



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

Bid Data

Bid Number: **30-15JUL20**

Commodity Title: **LARGE FORMAT PRINTER/SCANNER –
ACQUISITION AND POST-WARRANTY REPAIR
SERVICE AND SUPPORT**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Wednesday, July 15, 2020**

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.

Direct Bids To: **E-Mail Responses Only – See Below:**

The County is allowing submission of bids via e-mail during the COVID-19 pandemic. The bidder is allowed to submit their complete authorized bid by sending it by the indicated bid submission due date and time to:

Liz Palazzolo, Senior Buyer
lpalazzolo@boonecountymo.org

The bidder should provide identification that authenticates the legitimacy of the bid with the e-mail submission such as using company letterhead, logos, or other detail.

The bidder is cautioned that the e-mail system is not considered secured and the bidder so assumes all risk associated with submission of their bid using the e-mail system – the County assumes no responsibility for any errors, omissions or other miscommunication the bidder may allege as a result of submitting their bid to the County via e-mail.

Bid Opening

Day / Date: **Wednesday, July 15, 2020**

Time: Shortly after the Bid Submission Deadline Stated Above

Bid Tabulation – available on-line

<https://www.showmeboone.com/purchasing/bids/>

Bid Contents

1. **Introduction and General Conditions of Bidding**
2. **Scope of Work**
3. **Bidder's Instructions and Evaluation**
4. **Vendor's Response and Pricing Pages**
 - **Certification Regarding Debarment**
 - **Certification Regarding Lobbying**
 - **Work Authorization Certification**
 - **Standard Terms and Conditions**
 - **"No Bid" Response Form**



1. Introduction and General Conditions of Bidding

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. 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 Office of the Assessor.

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 bid, but which do not submit a response, have no obligations with respect to the bid 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.

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 whose bid 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. In addition, the County reserves the right to award on an item by item basis, by group of items, or on an “all or none” basis, as determined to be in the County’s best interests as determined by the County evaluation committee. That is, the award will not be determined by price alone, but will be made to the bidder with the “lowest and best” bid. 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**

2.1. **GENERAL REQUIREMENTS:** 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 as needed, if needed post-warranty break-fix repair service and support in compliance with terms and specifications stated herein for the Boone County Office of the Assessor at firm, fixed pricing quoted on the Vendor Response and Pricing Pages.

2.1.1. **Technical Requirements:** 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, 2”/3” Roll Holder Set, TX stacker, equal brand/model acceptable.

- a. Multi-Function User Interface: Unit shall be delivered with Windows 10 operating system, no older than version 1909.
- b. Simultaneous Processing Capability: Allows scanning and printing to occur simultaneously
- c. Shall include the Multifunction Roll System option that allows a second roll option including 2”/3” roll holders to allow the unit to use different paper types and sizes
- d. Printer Type/Technology: Minimum 5-Color 44-inch Printer/Photolithography, inkjet nozzle engineering, print head swath minimum 1.07”
- e. Printer Minimum Color Set: Pigment Ink (or equal): Matte Black, Black, Cyan, Magenta, Yellow.
- f. Print Resolution and Line Accuracy: Up to 2400×1200dpi maximum resolution and +/- 0.1% line accuracy.
- g. OS Compatibility: Windows® 7, 8.1, 10 (32/64bit) Windows® Server 2008 R2, 2012, 2012 R2, 2016 (64bit).
- h. 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
- i. Buffer / Ram: Minimum 128 GB (Virtual) 2 GB (Physical).

- j. Hard Drive: Minimum 500 GB.
- k. Media Width: Cut Sheet: Minimum 8"- 44"; Roll Feed: Minimum 8" - 44".
- l. Media Thickness: Cut Sheet: Minimum 0.07-0.8mm (2.8-31.4mil);
Roll: Minimum 0.07 - 0.8 mm (2.8 - 31.4mil).
- m. Maximum Roll Print Length: Roll Feed: Minimum 59' (18 meters).
- n. Maximum Media Roll Outer Diameter: Maximum 6.7" (170mm).
- o. 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)
- p. Paper-Feed Method/Roll Feed: One Roll, Front-loading, Front Output
- q. Front Loading Manual Feed: One Roll, Front Output
- r. 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
- s. Printer Languages: Multiple to include SGRaster, HPGL/2, HP-RTL, PDF, JPEG.
- t. Printer Noise Level: Operation: 51 dB (A) or less;
Standby: 35 dB (A) or less.
- u. Printer Physical Dimensions: Shall not exceed available floor space in the Boone County Office of the Assessor, e.g., 46.0" x 62.7" x 46.8" (Main unit and TX Stacker).
- v. Printer Electrical/Power Source: Shall be fully equipped with 120v Plug and meet UL standards; AC-100-240V (50-60Hz).
- w. Printer/Scanner Power Consumption: Maximum: 107W (in operation) and shall meet Energy Star recommendations/rating.
- x. Internet-Ready: The printer/scanner shall be Internet/Wi-Fi Ready.

- y. 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).

- z. Printer Media Cutter with Dual Rotary Blade: Shall be equipped with durable dual rotary blade cutter at no additional cost for initial set-up.

- aa. 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. 2²/₃" 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.

- bb. Print Speed: Minimum 147 D-sized prints per hour

- cc. User Job Storage: equipped with feature to distinguish and store user jobs

- dd. Scanner Requirements: Canon T36 or equal

- ee. Scanner with Digital Imaging/Contact Image Sensor (CIS) Technology, or equal
- ff. Digital color image capture minimum 48-bit RGB
- gg. Grayscale image capture minimum 16-bit
- hh. Colors: panchromatic monochrome, and black and white
- ii. Optimum object illumination through bi-directional extra long-life LED light system, or equal
- jj. Instant “on” scanning capability through bi-directional extra long-life LED light system, or equal
- kk. Maximum Resolution: 1,200 dpi (optical)
- ll. Scan Accuracy: Minimum +/- 0.1%, +/- 1 pixel
- mm. Maximum image width: 36”
- nn. Maximum media width: 38”
- oo. Scanning Speed: Up to 13” per second monochrome (16-bit @ 200 dpi), and up to 6” per second full color (48-bit @ 200 dpi)
- pp. Scanner USB 3.0 Interface: Minimum 75 Mbytes/second transfer rate
- qq. Scanner Document thickness: can scan a document that is up to .079” (2mm) maximum thickness
- rr. Scanner Paper path: Straight, face up/front load/ rear exit
- ss. 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.
- tt. 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.

uu. File Formats: Shall be able to work with following formats at minimum TIFF Group IV compressed (.tif file), FIFF, JPEG, G4 & PDF

2.2. 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.

2.3. 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: Boone County Office of the Assessor 801 E. Walnut Street, Room 143, Columbia, MO 65202.

- 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.

2.4. Single Point of Contact: The contractor shall assign an account representative who will be the single point of contact for the County for the duration of the contract regarding all issues pertaining to delivery, billing, set-up, service and trouble-shooting at no additional cost to the County. The County shall not be referred to the manufacturer for service issues during the warranty and post-warranty periods.

2.5. 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 Boone County Office of the Assessor site. Software upgrades shall also be included. 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.

- 2.6.** Post-Warranty Repair (Break-Fix) Service and Support: The contractor shall perform post-warranty repair (break-fix) service on an as needed, if needed basis as requested by the County.
- a. After the warranty described in section 3.1.6 above expires, the contractor shall provide post-warranty break-fix service that shall include parts and labor to address the needed repair. All costs for break-fix service shall be included in the annual break-fix service price to include system software updates. The County shall not pay time and materials while under break-fix service coverage. Break-fix service shall not include any consumables or print heads on the large format printer/scanner.
 - b. Upon request of the County, if the County determines necessary, the contractor shall provide an on-site machine inspection and cleaning. The on-site inspection/cleaning may or may not be on an on-going basis as the County so determines. The price shall be as quoted on the Vendor Response and Pricing Page subject to quoted price renewal increases that may be in effect at the time. The contractor shall understand and agree that the inspection/cleaning shall be provided only upon the request of the County.
 - c. Travel time may be billed at the quoted service trip charge.
- 2.7.** 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.
- 2.8.** 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.

2.9. 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.

2.10. 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:

Boone County Information Technology Department
801 E. Walnut, Room 220
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

2.11. Other Requirements:

2.11.1. 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.

2.11.2. 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.

2.11.3. 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.

2.12. Contract Period:

2.12.1. 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.

2.12.2. 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.

2.12.3. 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.

2.12.4. 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.

2.13. Pricing:

2.13.1. 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.

2.13.2. 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.

2.13.3. 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.

2.13.4. 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.

2.13.5. 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.

2.14. Reports:

2.14.1. 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.

2.15. 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.

- 2.15.1. **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.
- 2.15.2. **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.
- 2.15.3. 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.
- 2.15.4. **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.

2.15.5. **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.

2.15.6. **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.

- a. 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.
- b. 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.
- c. 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



3. **BIDDER'S INSTRUCTIONS AND EVALUATION**

- 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.
- 3.2.2. **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, 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, total 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.
- 3.5.5. **Sovereign Immunity:** The County of Boone, due to its status as a public entity in the State of Missouri and its entitlement to sovereign immunity, is unable to accept contract provisions which require the County to indemnify another party (RSMo §537.600). Any indemnity language in proposed terms and conditions will be modified to conform to language that the County is able to accept.



4. Vendor's Response and Pricing Pages

The bidder shall complete the following as indicated below and submit said completed form with the bid response.

The bidder bid response should identify 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.

In compliance with this Request for Bid and subject to all the conditions thereof, the bidder 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/bidder's company in a contract with the County.)

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

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

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. 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>
4.1.1	<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</p>	<p>\$</p> <p>Per Each – Total</p>

	<p>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>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>	
4.1.2	Replacement Cutter Dual Edge Blade	<p>\$</p> <p>_____</p> <p>Per Each</p>
4.1.3	Replacement Maintenance Cartridge	<p>\$</p> <p>_____</p> <p>Per Each</p>
4.1.4	Replacement Print Head – PF06 (or equal)	<p>\$</p> <p>_____</p> <p>Per Each</p>

4.1.5	Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 160 ml size	\$ _____ Per Each
4.1.6	Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 330 ml size	\$ _____ Per Each
4.1.7	Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 700 ml size	\$ _____ Per Each
4.1.8	Roll paper, matte finish, white, 20# bond, 36"X300', 2"/3" core Describe paper below: _____	\$ _____ Per Each
4.1.9	Roll paper, matte finish, white, 20# bond, 42"X300', 2"/3" core Describe paper below: _____	\$ _____ Per Each
4.1.10	Total annual price for break-fix service as described in paragraph 2.6 and its sub-paragraphs.	\$ _____ Total Annual Price - Break-Fix Service
4.1.11	On-Site Inspection/Cleaning - Quote a total firm, fixed price to provide on-site machine inspection/cleaning as defined	\$ _____ Total One-Time Price for Inspection and Cleaning

	in paragraph 2.6 and its sub-paragraphs.	
--	--	--

4.1.12 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.

**4.1.12.1 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: _____

**4.1.12.2 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: _____

**4.1.12.3 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: _____

**4.1.12.4 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: _____

**4.1.12.5 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: _____

**4.1.12.6 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: _____

- 4.2. Canon Authorized Dealer:** The offeror must be a currently authorized Canon dealer. Check below that the offeror is a currently authorized Canon dealer for large format scanning equipment. Provide corroborating documentation with the proposal that indicates that the offeror is a current Canon authorized dealer. Failure to submit documentation upon request of the Purchasing office may result in a negative assessment of the bid.

Currently an authorized Canon dealer:

4.3. Delivery and Set-Up Timeframe:

4.3.1. **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.

4.3.2. **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.

4.4. Warranty:

4.4.1. 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: _____

4.5. Repair Service and Support:

4.5.1. Describe in the available space the offeror's proposed method for providing post-warranty break-fix repair service and support- identify the availability or lead time required for anticipated repair parts and supplies:

4.6. **Single Point of Contact Information:** Provide the contact name, phone number and e-mail for providing Single Point of Service tasks as referenced in paragraph 3.1.5.

herein, to include scheduling services and on-going project communication, and their times of availability (e.g., M-F, 8AM-5PM CT):

Name:

Phone:

E-Mail:

Hours:

- 4.7. **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:

- 4.8. **Delivery:** 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.

4.9. **Vendor's References:**

Provide at least two (2) references for whom the vendor has provided with a Canon Large Format Printer/Scanner including related repair service for in the past twelve (12) months:

4.9.1. • **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: _____

=====

4.9.2. • **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: _____

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

End of Response Form

EXHIBIT A

ONLY COMPLETE IF NOT OFFERING THE CANON Image PROGRAF TX-4000 MFP T36Large 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	<ul style="list-style-type: none"> i. <input type="checkbox"/> Power cords, ii. <input type="checkbox"/> sample heavy weight coated paper, iii. <input type="checkbox"/> adapters, iv. <input type="checkbox"/> print head,

		<ul style="list-style-type: none"> 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:
3.1.2(ss)	Other features included with Scanner – put a check-mark by each in column to the right	<ul style="list-style-type: none"> i. <input type="checkbox"/> all-in-one Touch Screen computer with monitor (e.g., 15.6" size), ii. <input type="checkbox"/> power cord, iii. <input type="checkbox"/> power supply,

		<ul style="list-style-type: none"> 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:

(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.

Name and Title of Authorized Representative

Signature

Date

(Please complete and return with Bid Response)

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

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*.

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

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, CPPO, 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: 30-15JUL20 – Large Format Printer/Scanner – Acquisition and Post-Warranty Repair Service and Support

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

