing a large format printer/scanner, warranty coverage, and perform post-warranty maintenance as set forth herein for the Boone County Resource Management Department.



3. SCOPE OF WORK:

3.1 General Requirements:

3.1.1. The contractor shall provide a new large format printer/scanner, set-up of the large format printer/scanner to make it fully operational, provide on-site user training to the County, and on-going post-warranty maintenance and support in compliance with terms and specifications stated herein for the Boone County Resource Management Department at firm, fixed pricing quoted on the Vendor Response and Pricing Pages.

3.1.2. The following minimum requirements must be met by the large format printer/scanner provided by the contractor. The contractor shall provide one (1) Canon image PROGRAF TX-4000 MFP T36 Printer/scanner, compact all-in-one large format printer/scanner that includes the PROGRAF TX-4000 MFP printer, T36 scanner, RU-42 Multifunction Roll System, 2²/₃" Roll Holder Set, TX stacker, equal brand/model acceptable.

- a. Simultaneous Processing Capability: Allows scanning and printing to occur simultaneously
- b. Shall include the Multifunction Roll System option that allows a second roll option including 2²/₃" roll holders to allow the unit to use different paper types and sizes
- c. Printer Type/Technology: Minimum 5-Color 44-inch Printer/Photolithography, inkjet nozzle engineering, print head swath minimum 1.07"
- d. Printer Minimum Color Set: Pigment Ink (or equal): Matte Black, Black, Cyan, Magenta, Yellow.
- e. Print Resolution and Line Accuracy: Up to 2400×1200dpi maximum resolution and +/- 0.1% line accuracy.
- f. OS Compatibility: Windows® 7, 8.1, 10 (32/64bit) Windows® Server 2008 R2, 2012, 2012 R2, 2016 (64bit).
- g. Printer Standard Interface: USB 2.0 High-Speed 10/100/1000 Base-T/TX, Wireless LAN (IEEE 802.11 b/g/n): direct USB thumb drive printing
- h. Buffer / Ram: Minimum 128 GB (Virtual) 2 GB (Physical).
- i. Hard Drive: Minimum 500 GB.
- j. Media Width: Cut Sheet: Minimum 8"- 44"; Roll Feed: Minimum 8" - 44".
- k. Media Thickness: Cut Sheet: Minimum 0.07-0.8mm (2.8-31.4mil); Roll: Minimum 0.07 - 0.8 mm (2.8 - 31.4mil).

- l. Maximum Roll Print Length: Roll Feed: Minimum 59' (18 meters).
- m. Maximum Media Roll Outer Diameter: Maximum 6.7" (170mm).
- n. Borderless Printing Width (For Roll Media Only): Shall be able to accommodate multiple widths for example: 8", 10", 12", 14", 16" 17", 20", 24", 30", 36", 42", 44" B4 (10.12"/257 mm), A3 (11.69"/297 mm), A3+ (12.95"/329 mm), A2 (16.54"/420 mm), B2 (20.28"/515 mm), A1 (23.39"/594 mm), B1 (28.66"/ 728 mm), A0 (33.11"/841 mm), B0 (40.55"/1030 mm)
- o. Paper-Feed Method/Roll Feed: One Roll, Front-loading, Front Output
- p. Front Loading Manual Feed: One Roll, Front Output
- q. TX Stacker: Must include paper feed stacker and hold a minimum of 100 sheets of Arch C, D or E size. A paper floor bin feeder shall be deemed unacceptable
- r. Printer Languages: Multiple to include SGRaster, HPGL/2, HP-RTL, PDF, JPEG.
- s. Printer Noise Level: Operation: 51 dB (A) or less;
Standby: 35 dB (A) or less.
- t. Printer Physical Dimensions: Shall not exceed available floor space in Resource Management Department, e.g., 46.0" x 62.7" x 46.8" (Main unit and TX Stacker).
- u. Printer Electrical/Power Source: Shall be fully equipped with 120v Plug and meet UL standards; AC-100-240V (50-60Hz).
- v. Printer/Scanner Power Consumption: Maximum: 107W (in operation) and shall meet Energy Star recommendations/rating.
- w. Internet-Ready: The printer/scanner shall be Internet/Wi-Fi Ready.
- x. Printer Software that shall be included and loaded at no additional charge to the County:
 - i. Accounting Manager (or equal),
 - ii. Canon Print Service (or equal),
 - iii. Device Management Console (or equal),
 - iv. Direct Print & Share (or equal),
 - v. Free Layout Tool (or equal),
 - vi. Media Configuration Tool (or equal),
 - vii. PosterArtist Lite for Windows (or equal),
 - viii. Printer Driver Extra Kit for Windows/Mac (Free Print Utility Layout, Advanced Preview),
 - ix. Optimized Driver for AutoCAD (or equal),
 - x. Print Plug-in for Microsoft® (or equal), Word/Excel/PowerPoint® for Windows (or equal),
 - xi. and Quick Utility Toolbox (or equal).

- y. Printer Media Cutter with Dual Rotary Blade: Shall be equipped with durable dual rotary blade cutter at no additional cost for initial set-up.
- z. Other Features that must be included with the large format printer:
 - i. Power cords,
 - ii. sample heavy weight coated paper,
 - iii. adapters,
 - iv. print head,
 - v. maintenance cartridge,
 - vi. stacker,
 - vii. stand,
 - viii. 2”/3” core media spool,
 - ix. minimum 5-ink tanks (Matte Black, Black, Cyan, Magenta, Yellow),
 - x. Ethernet card,
 - xi. USB 2.0 high-speed interface,
 - xii. touch screen all-in-one control panel/monitor,
 - xiii. tools and screws,
 - xiv. user manual
 - xv. Quick set-up guide and other user instruction materials.
- aa. Print Speed: Minimum 147 D-sized prints per hour
- bb. User Job Storage: equipped with feature to distinguish and store user jobs
- cc. Scanner Requirements: Canon T36 or equal
- dd. Scanner with Digital Imaging/Contact Image Sensor (CIS) Technology, or equal
- ee. Digital color image capture minimum 48-bit RGB
- ff. Grayscale image capture minimum 16-bit
- gg. Colors: panchromatic monochrome, and black and white
- hh. Optimum object illumination through bi-directional extra long-life LED light system, or equal
- ii. Instant “on” scanning capability through bi-directional extra long-life LED light system, or equal
- jj. Maximum Resolution: 1,200 dpi (optical)
- kk. Scan Accuracy: Minimum +/- 0.1%, +/- 1 pixel
- ll. Maximum image width: 36”
- mm. Maximum media width: 38”
- nn. Scanning Speed: Up to 13” per second monochrome (16-bit @ 200 dpi), and up to 6” per second full color (48-bit @ 200 dpi)

- oo. Scanner USB 3.0 Interface: Minimum 75 Mbytes/second transfer rate
- pp. Scanner Document thickness: can scan a document that is up to .079” (2mm) maximum thickness
- qq. Scanner Paper path: Straight, face up/front load/ rear exit
- rr. Scanner Software: USB drive SmartWorks MFP or equal software shall be included; shall include customizable background presets, scan to multiple page pdf, ability to mark-up documents on the monitor, and show real-time preview.
- ss. Other features that shall be included with the scanner:
 - i. all-in-one Touch Screen computer with monitor (e.g., 15.6” size),
 - ii. power cord,
 - iii. power supply,
 - iv. USB 3.0 cable,
 - v. Ethernet cable,
 - vi. stand,
 - vii. paper guides,
 - viii. document return guides,
 - ix. user manual,
 - x. quick-start guide,
 - xi. and calibration target.
- tt. File Formats: Shall be able to work with following formats at minimum TIFF Group IV compressed (.tif file), FIFF, JPEG, G4 & PDF

3.1.3 Consumable Supplies: The contractor shall provide consumable supplies such as a print head maintenance cartridge, ink tanks, print heads, cutter blades, and roll paper as requested at pricing shown on the Vendor Response and Pricing Pages. The County will buy consumable supplies during the one-year warranty period but will cease purchasing consumable supplies once the County shifts to post-warranty coverage which requires the contractor’s provision of consumable supplies.

- a. The contractor shall provide roll paper in 36” width and 42” width, a minimum 300’ long, on either a 2” or 3” core. The Resource Management Department does not need 11X17 or mylar paper stock.

3.1.4 Delivery: The contractor shall deliver and set-up the large format printer/scanner preferably within thirty (30) calendar days of receipt of the order from the County, or as otherwise indicated on the Vendor Response and Pricing Pages. Consumable items shall be delivered within five (5) business days of receipt of the order from the County, or as otherwise indicated on the Vendor Response and Pricing Pages. Delivery shall be to this address:

- a. The large format printer/scanner shall be delivered to the County with all manufacturer's materials such as an Owner's Manual and other operating and maintenance instructions.
- 3.1.5 **Warranty:** The contractor shall provide a minimum one-year that shall include all parts, labor and on-site service including travel to and from the Resource Management office. During the warranty period, the contractor shall replace any defective products or products that fail to meet identified requirements and make necessary repairs and service at no additional cost to the County. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County. The County will be purchasing consumable supplies during the warranty period.
 - 3.1.6 **Post-Warranty Maintenance:** The contractor shall perform post-warranty maintenance for the County in accordance with the following requirements:
 - a. After the warranty described in section 3.1.5 above expires, the contractor shall provide full service post-warranty maintenance that shall include all service including preventive and remedial maintenance/routine repair on the large format printer/scanner including system software. Supplies that must be included as part of post-warranty maintenance at no additional cost to the County shall include print head maintenance cartridge(s), ink tanks, print heads, cutter blades, and roll paper.
 - b. Regarding non-routine repair problems, the contractor must first consult with the County prior to starting any work. Non-routine repair is not considered covered by the monthly maintenance price and may be charged by the contractor after approval by the County at the quoted hourly rate plus parts, materials, and supplies costs as shown on the Vendor Response and Pricing Pages.
 - 3.1.7 **Response Time for Warranty and Post-Warranty Tasks:** The contractor must respond within 24-hours after the County's initial request for service if the call is made Mondays-Thursdays, and by the next business day if the call is placed on a Friday.
 - a. Call-Back Response Time: The contractor must provide a "call back" response to hardware and software maintenance calls within four business (4) hours after the call is placed. Once it has been mutually determined that a service technician is required on-site for maintenance services, the contractor must respond with service personnel on-site within eight (8) business hours.
 - 3.1.8 **Training:** At no additional cost to the County, the contractor must provide all training on-site required for successful operation of the equipment, including training materials that may benefit County staff learning how to use and trouble-shoot the large format printer/scanner prior to placing a service request.
 - 3.1.9 **Billing and Payment:** Payment will be made within thirty (30) calendar days from receipt of a correct statement. 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.

a. No other costs shall be paid by the County. 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.

b. The contractor shall send invoices to:

Resource Management Department
801 E. Walnut, Room 315
Columbia, Missouri 65201-7732

c. The contractor shall invoice in accordance with pricing shown on the Vendor Response and Pricing Pages. Itemization on the invoice shall adhere to applicable unit pricing in effect at the time of the invoice. Invoices shall identify the following at minimum.

- i Contractor name;
- ii Billing point of contact, address, phone number and e-mail;
- iii Remittance address
- iv Invoice date;
- v Invoice Number or unique identifier;
- vi Boone County Contract Number;
- vii Purchase Order Number;
- viii Account/Customer Name;
- ix Contract line item number with description, quantity, unit of measure, contract unit price, and extended price by line item;
- x Total invoice amount
- xi Payment terms that shall comply with contract terms

3.1.10 Trade-In Pricing: And trade-in pricing offered to the County shall be subtracted from the purchase price of the large format printer/scanner. The County shall pay the contractor the resulting total for acquisition of the large format printer/scanner.

3.2 Other Requirements:

3.2.1 Replacement of Damaged Product: The contractor shall be responsible for replacing any item received in damaged condition at no cost to the County. This includes all shipping costs for returning non-functional items to the contractor for replacement.

3.2.2 Return of Goods: The contractor shall agree that the County may cancel any purchase at any time and receive a full credit. The County shall not cancel an order without cause.

3.2.3 Product Substitutions: The contractor shall not substitute any item(s) that has been awarded to the contractor without the prior written approval of the Boone County Purchasing Department.

a. In the event an item becomes unavailable, the contractor shall be responsible for providing a suitable substitute item. The contractor's failure to provide an acceptable substitute may result in cancellation or termination of the contract.

- b. Any item substitution must be a replacement of the contracted item with a product of equal or better capabilities and quality, and with equal or lower pricing. The contractor shall understand that the County reserves the right to allow the substitution of any new or different product/system offered by the contractor. The County shall be the final authority as to acceptability of any proposed substitution.
 - c. Any item substitution shall require a formal contract amendment authorized by the County prior to the County acquiring the substitute item under the contract.
 - d. The County may choose not to compel an item substitution in the event requiring a substitution would be deemed unreasonable in the sole opinion of the County. The contractor shall not be relieved of substituting a product in the event of manufacturer discontinuation or other reason simply for reasons of unprofitability to the contractor.
- 3.2.4 Estimated Quantities: The quantities indicated in this Request for Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. The County makes no guarantees about single order quantities or total aggregate order quantities.
- 3.2.5 Contract Period: The contract period shall be from **Date of Award through One Year**. The contract may be renewed at the sole option of the County for an additional **six (6)** one-year periods, or any portion thereof for on-going post-warranty maintenance. The County reserves the right to terminate the contract at any time, for the convenience of the County, 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 the County pursuant to the contract prior to the effective date of termination.
- 3.2.6 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 and Pricing Pages 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 percent of increase for the applicable renewal period stated on the Vendor Response and Pricing Pages of the contract.
 - c. If renewal percentages are not provided, then prices for the renewal period(s) shall be the same as during the initial/original contract period. All pricing adjustments shall be calculated using the initial/original pricing.
 - d. All prices shall be as indicated on the Vendor Response and Pricing Pages. The County shall not pay nor be liable for any other additional costs including but not limited to taxes,

shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

- 3.2.7 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.
- 3.2.8 Reports: Upon request, at no cost to the County, the contractor shall prepare and submit a written report indicating purchases made by the County off the contract.
- 3.2.9 Cancellation: The County reserves the right to cancel the contract without cause by giving not less than thirty (30) calendar days prior notice to the contractor in writing of the intention to cancel, or with cause, if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of the contract may be considered a material breach of contract and must be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow the contractor reasonable opportunity to cure material breach but is not required to do so.
- 3.2.10 Fiscal Non-Funding Clause: In the event sufficient budgeted funds are not available for a new fiscal period, the County must notify the provider of such occurrence and the contract must terminate on the last day of the current fiscal period without penalty or expense to the County.
- 3.2.11 Insurance Requirements: The contractor shall not commence work under the contract until the contractor has obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All policies shall be in amounts, form and from companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.
- a. **Compensation Insurance**: The contractor shall carry and maintain during the life of the contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under the contract at the site of the work is not protected under the Worker's Compensation Statute, the contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
 - b. **Comprehensive General Liability Insurance**: The contractor shall carry and maintain during the life of the contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by the contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under the contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any

- one occurrence covering both bodily injury and property damage, including accidental death. If the contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- c. The contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the contractor in fulfilling the terms of the contract during the life of the contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.
 - d. **Commercial Automobile Liability:** The contractor shall maintain during the life of the contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
 - e. **Proof of Carriage of Insurance:** The contractor shall furnish the County with Certificate(s) of Insurance which names the County as an additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
 - f. **Indemnity Agreement:** To the fullest extent permitted by law, the contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of the contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with vendor or a subcontract for part of the services), of anyone directly or indirectly employed by vendor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require the contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
 - g. Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.
 - h. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

- i. The contractor shall facilitate adding the County of Boone as a Certificate holder and forward to this address:

Certificate Holder address:

County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201



4. PROPOSAL SUBMISSION INFORMATION

4.1. SUBMISSION OF PROPOSALS:

4.1.1 When submitting a proposal, the offeror should include the **original and two (2) copies for a total of three (3) copies. The offeror should also include an electronic copy of the proposal on a removable storage drive.**

a. The offeror must submit the proposal to:

Boone County Purchasing Department
Attn: Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, MO 65201

b. The proposals must be delivered no later than **2:00 P.M. on Friday, November 08, 2019.** Proposals will not be accepted after this date and time.

4.1.2 **Terms and Conditions:** The offeror agrees that by submitting an offer, Boone County's Terms and Conditions as incorporated herein must become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the County must govern.

4.1.3 Note: the terms "offeror" and "vendor" are used interchangeably herein and mean the same.

4.2 ORGANIZATION OF PROPOSAL:

4.2.1 To facilitate the evaluation process, the offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The offeror is advised that the proposal should, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.2.2 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.3 OFFEROR'S CONTACTS WITH PURCHASING:

4.3.1 Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.4 VALIDITY OF PROPOSAL RESPONSE:

4.4.1 Offerors must agree that proposals must remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

4.5 EVALUATION OF PROPOSALS

4.5.1 Evaluation and Award Process: After determining a responsible offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal. The evaluation will include an assessment of cost, the offeror's experience, expertise and reliability, and proposed method for providing warranty and post-warranty maintenance.

4.5.2 In order to conduct an evaluation of proposals, the vendor is advised to complete the Offeror Response Page, all parts, and to return the completed pages with the vendor's proposal. Failure to provide information necessary to evaluate the vendor's response may render the proposal incapable of award consideration. The County is not obligated to obtain information necessary for evaluation from the vendor. When evaluating responses, the County reserves the right to consider relevant information and fact, whether gained from the response, from a vendor, from the vendor's references, or from any other source.

4.5.3 After an initial evaluation process, a question and answer interview may be conducted with the offeror, if deemed necessary by the County. In addition, the offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost must be at the offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.5.4 Competitive Negotiation of Proposals: The offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions must apply:

- a. Negotiations may be conducted in person, in writing, or by telephone.
- b. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.

- c. Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- d. The mandatory requirements of the Request for Proposal must not be negotiable and must remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.5.5 Evaluation of the Offeror's Experience, Expertise and Reliability: Experience, expertise, and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP and outlines the expertise of key personnel who will be assigned tasks to perform for Boone County.

- a. Qualifications Statement/References/Certifications/Licenses: The offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP.
- b. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
- c. Name other businesses or preferably any government agencies/municipalities for which the vendor has provided similar services in the last three (3) years and provide a current contact name, email address and phone number for each account.
- d. The offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- e. The offeror should identify which manufacturers of large format Printers/Scanner for which the offeror is an authorized manufacturer representative/distributor.

4.5.6 Evaluation of the Vendor's Proposed Method of Performance and Sample Inspection: Proposals will be subjectively evaluated based on the offeror's distinctive plan for performing the requirements of the RFP. Therefore, the offeror should present a written narrative, which demonstrates the method or manner in which the offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action. The County will be evaluating the offeror's adherence to mandatory performance requirements as well as other features of the offeror's proposed approach to performing the work described herein.

- a. Offerors are cautioned about the use of specific words in the RFP. Where the words “must” or “shall” are used, they signify a required minimum function of system capacity that will heavily impact the offeror’s final response rating. Where the words “should,” “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the offeror’s final response rating.
- b. The offeror has discretion regarding presentation of the proposed method of performance; however, the offeror should address each specific paragraph and subparagraph of the specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, & et cetera the requirements will be satisfied.

4.5.7 Rejection / Withdrawal of Proposals Response:

- a. Rejection of Proposals: The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with offerors and to accept the proposal deemed to be in the best interest of the County.
- b. Withdrawal of Proposals: Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.
- c. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.



5. OFFEROR RESPONSE AND PRICING PAGES

In compliance with this Request for Proposal and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's company in a contract with the County.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Contact Name and E-Mail Address to receive documents for electronic signature:

NOTE: The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

Cooperative Procurement: The vendor should indicate by checking "Yes" or "No" in the indicated space if the vendor will honor the submitted prices and terms for purchase by other entities in Boone County that participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

(Continued on next page)

5.1. PRICING:

The offeror must submit a firm, fixed price below for all line items. The pricing for the large format printer/scanner must include the optional Multifunction Roll System option (or equal) and 2”/3” Roll Holder Set. All pricing must include all necessary hardware and software as specified herein, and pricing must be quoted FOB Destination Freight Prepaid and Allowed which means the County will not pay insurance, freight and shipping charges separately – said charges must be built into quoted pricing.

The total estimated purchase quantity for each line item below is 1.

<u>LINE ITEM</u>	<u>LINE ITEM DESCRIPTION</u>	<u>FIRM, FIXED TOTAL PRICE PER EACH</u>
5.1.1	<p>All-in-one Large Format Printer/Scanner Brand reference: Canon image PROGRAF TX-4000 MFP T36, or equal Shall include the optional Multifunction Roll System option (or equal), the 2”/3” Roll Holder Set, and the TX stacker.</p> <p>Identify below specifics about the large format printer/scanner being proposed:</p> <p>Brand:</p> <p>_____</p> <p>_____</p> <p>Model/SKU #:</p> <p>_____</p> <p>_____</p> <p>Size/Dimensions of Large Format Printer/Scanner Unit/Footprint:</p> <p>_____</p> <p>_____</p> <p>If not bidding the Canon image PROGRAF TX-4000 MFP T36 Large Format Printer/Scanner then complete Exhibit A to show comparison between the model being bid and the Canon image PROGRAF TX-4000 MFP T36 Large Format Printer/Scanner</p>	<p>\$ _____</p> <hr/> <p>Per Each – Total</p>
5.1.2	Replacement Cutter Dual Edge Blade	<p>\$ _____</p> <hr/> <p>Per Each</p>

- | | | |
|--------|---|----------|
| 5.1.3 | Replacement Maintenance Cartridge | \$ |
| | | _____ |
| | | Per Each |
| | | |
| 5.1.4 | Replacement Print Head – PF06 (or equal) | \$ |
| | | _____ |
| | | Per Each |
| | | |
| 5.1.5 | Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 160 ml size | \$ |
| | | _____ |
| | | Per Each |
| | | |
| 5.1.6 | Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 330 ml size | \$ |
| | | _____ |
| | | Per Each |
| | | |
| 5.1.7 | Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 700 ml size | \$ |
| | | _____ |
| | | Per Each |
| | | |
| 5.1.8 | Roll paper, matte finish, white, 20# bond, 36"X300', 2"/3" core | \$ |
| | | _____ |
| | | Per Each |
| | Describe paper below: | |
| | _____ | |
| | | |
| 5.1.9 | Roll paper, matte finish, white, 20# bond, 42"X300', 2"/3" core | \$ |
| | | _____ |
| | | Per Each |
| | Describe paper below: | |
| | _____ | |
| | | |
| 5.1.10 | Trade-In Deduction for Oce Plotwave 300: | |
| | Quote Firm, Fixed Total Deduction for Trade-In of Oce Plotwave 300 | |
| | The Oce Plotwave is 8 years old – its usage history is shown in Attachment Two | |

\$

Total Deduction to be subtracted from the total price for the large format printer/scanner quoted for line item 5.1.1.

5.1.11 **Trade-In Deduction for HP Designjet 4500ps:**

Quote Firm, Fixed Total Deduction For Trade-In of HP Designjet 4500ps

The HP Designjet 4500ps is 12 years old and it has not been exclusively used by Resource Management's use within that period. It is currently out of service showing a 43:10 error code. Printing history shows 265,220.46 square feet have been produced.

\$

Total Deduction to be subtracted from the total price for the large format printer/scanner quoted for line item 5.1.1.

\$

5.1.12 Firm, fixed price per hour labor – regular business hours (8:00 A.M.-5:00 P.M. Mondays through Fridays excluding holidays) for non-routine repair service on-site

Per Hour – Regular Hours

_____%

5.1.13 Firm, fixed Mark-Up over cost for repair parts, materials and supplies for non-routine repairs

\$

5.1.14 **Post-Warranty Preventive Maintenance:**
Per Square Foot
Range: 0'-12,000' square feet used annually

Per Square Foot
0'-12,000' square feet used annually

\$

5.1.15 **Post-Warranty Preventive Maintenance:**
Per Square Foot
Range: 12,001' – 16,000'
Used Annually

Per Square Foot
12,001'-16,000' square feet used annually

5.1.16	Post-Warranty Preventive Maintenance: Per Square Foot Range: 16,001' – 20,000' Used Annually	\$ Per Square Foot 16,001' - 20,000' square feet used annually
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5.1.17	Post-Warranty Preventive Maintenance: Per Square Foot Range: 20,001' -24,000' Used Annually	\$ Per Square Foot 20,001' - 24,000' square feet used annually
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5.1.18 Renewal Options Price Adjustments:

The County shall have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of six (6) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the initial contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If the bidder quotes 0% percentage or leaves the line blank, the County shall have the right to execute the option at the same price(s) proposed for the initial contract period.

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

All percentages must be applied to the firm pricing quoted for the initial contract period. The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

**5.1.18.1 Renewal Option Percentage Price Adjustment
1st Renewal Period**

_____ % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: _____ OR Minimum Decrease: _____

**5.1.18.2 Renewal Option Percentage Price Adjustment
2nd Renewal Period**

_____ % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: _____ OR Minimum Decrease: _____

**5.1.18.3 Renewal Option Percentage Price Adjustment
3rd Renewal Period**

_____ % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: _____ OR Minimum Decrease: _____

**5.1.18.4 Renewal Option Percentage Price Adjustment
4th Renewal Period**

_____ % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: _____ OR Minimum Decrease: _____

**5.1.18.5 Renewal Option Percentage Price Adjustment
5th Renewal Period**

_____ % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: _____ OR Minimum Decrease: _____

**5.1.18.6 Renewal Option Percentage Price Adjustment
6th Renewal Period**

_____ % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: _____ OR Minimum Decrease: _____

5.2 **Vendor's Experience, Expertise and Reliability:**

The evaluation of the vendor's proposed experience, expertise, and reliability must 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.

Failure to submit requested information may negatively impact the evaluation of the proposal. The County is under no obligation to obtain information from the vendor not submitted with the proposal that may impact the subjective evaluation of the vendor's proposal.

5.2.1 **Company History:** The vendor should describe in the available space the company's background in selling and supporting large format printer/scanners, e.g., when the company was founded, how long the company has been serving the national and Missouri market, et cetera:

5.2.2 **Authorized Representative:** Identify the manufacturer lines of large format printer/scanners (e.g., Canon, Ricoh, etc.) for which the offeror an authorized representative:

5.2.3 **Vendor's References:**

Provide at least two (2) references for whom the vendor has performed parking lot ore related repair service for in the past twelve (12) months:

- **Reference 1**

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: _____

=====

• **Reference 2**

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: _____

5.2.4

Personnel Expertise Summary – Warranty and Post-Warranty Maintenance:

Expertise of **key personnel** who will be assigned tasks as defined herein will be considered in the subjective evaluation of proposals. The vendor should identify the names and provide a brief description of the background, work experience, applicable educational degrees and certification, of key personnel who will be assigned to perform warranty and post-warranty maintenance for the County. Identify the title the staff person will be assigned under the prospective contract.

Personnel	Background and Expertise of Personnel
1. _____ (Name)	

(Title)	
2. _____	
(Name)	

(Title)	

3. _____
(Name)

(Title)

4. _____
(Name)

(Title)

5.3 Performance Methodology:

Delivery and Set-Up Timeframe:

5.3.1 **Delivery and set-up of large format printer/scanner:** The desired delivery is 30 calendar days after the receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: _____ calendar days ARO.

5.3.2 **Delivery of consumables for large format printer/scanner:** The desired delivery is five (5) business days after the receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: _____ calendar days ARO.

5.3.3 **Warranty:**

A one-year warranty is required. If the offeror's initial warranty is longer, then the offeror should state the warranty period for the large format printer/scanner which shall cover all parts and labor during the specified warranty period. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County:

Warranty on Parts: _____

Warranty on Labor: _____

5.3.4 **Preventative Maintenance:**

Describe in the available space the offeror's proposed preventative maintenance routine that will be performed for the County:

5.3.5 **Primary Contact Information:** Provide the contact name, phone number and e-mail for scheduling services and on-going project communication, and their times of availability (e.g., M-F, 8AM-5PM CT):

5.3.6 **Other Features:** Describe other features of the offeror's large format printer/scanner, and warranty and post-warranty maintenance that the offeror believes would be of interest to the County as it evaluates the vendor's response:

EXHIBIT A

ONLY COMPLETE IF NOT OFFERING THE CANON Image PROGRAF TX-4000 MFP T36 Large Format Printer/Scanner

Large Format Printer/Scanner Requirements:		<i>The offeror is to Describe in the available space by each specification how the large format Printer/Scanner that is proposed meets the minimum requirements. If not completed with the offer, the offeror shall complete at the request of the Purchasing Department within five (5) business days of the request or the proposal may be determined to be unacceptable:</i>
Identify Brand and Model being offered	Brand:	Model:
Identify in the space to the right that the brand/model being proposed is a compact, all-in-one large format printer that includes a scanner		
3.1.2(a)	Simultaneous Processing Capability	Allows scanning and printing to occur simultaneously
3.1.2(b)	Includes Multifunction Roll System	Allows a second roll option including 2”3” roll holders to allow the unit to use different paper types and sizes:
3.1.2(c)	Printer Type/Technology	Minimum 5-Color 44-inch Printer/Photolithography, inkjet nozzle engineering, print head swath minimum 1.07”:
3.1.2(d)	Printer Minimum Color Set	Pigment Ink (or equal): Matte Black, Black, Cyan, Magenta, Yellow:

3.1.2(e)	Print Resolution and Line Accuracy	Up to 2400×1200dpi maximum resolution and +/- 0.1% line accuracy:
3.1.2(f)	OS Compatibility	Windows® 7, 8.1, 10 (32/64bit) Windows® Server 2008 R2, 2012, 2012 R2, 2016 (64bit):
3.1.2(g)	Printer Standard Interface	USB 2.0 High-Speed 10/100/1000 Base-T/TX, Wireless LAN (IEEE 802.11 b/g/n): direct USB thumb drive:
3.1.2(h)	Buffer / Ram	Minimum 128 GB (Virtual) 2 GB (Physical):
3.1.2(i)	Hard Drive	Minimum 500 GB:
3.1.2(j)	Media Width	Cut Sheet: Minimum 8" - 44" Roll Feed: Minimum 8" - 44":
3.1.2(k)	Media Thickness	Cut Sheet: Minimum 0.07-0.8mm (2.8-31.4mil) Roll: Minimum 0.07 - 0.8 mm (2.8 - 31.4mil):
3.1.2(l)	Maximum Roll Print Length	Roll Feed: Minimum 59' (18 meters):

3.1.2(m)	Maximum Media Roll Diameter	Maximum 6.7" (170mm):
3.1.2(n)	Borderless Printing Width (For Roll Media Only)	Shall be able to accommodate multiple widths for example: 8", 10", 12", 14", 16", 17", 20", 24", 30", 36", 42", 44" B4 (10.12"/257 mm), A3 (11.69"/297 mm), A3+ (12.95"/329 mm), A2 (16.54"/420 mm), B2 (20.28"/515 mm), A1 (23.39"/594 mm), B1 (28.66"/ 728 mm), A0 (33.11"/841 mm), B0 (40.55"/1030 mm):
3.1.2(o)	Paper-Feed Method/Roll Feed	One Roll, Front Output
3.1.2(p)	Front Loading Manual Feed:	One Roll, Front Output
3.1.2(q)	Stacker	Must include paper feed stacker and hold minimum of 100 sheets of Arch C, D, or E size. A paper floor bin feeder shall be deemed unacceptable:
3.1.2(r)	Printer Languages	Multiple to include SGRaster, HPGL/2, HP-RTL, PDF, JPEG:
3.1.2(s)	Printer Noise Level	Operation: 51 dB (A) or less Standby: 35 dB (A) or less:
3.1.2(t)	Print Physical Dimensions	Shall not exceed available floor space in Resource Management Department, e.g., 46.0" x 62.7" x 46.8" (Main unit and TX Stacker):

3.1.2(u)	Printer Electrical/Power Source	Shall be fully equipped with 120v Plug and meet UL standards; AC-100-240V (50-60Hz):
3.1.2(v)	Printer/Scanner Power Consumption	Maximum: 107W (in operation) and shall meet Energy Star recommendations/rating:
3.1.2(w)	Internet-Ready	Shall be Internet/Wi-Fi Ready
3.1.2(x)	Printer Software Included at No Additional Charge to County	Accounting Manager (or equal), Canon Print Service (or equal), Device Management Console (or equal), Direct Print & Share ⁶ (or equal), Free Layout Tool (or equal), Media Configuration Tool (or equal), PosterArtist Lite for Windows (or equal), Printer Driver Extra Kit for Windows/Mac (Free Print Utility Layout, Advanced Preview), Optimized Driver for AutoCAD (or equal), Print Plug-in for Microsoft® (or equal), Word/Excel/PowerPoint® for Windows (or equal), and Quick Utility Toolbox (or equal):
3.1.2(y)	Printer Media Cutter with Dual Rotary Blade	Shall be equipped with durable dual blade cutter at no additional cost for initial set-up:
3.1.2(z)	Other features to be included with Printer – put a check-mark by each feature in the right column	i. <input type="checkbox"/> Power cords, ii. <input type="checkbox"/> sample heavy weight coated paper,

		<ul style="list-style-type: none"> iii. <input type="checkbox"/> adapters, iv. <input type="checkbox"/> print head, v. <input type="checkbox"/> maintenance cartridge, vi. <input type="checkbox"/> stacker, vii. <input type="checkbox"/> stand, viii. <input type="checkbox"/> 2”/3” core media spool, ix. <input type="checkbox"/> minimum 5-ink tanks (Matte Black, Black, Cyan, Magenta, Yellow), x. <input type="checkbox"/> Ethernet card, xi. <input type="checkbox"/> USB 2.0 high-speed interface, xii. <input type="checkbox"/> touch screen all-in-one control panel/monitor, xiii. <input type="checkbox"/> tools and screws, xiv. <input type="checkbox"/> user manual xv. <input type="checkbox"/> Quick set-up guide and other user instruction materials.
3.1.2(aa)	Print Speed	Shall produce a minimum 147-D sized prints an hour:
3.1.2(bb)	User Job Storage	Equipped with feature to distinguish and store user jobs:
3.1.2(cc)	Scanner Requirement	Brand/Model:

3.1.2(dd)	Digital Imaging/Contact Image Sensor Technology	Scanner is equipped with this technology:
3.1.2(ee)	Digital color image capture minimum 48-bit RGB	Scanner is equipped with this technology:
3.1.2(ff)	Grayscale image capture minimum 16-bit	Scanner is equipped with this technology:
3.1.2(gg)	Colors: panchromatic, monochrome, and black and white	Scanner meets:
3.1.2(hh)	Optimum object illumination through bi-directional extra long-life LED light system, or equal	Scanner is equipped with this technology:
3.1.2(ii)	Instant "on" scanning capability through bi-directional extra long-life LED light system, or equal	Scanner is equipped with this technology:
3.1.2(jj)	Maximum Resolution: 1,200 dpi (optical)	Scanner meets:
3.1.2(kk)	Scan Accuracy: Minimum +/-0.1%, +/- 1 pixel	Scanner meets:

3.1.2(ll)	Maximum image width: 36"	Scanner meets:
3.1.2(mm)	Maximum media width: 38"	Scanner meets:
3.1.2(nn)	Scanning Speed: Up to 13" per second monochrome (16-bit @ 200 dpi), and up to 6" per second full color (48-bit @ 200 dpi):	Scanner meets:
3.1.2(oo)	Scanner USB 3.0 Interface	Scanner meets:
3.1.2(pp)	Scanner document thickness	Can scan a document that is up to .079" (2 mm) maximum thickness:
3.1.2(qq)	Scanner paper path	Straight, face-up/front load/rear exit:
3.1.2(rr)	Scanner software	USB drive SmartWorks MFP or equal software shall be included; shall include customizable background presets, scan to multiple page pdf, ability to mark-up documents on monitor, and show real-time preview:
	Other features included with Scanner – put a	i. <input type="checkbox"/> all-in-one Touch Screen computer

3.1.2(ss)	check-mark by each in column to the right	<p>with monitor (e.g., 15.6" size),</p> <ul style="list-style-type: none"> ii. <input type="checkbox"/> power cord, iii. <input type="checkbox"/> power supply, iv. <input type="checkbox"/> USB 3.0 cable, v. <input type="checkbox"/> Ethernet cable, vi. <input type="checkbox"/> stand, vii. <input type="checkbox"/> paper guides, viii. <input type="checkbox"/> document return guides, ix. <input type="checkbox"/> user manual, x. <input type="checkbox"/> quick start guide, xi. <input type="checkbox"/> calibration target.
3.1.2(tt)	File formats: Shall be able to work with the following formats at minimum TIFF Group IV compressed (.tif file), FIFF, JPEG, G4, & PDF:	Scanner meets:

(The offeror should complete and return with the proposal)

**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 must attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

(The offeror should complete and return with the proposal)

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.

Offeror Signature

Date

Liz Palazzolo
Senior Buyer



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

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 offeror 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:

<https://www.e-verify.gov/>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if the contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that the offeror completed when enrolling. For access to the form and related information please go to:

<https://www.e-verify.gov/employers>

If the offeror is an Individual/Proprietorship, then the offeror must return the attached *Certification of Individual Offeror*. On that form, the offeror 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 Offeror*. If the offeror chooses option number two, then the offeror will also need to complete and return the attached form *Affidavit*.

(The offeror should complete and return with the proposal)

**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 _____
_____(Offeror). 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 hereto.

Furthermore, all subcontractors working on this contract must affirmatively state in writing in
their contracts that they are not in violation of Section 285.530.1, must 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

CERTIFICATION OF INDIVIDUAL OFFEROR

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.

Options

- ____ 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 must 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 Offeror (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:



"No Bid" Response Form

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

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

"NO BID RESPONSE FORM"

NOTE: THE VENDOR SHOULD 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 Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail, e-mail or fax.

Bid: RFP #62-08NOV19 Large Format Printer/Scanner

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Submitting Proposal Response :

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. Offerors 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 the offeror, 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 offeror responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify the offeror 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

End of Document