



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: **35-03SEP20**

Commodity Title: **PRE-PRINTED ENVELOPES FOR THE BOONE COUNTY
COLLECTOR – TERM AND SUPPLY**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Thursday, September 03, 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: **Thursday, September 03, 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 pre-printed envelopes for the Boone County Collector.

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 pre-printed envelopes in the quantities ordered including delivery to the Boone County Collector's Office in accordance with specifications and requirements stated herein at firm, fixed pricing quoted on the Vendor Response and Pricing Pages. All pre-printed envelopes provided under contract shall meet the satisfaction of the Boone County Collector's Office.

2.1.1. The contract shall understand and agree that the envelope design and weight are instrumental to optimum performance in the NeoPost DS600i Document Inserting System used by the County mailing office. In the event the County experiences any difficulty using the contractor's envelopes with the NeoPost DS600i Document Inserting System, the contractor shall help trouble-shoot the problem with the County at the County's request at no additional charge to the County. The contractor shall replace defective envelopes and make all reasonable efforts to provide replacement envelopes that work well in the NeoPost DS600i Document Inserting System at no additional charge to the County.

2.1.2. **Pre-Printed Envelope Technical Requirements:** The pre-printed envelopes provided must comply with all specifications including all dimensions, return address placement, folds, construction, etc. as addressed and shown in Attachment One of this RFB which shall be incorporated into the contract by reference.

2.1.3. All printing on the envelopes must adhere to the US Postal Service guidelines. All ink shall be black oil base ink.

2.2. **SPECIFIC ENVELOPE REQUIREMENTS:** The contractor shall provide the following envelope styles as described upon order by the Boone County Collector's Office:

2.2.1. **#10 White Window Envelopes** capable of being successfully run through the NeoPost DS600i Document Inserting System, cross-back seamed, shall be printed single-sided, with return address, Boone County Seal, and an information area on front.

2.2.2. **#10 Blue Window Envelopes** capable of being successfully run through the NeoPost DS600i Document Inserting System; cross-back seamed, shall be printed single-sided, with return address, Boone County Seal, and a one-line message on the front.

2.2.3. **#9 Yellow insert envelopes** capable of being successfully run through the NeoPost DS600i Document Inserting System; cross-back seamed, shall be printed double-sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.

2.2.4. **#9 White insert envelopes** capable of being successfully run through the NeoPost DS600i Document Inserting System; cross-back seamed, shall be printed double-sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.

2.2.5. **6 ½” x 9 ½” White envelopes** capable of being successfully run through the NeoPost DS600i Document Inserting System shall be printed single-sided, with return address, Boone County Seal, and shall have a flap along top widest side.

2.3. ADDITIONAL PRODUCTION REQUIREMENTS:

2.3.1. Original Boone County seal artwork must be used for the envelopes. The contractor may obtain original Boone County seal artwork through the Purchasing Department.

2.3.2. Print quality on the envelopes must be equal to or better than the quality produced by the method known as offset printing.

2.3.3. The County reserves the right to request envelope samples from the contractor in order to verify the quality of print. When samples are requested the contractor shall provide the samples promptly at no cost to the County.

2.3.4. The contractor shall be required to provide no less than 100 of each envelope for sample testing before the order is run. These will be used for testing purposes prior to a print order being placed.

2.3.5. Samples that are tested and not destroyed in testing will, upon the contractor's request, be returned to the contractor at the contractor's expense. A request for the return of samples must be made within ten (10) business days following receipt of the samples. Each individual sample must be labeled with the contractor's name, manufacturer's brand name and model/SKU number.

2.3.6. Samples of the envelopes will be provided by the County upon the request. The samples may not have the print quality and print information required by the County. The contractor shall understand and agree that the sample is merely provided to note the position and information to be included on each envelope.

2.3.7. The contractor must provide identical envelopes to those supplied as samples from the contractor. In the event substitutes are provided, the County reserves the right to refuse the envelopes and request envelopes identical to the approved samples which shall be provided within the original timeframe as agreed upon by the contractor and the Collector's Office.

2.3.8. **Proof Processing:** The contractor must obtain the appropriate approval of proofs from the Collector's Office prior to running the order. Fax-transmitted proofs shall not be accepted. It shall be the contractor's sole responsibility to obtain the required information in a timely fashion for meeting the agreed upon delivery deadline.

2.3.9. **Overruns:** The Collector's Office expects to receive the full quantity of all styles of envelopes ordered. Any quantity under the ordered amount must be supplied before

payment in full is remitted. Unexpected overruns, not to exceed 5%, will be accepted at the unit pricing stated on the Vendor Response and Pricing Pages of the contract. No additional shipping charges shall be paid on overruns by the County to the contractor.

2.4. DELIVERY REQUIREMENTS:

- 2.4.1. Envelopes must be delivered to the Boone County Government Center, Mail Center, 3rd Floor, 801 E. Walnut, Room 308, Columbia, MO 65201. The contractor must notify the Collector's Office a minimum of five (5) business days in advance of the envelope delivery.
- 2.4.2. **Inside Delivery:** The contractor **must** ensure that all envelopes are delivered to the Mail Center located on the 3rd floor Boone County Government. The contractor shall understand and agree that Boone County employees **shall not** be available to assist with unloading the truck or otherwise assisting with delivery of the envelopes to the 3rd floor. Please note that Boone County does not have an elevated loading dock. There is a small elevator to the 3rd floor, which can be used for delivery. However, a pallet will not fit on the elevator. The contractor shall understand and agree that no pallets may be used to deliver envelopes beyond the first floor of the Boone County Government Center. Deliveries shall not be accepted after 3:00 P.M.; deliveries must be made before 3:00 P.M.
- 2.4.3. The contractor **must** attach a sample envelope to the outside of each case prior to delivery in order to identify the contents of each case.
- 2.4.4. All deliveries shall be made FOB Destination with Freight Prepaid and Allowed. All costs for freight, transportation and insurance shall be included in the envelope price. The County will pay a one-time total price for delivery of envelopes to the 3rd floor of the Government Center Building as quoted on the Vendor Response and Pricing Pages of the contract only if quoted; the contractor shall deliver envelopes to the 3rd floor regardless of quoting a delivery price or not.
- 2.4.5. **Delivery Dates:** The Collector's Office anticipates ordering all types and quantities of as outlined herein including Attachment One. The County intends to order all envelopes at one time. The initial order shall be delivered no later than within thirty (30) calendar days after receipt of the order. Any deviation from this delivery time frame must be mutually agreed between the Collector's Office and the contractor. All envelopes should be delivered at, or near, the same time. The contractor shall understand and agree that some envelope types and quantities outlined herein and in Attachment One may be ordered at various times throughout the contract period.
- 2.4.6. The contractor shall understand and agree that the individual boxes of envelopes and the cartons/cases holding the individual boxes will be stored and stacked on top of one another in order to conserve space. Therefore, all individual boxes and cartons/ cases of envelopes must be constructed of a heavier material able to withstand the weight of other boxes.

2.5. OTHER REQUIREMENTS:

2.5.1. 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 quality and envelope performance issues.

2.5.2. Warranty: The contractor shall warranty that the envelopes shall perform as specified in accordance with contract specifications and requirements.

2.5.3. 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 of the contract. Pricing shall be firm and fixed for the contract period. All pricing must be quoted **FOB Destination Freight Prepaid and Allowed**. Envelope pricing must include all costs and fees associated with envelope production including all labor, supplies, set-up, finishing, transportation, freight, insurance, and unloading. If the costs for delivery to the 3rd floor of the County Government Center are not included in the envelopes pricing, then the County will pay the one-time charge quoted as item 4.10.6 on the Vendor Response and Pricing Pages only if quoted. The contractor must deliver envelopes to the 3rd floor regardless of a price being quoted for item 4.10.6 or not.

a. No other costs shall be paid by the County. Pricing shall be quoted **FOB Destination Freight Prepaid and Allowed**.

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

c. The contractor shall send invoices to:

Boone County Collector's Office
801 E. Walnut, Room 118
Columbia, Missouri 65201-4890

d. 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

- 2.5.4. **Contract Period:** The contract period shall be from **Date of Award through One (1) Year**. The County also reserves the right to terminate and/or cancel the contract in writing prior via a formal contract amendment issued by the Purchasing Department.
- 2.5.5. **Pricing:** Contract pricing shall be considered firm, fixed for the entirety of the initial/original contract period.
- 2.5.6. **Contract Termination:** In the event any provisions of the contract are not fulfilled by contractor, and/or the quality of work is deemed unsatisfactory by the County, the County may, upon written notice to the contractor, terminate the contract within ten (10) business days after such written notice, and seek other remedies available to the County under the law.
- 2.5.7. **Contract Documents:** The successful bidder (also referred herein as “the contractor”) shall be obligated to enter into a written contract with the County within thirty (30) calendar days of the notice of award/contract forms provided by the County. If the bidder desires to contract under the bidder’s written agreement, any such proposed agreement must be submitted in blank with the bid for the County’s consideration as part of the evaluation of bids; in the absence of such submission with the bidder’s response, the County’s forms shall be used. The County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with the County’s RFB or are unacceptable to County legal counsel.
- 2.5.8. **Non-Appropriation 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. **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.
- 3.2.1. **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. **Samples Testing:** Upon request of the County, the bidder should submit one sample of each type of envelope listed in Attachment One. The cost for providing these samples is the responsibility of the bidder. The County shall pay no costs for provision of evaluation samples or for return. Samples not destroyed during sample testing will be returned at the bidder's expense upon the bidder's request.
 - a. Samples will be evaluated regarding adherence to U.S. Postal Service color guidelines, construction, and sample runs on the NeoPost DS600i Document Inserting System among other additional considerations relevant to the County.
- 3.5.3. **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for the County's use.
- 3.5.4. **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.
- 3.5.5. Boone County reserves the right to reject all bids, to waive informalities in bids, and to request clarification of bidders regarding their bid response.
- 3.5.6. **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 bidder must submit a **firm, fixed price** below for all envelopes line items. Pricing shall be quoted per thousand (M) and then for the total order quantity. The County intends to order all envelopes at one time. All pricing must be quoted **FOB Destination Freight Prepaid and Allowed**. Envelope pricing must include all costs and fees associated with envelope production including all labor, supplies, set-up, finishing, transportation, freight, insurance and unloading. If the bidder wants to charge for delivery to the 3rd floor of the County Government Center, then the bidder can quote a one-time total price for item 4.10.6. If not quoted, the County shall not pay an additional price for delivery to the 3rd floor. All envelopes shall be delivered to the 3rd floor of the County Government Center regardless of a price being quoted for item 4.10.6 or not.

PRE-PRINTED ENVELOPES				
Item #	Description	Quantity	Unit Price Per 1,000 (M)	Extended Price: Unit\$ per M X's QTY
4.10.1	#10 White Window Envelopes 24lb, Single Sided, informational bubble on front, See Paragraph 2.2.1.	150,000	\$ _____/M	\$ _____
4.10.2	#10 Blue Window Envelopes 24lb, Single Sided, See Paragraph 2.2.2.	100,000	\$ _____/M	\$ _____

4.10.3	#9 Yellow Insert Envelopes 24 lb. Double Sided, See Paragraph 2.2.3.	105,000	\$ _____/M	\$ _____
4.10.4	#9 White Insert envelopes 24 lb, Double Sided, See Paragraph 2.2.4.	45,000	\$ _____/M	\$ _____
4.10.5	6 ½" x 9 ½" White Envelopes, Single Sided, See Paragraph 2.2.5.	1,000	\$ _____/M	\$ _____
Envelopes Grand Total: Quote the Grand Total Price for line items 4.10.1 through 4.10.5 based on the extended prices (total quantity extended price):				\$ _____
4.10.6	3rd Floor Delivery: Firm, fixed one-time delivery to 3 rd Floor of County Government Center Price.		\$ _____/total	

4.11. Delivery:

4.11.1. 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.

4.12. Single Point of Contact Information: Provide the contact name, phone number and e-mail for the staff person who will be providing Single Point of Service tasks as referenced in paragraph 2.5.1. herein:

Name:

Phone:

E-Mail: _____

Hours of Availability: _____

4.13. Support: Describe how the bidder will help the County troubleshoot and remedy problems that may be encountered with a problematic batch of envelopes:

4.14. Vendor's References:

Provide at least two (2) references for whom the vendor has provided with a pre-printed envelopes similar to those described herein.

• **Reference 1**

4.14.1. 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**

4.14.2. 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: _____

- 4.15.** 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

(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:

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

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.

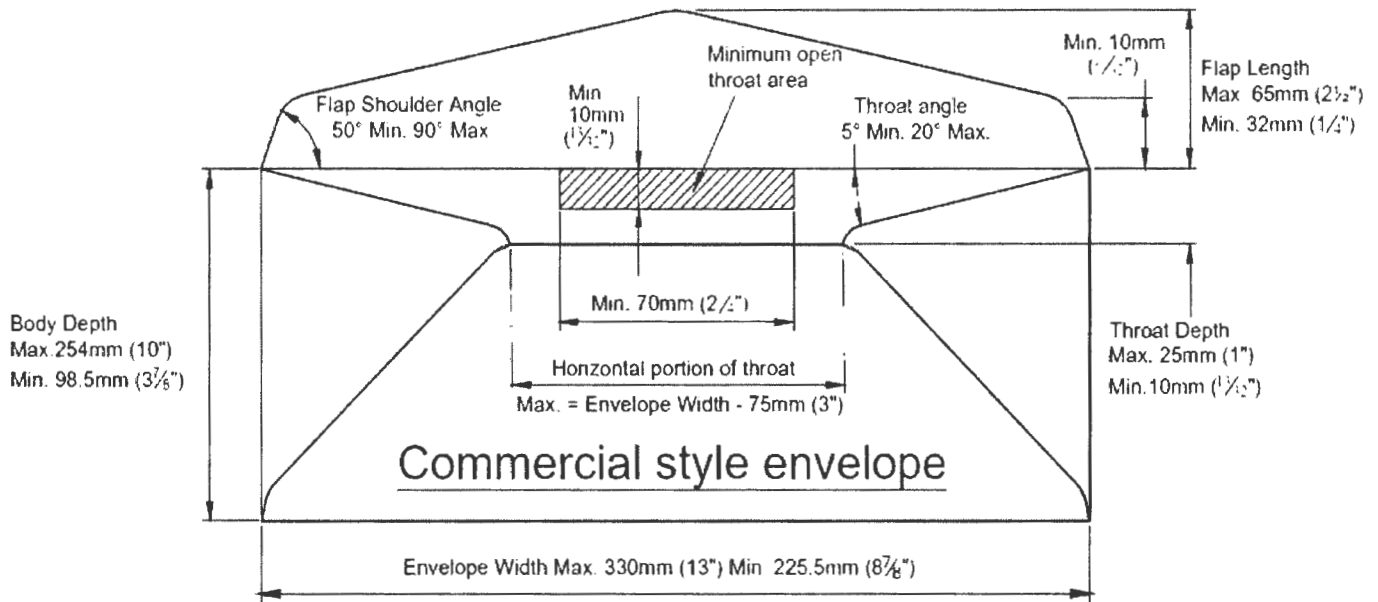
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility 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

RFB 35-XXMON20 - Attachment One - Envelope Requirements

QTY	DESCRIPTION	SINGLE/ DOUBLE SIDED	WHITE/ COLORED PAPER	OTHER INSTRUCTIONS
4.10.1.	150,000 #10 window envelopes-24 lb. (information area on front)	single	white	return address county seal information area on front
4.10.2.	100,000 #10 window envelopes-24 lb. (one line message on front)	single	blue	return address county seal one line message on front
4.10.3.	105,000 #9 insert envelopes-24 lb. (mailing instructions on back)	double	yellow	return address area mailing address stamp area w/USPS info bar code mailing instructions on back
4.10.4.	45,000 #9 insert envelopes-24 lb. (mailing instructions on back)	double	white	return address area mailing address stamp area w/USPS info bar code mailing instructions on back
4.10.5.	1,000 6 1/2" x 9 1/2" envelope-24 lb. (Tax Sale)	single	white	return address county seal flap on top side

RFB 35-XXMON20 - Attachment One - Envelope Requirements - Continued



Envelope weight	Minimum: C5 or below - 70gsm (18lbs bond) Minimum: Above C5 - 90gsm (24lbs bond) Maximum: 110gsm (28lbs bond)
General envelope requirements	<ul style="list-style-type: none"> Envelope to be good quality machine-fill type. Dimensions and quality to be consistent across manufactured batches. Flap crease must be pre-scored to enable the envelope flap to open flat. No glue seepage must be evident on interior or exterior of envelope.

Maximum distortion allowable on a twisted envelope to be 10mm (3/8") when envelope measured sitting flat on a table



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: 35-03SEP20 – Pre-Printed Envelopes for the Boone County Collector – Term & Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

