



Request For Bid (Bid)

Boone County Purchasing
601 E. Walnut, 2nd Floor
Columbia, MO 65201

Marlene Ridgway, Buyer
573/886-4392 - FAX 573/886-4402
Email: mridgway@boonecountymo.org

Bid Data

Bid Number: 64-04DEC01
Commodity Title: JANITORIAL SERVICES

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: TUESDAY –DECEMBER 4, 2001
Time: 1:25 P.M. (Bids received after this time will be returned unopened)
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, 2nd Floor
Columbia, MO 65201**

Directions: The Johnson Building is located on the Northeast corner at 6th St. and Walnut St. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Bid Opening

Day / Date: TUESDAY – DECEMBER 4, 2001
Time: 1:30 P.M.
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, 2nd Floor
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Terms and Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Standard Terms and Conditions
Attachments**

PLEASE NOTE PRE-BID CONFERENCE PER SECTION 2.3.

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses which offer to provide the goods and/or services identified on the title page and described in greater detail in Section 2.
- 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 Bid 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** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. 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 bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Quote" is used when the need is well defined. An "Invitation 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** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax, to 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 Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder/s whose offer/s provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
1) the provisions of the Contract (as it may be amended);
2) the provisions of the Bid;
3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term of one (1) year, but may be automatically renewed for an additional two (2) years unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **SERVICES TO BE PROVIDED** - Janitorial services for the public areas of the Boone County Courthouse located at 705 E. Walnut, Columbia, Mo. 65201, and the offices of the Boone County Family Support Division at 22N 8th St. Columbia, Mo. 65201.
- 2.1.1. **Scope of Work** - The contractor shall provide general cleaning services for the Boone County Courthouse and the Boone County Family Support Division. The Boone County Courthouse is a large building of which only a part (approximately 20,000 square feet) will require cleaning under this contract. The various tasks, and locations within the Courthouse and schedules for performance of work for the Boone County Courthouse are as specified in Attachment A. The Boone County Family Support Division is located in a building of which only a part (approximately 2,500 square feet) will require cleaning under this contract. The various tasks, and locations within the Family Support Division and schedules for performance of work are as specified in Attachment B.
- 2.1.2. **Cleaning Standard** - The level of consistent cleanliness for the Boone County Courthouse and Boone County Family Support Division is defined as follows: **Prestige Cleaning** - A cleaning standard that will provide unsolicited compliments from tenants, occupants, employees and/or visitors, and one that will make the cleaning complaint a rarity.
- 2.1.3. **Contractor Responsibilities** - The contractor shall not engage or use the services of subcontractors in performing the contract. The Contractor shall designate an individual of his/her staff to be responsible for the satisfactory completion of each service visit. This "supervisor" must maintain contact with the cleaning crew by telephone, pager or be on-site at the time of each service visit. The contractor shall provide backup staff to insure that cleaning service is completed at the Boone County Courthouse before 7:30 A.M., everyday, Monday through Friday.
- 2.1.4. **Equipment and Supplies** - Contractor is required to provide all labor, materials and equipment including; tools, supplies, transportation, supervision and services required to perform the work identified in this request. The Contractor will provide all cleaning supplies and equipment. The contractor shall provide the following cleaning products: toilet bowl cleaner/disinfectant, carpet cleaners, counter top cleaners, water fountain and sink cleaners, polishing agents, products used for dusting, floor cleaners and polishers, glass cleaners, stainless steel cleaners, wood cleaners/polishers, wall washing agents, tile cleaners, and any other products determined to be necessary to perform the work identified in this contract. The contractor must furnish and maintain, in good repair, all equipment, including but not limited to mops, brooms, buffers, vacuum cleaner, automatic scrubbers, and any other equipment necessary to perform the duties listed herein.
- 2.1.5. **Chemical Use** - The contractor shall not use any products, supplies or equipment that may be injurious or damaging to the surfaces upon which they are to be applied. The contractor shall be responsible for restoring and/or replacing any equipment, facilities, furniture, floor covering, etc. so damaged. Contractor is required to comply with all Federal, State or Local regulations as they relate to the use and application of any product or chemical. Applicable Material Safety Data Sheets will be provided to the County.
- 2.1.6. **Reporting Requirements** - The Contractor's "supervisor" shall maintain a daily communication log. This log will serve as a communication tool between the contractor and the Manager of Facilities Maintenance. This log should reference any abnormal or unusual conditions affecting the physical and material aspects of the building (Boone County Courthouse or the Boone County Family Support Division) or its contents, such as unlocked doors, breakage, damage as well as any mitigating circumstances that prevented the workers from performing the contractual service. This Communication log should also note any supplies that are getting low that the Boone County Facilities Maintenance Department needs to replace.
- 2.1.7. **Performance Evaluation** - Evaluation of the contractor's performance shall be made on a weekly basis. The contractor shall be provided with one duplicate copy of the weekly performance evaluation "Contract Cleaning Checklist". A recurring pattern of complaints and/or unsatisfactory evaluations shall be construed as noncompliance, and shall give Boone County the right to terminate the contract upon ten (10) days written notice to the vendor.
- 2.1.8. **County Responsibilities** - Boone County Facilities Maintenance will provide toilet tissue, hand soap, paper towels, light bulbs and trash bags at all Boone County locations specified in this agreement.

Primary Specifications, continued

- 2.2. **FACILITIES** - This section is intended to describe the locations the County will contract for services. Bidders failure or omission to examine any relevant site will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to understand the scope of services to be provided at each facility.
- 2.2.1. **Boone County Courthouse - 705 East Walnut, Columbia, Mo. 65201.** This contract covers the following works areas: Ground floor, First floor, Second Floor, and Third Floor. The contract covers approximately 20,000 square feet. This includes:
- Two (2) public restrooms on each floor except on the 3rd floor. On the 3rd floor of the Courthouse, there are three (3) restrooms.
 - There are four (4) attorney-client meeting rooms on each floor except on the 3rd floor. On the 3rd floor of the Courthouse, there are two (2) attorney-client meeting rooms.
 - There are two (2) passenger elevators.
 - Courtrooms are as follows: Ground Floor (1), 1st floor (2), 2nd floor (2), 3rd floor (1) Ceremonial Courtroom.
 - Public hallways, lobby floors, marble stairways and banisters.
 - Contractor shall provide cleaning services between 5:00 A.M. and 7:30 A.M., Monday through Friday.
- 2.2.2. **Boone County Family Support Division, 22 N. 8th St., Columbia, Mo. 65201** - This contract covers work areas that are located on two floors in building and includes all of the offices, a break room, a conference room and two (2) restrooms. The contract covers approximately 2,500 square feet. Contractor shall provide cleaning services two (2) times per week between 8:00 A.M. through 12 P.M. and 1 P.M. and 5:00 P.M. on Tuesday and Thursday.
- 2.3. **PRE-BID CONFERENCE** - The pre-bid conference will be held on Monday, November 26, 2001 at 9:00 a.m. at the Boone County Johnson Building, 601 E. Walnut, 2nd Fl., Columbia, MO. From the Johnson Building, vendors will be taken to the Courthouse. **Due to the nature of the facilities involved and the distance between locations, the facilities will be not be available for review at another time for the purpose of submitting a response to this bid.**
- 2.4. **INSURANCE REQUIREMENTS –**
The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County.
- 2.4.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of the work. In case any class of employees engaged in hazardous work under this contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide Employee's Liability Insurance for the protection of their employees not otherwise protected.
- 2.4.2. **Comprehensive General Liability** - The Contractor shall take out and maintain during the life of this contract such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by any subcontractor or by anyone directly or indirectly employed by either of them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 2.4.3. **Insurance Certifications** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this section 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.
- 2.5. **BILLING AND PAYMENT** - Payments will be made monthly after the work has been completed and an invoice has been received. Invoices will be submitted to the Facilities Maintenance Department.

Primary Specifications, continued

2.6. **OTHER REQUIREMENTS**

- 2.6.1. **Holiday Schedule** - Attached is a Commission Order dated December 7, 2000. Contractor will not be required to provide any services on the 2001 County holidays shown on the attached Commission Order. Contractor will be provided with a 2002 holiday schedule, once approved.
- 2.6.2. **Identification** - All workers assigned to the Courthouse shall wear uniform shirts and ID badges provided by the Contractor.
- 2.6.3. **Security Requirements** - The contract may be terminated if any employee of the contractor is found beyond the designated area in either the Boone County Courthouse or the Boone County Family Support Division, unless accompanied by a Boone County Circuit Court Marshal Office employee or Facilities Maintenance Employee. It is the Contractor's responsibility to know each of these areas at the start of the contract period. The contractor shall be issued a security code for the Boone County Courthouse. The contractor shall be responsible for locking all doors and turning lights off when the contractor or the contractor's employees leave their assigned work areas. Failure to comply with any of the foregoing security requirements shall give the County the unilateral right to terminate the contract immediately.

2.7. **TEMPORARY JANITORIAL SERVICES**

- 2.7.1. The County requests an hourly rate for janitorial services in the event additional services are recognized at a later time. Contractor shall comply with the same requirements as set forth in this bid with the exception that the County will supply any equipment or materials needed while using this service. Bid submitted in response is per hour on an as-requested basis. Time measurement will be in hours for the time required to complete the work. Time would begin upon check-in on site at any Boone County facility and would include various shifts.

2.8. **CONTRACT TERMS AND AGREEMENTS**

- 2.8.1. **Contract Duration** - The contract shall be effective from the date of issuance through December 31, 2002. This contract is subject to renewal annual for two (2) additional one (1) year periods following expiration of the first contract period.
- 2.8.2. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.8.3. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. 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 its bid or are unacceptable to county legal counsel.
- 2.9. **DESIGNEE** - Boone County Facilities Maintenance Division, 601 E. Walnut, 2nd Floor, Columbia, MO 65201
- 2.9.1. **Contact** - Marlene Ridgway, Buyer, 601 E. Walnut, 2nd Floor, Columbia, Mo. 65201. Phone: 573-886-4392 Fax: 573-886-4402 E-mail: mridgway@boonecountymmo.org

3. **Response Presentation and Review**
 - 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
 - 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
 - 3.2.2. **Advice of Award** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
 - 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our 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 Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our 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 Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
 - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. Response Form

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

4.6.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.7. 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 which have been read and understood, and all of which are made part of this order.

4.7.1. Authorized Representative (Sign By Hand):

4.7.2. Type or Print Signed Name:

4.7.3. Today's Date: _____

4.8. REFERENCES - Bidder must attach a reference sheet(s) including the following information for all commercial contracts held during 2001. A list of residential clients is not required. This information will be an integral part of the evaluation process.

- Contact Person Name,
- Business Name,
- Business Address,
- Telephone Number,
- Total Square Footage Cleaned,
- Number of years service has been provided,
- Frequency of Cleaning,
- Number of Employees Assigned to each Business, and Description of Cleaning Services Provided

4.9. PRICE - Both facilities will be awarded to one contractor.

4.9.1. Boone County Courthouse \$ _____ per month

4.9.2. Boone County Family Support Division \$ _____ per month

4.10. Temporary Janitorial Services

4.10.1. Price per hour (on an as-requested basis per Section 2.7.): \$ _____

4.11. RENEWAL TERMS

4.11.1. Maximum Percentage Increase 2nd Year _____ %

4.11.2. Maximum Percentage Increase 3rd Year _____ %

**BOONE COUNTY COURTHOUSE
ATTACHMENT A**

All cleaning is to be provided between 5:00 A.M. and 7:30 A.M., Monday through Friday.

Cleaning Standard: The level of consistent cleanliness for the Boone County Courthouse is defined as follows: **Prestige Cleaning** - A cleaning standard that will provide unsolicited compliments from tenants, occupants, employees and/or visitors, and one that will make the cleaning complaint a rarity.

Areas For Service: Ground floor, 1st floor, 2nd floor, 3rd floor

Public hallways, public restrooms, lobby floors, marble stairways and banisters, passenger elevators, Courtrooms and attorney- client rooms, the jury waiting room and jury waiting room restroom on the 3rd floor.

Janitorial closet: The contractor will be assigned Room G99 which is a locked janitorial closet with water that measures approximately 6'x14'. This room is located on the ground floor and will be available for the contractor to use to store supplies and equipment. It is the contractor's responsibility to maintain the cleanliness of Room G99.

Daily Duties:

Bag trash and place bags inside ground floor janitor's closet.

Check light bulbs and leave word as to areas where replacement of bulbs is needed.

Clean all restrooms including sinks, vanities, counters, mirrors, fixtures, and partitions. Clean and disinfect toilets and urinals. Damp mop and disinfect restroom floors. Replace hand soap, toilet tissue and hand towels. Spot wash walls and doors as needed.

Clean and polish all drinking fountains.

Completely clean elevator walls, doors, tracks and floors. Clean elevator metal plates, buttons, and floor indicators.

Dust mop and damp mop all tile lobby floors, baseboards and marble stairways.

Dust all tables, desks, cabinets, chairs, courtroom benches, and window ledges in Courtrooms.

Empty all wastebaskets. Clean exterior of wastebaskets if needed and clean interior as liners are replaced. Replace liners when necessary.

Keep banister and stairs clean and dusted.

Spot clean all interior and door glass. Clean entire surface of front door daily. Clean entire surface of other glass as needed including the hallway windows on the 1st floor, 2nd floor and the west side of the 3rd floor.

Spot clean, soil sorb carpet using whatever system required assuring carpeting is clean and free of all dirty appearance or spots.

Vacuum mats at entrance areas, and clean under mats.

Vacuum all carpeting in the Courtrooms and attorney-client conference rooms using carpeted or protected vacuums.

Weekly Duty:

Dust ceiling vents in all public restrooms on all floors.

Monthly Duties:

Dust the outside of all light fixtures.

Dust wood paneling, pictures and baseboards.

Dust hallway ceiling vents on all floors.

Machine scrub and dry buff the unglazed lobby tiles on all floors.

ATTACHMENT A

**BOONE COUNTY
FAMILY SUPPORT DIVISION
ATTACHMENT B**

All cleaning services is to be provided during business hours
between 8:00 A.M. and 12:00 P.M. or 1 P.M and 5:00 P.M. on Tuesday and Thursday.

Cleaning Standard: The level of consistent cleanliness for the Boone County Family Support Division is defined as follows: **Prestige Cleaning** - A cleaning standard that will provide unsolicited compliments from tenants, occupants, employees and/or visitors, and one that will make the cleaning complaint a rarity.

Areas For Service:

Main floor: All offices, front work areas, all restrooms (male & female). 2nd floor: conference room and breakroom

Twice Weekly Duties:

Clean all restrooms including sinks, vanities, counters, mirrors, fixtures, handrails. Clean and disinfect toilets and urinals. Damp mop and disinfect restroom floors. Replace hand soap. Check hand towels and replace to keep dispenser full. Replace toilet tissue and supply one extra roll per stall. Spot wash walls and doors.

Clean and polish all drinking fountains.

Clean the inside and outside of the glass front door and the interior door glass. Clean entire surface of other glass as needed.

Dust horizontal surfaces of all tables, desks, chairs (including the bottom of chairs and the legs of tables), file cabinets, office machines and other furniture while not disturbing anything laying on them.

Dust, mop or sweep and damp mop all tile and/or linoleum floors including corners, floor edges and under floor mats.

Empty all wastebaskets. Clean exterior of wastebaskets if needed and clean interior as liners are replaced. Replace liners each time wastebasket is emptied.

Remove any cobwebs from corners or ceilings.

Spot clean, soil sorb carpet using whatever system required assuring carpeting is clean and free of all dirty appearance or spots.

Take trash to outside dumpster located in back of the facility.

Thoroughly clean all windowsills and ledges and dust blinds.

Vacuum all carpeting and floor mats using static protected vacuums.

Vacuum floor mats as needed, and clean under mats.

Semi-Annual Duties:

Wax and buff tile floors.

Clean carpets including plastic carpet mats.

Clean inside and outside of all glass. Also clean window blinds.

Clean Skylights

ATTACHMENT B



Boone County Purchasing
601 E. Walnut, 2nd Floor
Columbia, MO 65201

Standard Terms and Conditions

Marlene Ridgway, Buyer
573/886-4392 - FAX 573/886-4402

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
2. 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.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. 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.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. 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.
8. 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.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. 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.
11. No bid transmitted by fax machine will be accepted.
12. 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.