



Request For Bid (RFB)

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Marlene Ridgway, Buyer
573/886-4392 - FAX 573/886-4390
Email: mridgway@boonecountymo.org

Bid Data

Bid Number: **10-11MAR03**
Commodity Title: **Digital Copiers**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Pre-Bid Conference

Day/Date: **Wednesday, February 26, 2003**
Time: **10:00 a.m.**
Location: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Submission Address and Deadline

Day / Date: **TUESDAY, MARCH 11, 2003**
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, Room 209
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, MARCH 11, 2003**
Time: **1:30 P.M.**
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
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
Statement of Bidder's Qualifications
Attachment 1**

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 Bid" 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. **ITEMS TO BE PROVIDED** - For the Furnishing, Delivery, Installation and Set-up of Digital Multifunction Imaging Systems and Maintenance of said equipment, as detailed in the following specifications.
- 2.1.1. **Copiers** - Each new copier shall be delivered with two (2) containers of toner and/or developer when applicable. Cost of these supplies shall be included in the machine base bid price. Prices shall also include delivery, installation, set-up and packing removal for each machine.
- 2.1.2. **Quantity – Five (5)** – These copiers will be purchased from the following configurations. The County reserves the right to chose which machine and price submitted best meets their needs within the requirements of the minimum specifications. In addition, optional accessories have been included which may be added to the base unit at the time of purchase, or at a later date within the contract period. Therefore, bidders must provide separate pricing for the base unit and accessories.
- 2.2. **COPIER #1 EQUIPMENT SPECIFICATIONS:** Bids are requested for the following copier configurations.
- 2.2.1. **Monthly Copy Volume Approximately 20,000**
- 2.2.2. **Estimated Quantity (3)** - Base machine should meet the following technical specifications:
- 2.2.3. An “all in one unit” digital copier and printer with local and network scanning capabilities. It should be clarified that the base bid should reflect copier only and the intention of the base bid price is not to have the copier networked. The County wants to ensure that the equipment bid has the capability of being networked either at the time of purchase or at a later date.
- 2.2.4. 45 Copies Per Minute Minimum Print, Copy and Scan Speed
- 2.2.5. Paper Capacity: 2,000-sheets
- 2.2.6. Copy Reservation: Allows storage of a minimum of five copy jobs in memory while current copy or print jobs are being processed.
- 2.2.7. Confidential Mail Boxes: Supports the creation of a minimum of 20 individual user mailboxes. Mailboxes can be used to accept scanned and printed data, permitting users to combine paper and electronic information.
- 2.2.8. Ability to Copy Sheets, Books and 3-D Objects
- 2.2.9. Paper: Must Accommodate statement sheet size to 11 x 17
- 2.2.10. Document Feeder: automatic trayless duplexing and 30 sheet capacity
- 2.2.11. Multi-Sheet By Pass Tray – 50-sheet
- 2.2.12. Auto Shut-off and reset
- 2.2.13. ID Code capabilities
- 2.2.14. Reduction Enlargement 25% to 400% in 1% increments
- 2.2.15. Printing Resolution: 600 dpi x 600 dpi; 2400 dpi x 600 dpi Interpolated
- 2.2.16. Electronic/Rotation Sorting
- 2.2.17. Image Rotation
- 2.3. **ADD ALTERNATES FOR COPIER #1**
- 2.3.1. Fully networked copier with the following specifications:
Image Server Network: 128MB of RAM + 5.1GB HDD. Bidder shall include memory capacity as well as maximum capacity of RAM of machine in their bid response.
Copy/Scanning Resolution: 600 dpi x 600 dpi
- 2.3.1.1. Print Capability: PDLs: Adobe Postscripts 3, PCL6, TIFF, PDF, Automatic PDL sensing and switching.
- 2.3.1.2. The contractor shall fully install all equipment and software necessary to network the copier. Any wiring and/or cabling required for digital copiers shall be the responsibility of the state agency.
- 2.3.1.3. The contractor shall assist the designated county employee in the installation and configuration of required software for operation of digital copiers. Required assistance shall be provided at no additional cost to the County.
- 2.3.2. Large Capacity Paper Deck - 3,500-sheet letter size accommodating paper weight: 17 lb. Bond to 110 lb. index
- 2.3.3. Upgrade Document Feeder with 50 sheet capacity

2. Primary Specifications (cont.)

Finishers:

- 2.3.4. Finisher with the capability to staple in top corner (30 sheets).
- 2.3.5. Finisher with the capability to staple in multiple positions.
- 2.3.6. Finisher with the capability to staple in multiple positions and equipped with saddle finisher.
Specs: Two trays; Top Tray holds 1,000 sheets (letter) and Lower Tray holds 1,000 sheets (letter).
Saddle Stitch tray holds 300 sheets. Stapler able to position one in corner and two in side margin with the capacity of 50 sheets (letter). Saddle Stitch capacity of 15 sheets, V-folding.
- 2.3.7. Puncher Unit capable to make 2 or 3 hole punches with paper weight up to 110 lb index.
- 2.3.8. Fax capability – minimum of a 33.6 kbps fax speed, transmission speed less than 6 seconds, auto dial with group broadcast feature, 2 MB memory capacity

2.4. **COPIER #2 EQUIPMENT SPECIFICATIONS:** Bids are requested for the following copier configurations.

2.4.1. **Monthly Copy Volume Approximately 5,000**

2.4.2. **Estimated Quantity (2)** – Base machine should meet the following technical specifications:

2.4.3. An “all in one unit” digital copier and printer with local and network scanning capabilities. It should be clarified that the base bid should reflect copier only and the intention of the base bid price is not to have the copier networked. The County wants to ensure that the equipment bid has the capability of being networked either at the time of purchase or at a later date.

2.4.4. 30 Copies Per Minute Minimum Print, Copy and Scan Speed

2.4.5. Paper Capacity: 2,000-sheet

2.4.6. Copy Reservation: Allows storage of a minimum of five copy jobs in memory while current copy or print jobs are being processed.

2.4.7. Ability to Copy Sheets, Books and 3-D Objects

2.4.8. Paper: Must Accommodate statement sheet size to 11 x 17

2.4.9. Document Feeder: automatic trayless duplexing and 30 sheet capacity

2.4.10. Multi-Sheet By Pass Tray – 50-sheet

2.4.11. Auto Shut-off and reset

2.4.12. ID Code capabilities

2.4.13. Reduction Enlargement 25% to 400% in 1% increments

2.4.14. Printing Resolution: 600 dpi x 600 dpi; 2400 dpi x 600 dpi Interpolated

2.4.15. Electronic/Rotation Sorting

2.4.16. Image Rotation

2.5. **ADD ALTERNATES FOR COPIER #2**

2.5.1. Fully networked copier with the following specifications:

Image Server Network: 128MB of RAM + 5.1GB HDD. Bidder shall include memory capacity as well as maximum capacity of RAM of machine in their bid response.

Copy/Scanning Resolution: 600 dpi x 600 dpi

2.5.1.1. Print Capability: PDLs: Adobe Postscripts 3, PCL6, TIFF, PDF, Automatic PDL sensing and switching.

2.5.1.2. The contractor shall fully install all equipment and software necessary to network the copier. Any wiring and/or cabling required for digital copiers shall be the responsibility of the state agency.

2.5.1.3. The contractor shall assist the designated county employee in the installation and configuration of required software for operation of digital copiers. Required assistance shall be provided at no additional cost to the County.

2.5.2. Large Capacity Paper Deck – 3,500-sheet letter size accommodating paper weight: 17 lb. Bond to 110 lb. index

2.5.3. Upgrade Document Feeder with 50 sheet capacity
Finishers:

2.5.4. Finisher with the capability to staple in top corner (30 sheets)

2.5.5. Finisher with the capability to staple in multiple positions.

2. Primary Specifications (cont.)

- 2.5.6. Finisher with the capability to staple in multiple positions and equipped with saddle finisher. Specs: Two trays; Top Tray holds 1,000 sheets (letter) and Lower Tray holds 1,000 sheets (letter). Saddle Stitch tray holds 300 sheets. Stapler able to position one in corner and two in side margin with the capacity of 50 sheets (letter). Saddle Stitch capacity of 15 sheets, V-folding.
- 2.5.7. Puncher Unit capable to make 2 or 3 hole punches with paper weight up to 110 lb index.
- 2.5.8. Fax capability – minimum of a 33.6 kbps fax speed, transmission speed less than 6 seconds, auto dial with group broadcast feature, 2 MB memory capacity

2.6. **TRADE-IN INFORMATION** – The county is interested in trading-in the following machines. The county is trading the machines “as is” and does not take any responsibility for operating performance. If you wish to assess the equipment, please contact Marlene Ridgway at (573) 886-4392.

- 2.6.1. Canon NP6030 S/N NRD31404: Current Copy Count 239,055 Located in the County Commission Office.
- 2.6.2. Canon NP4050 S/N NAG0977: Current Copy Count: 897,408 Located in the County Clerks Office.
- 2.6.3. Canon NP4050 S/N NCJ20172 : Current Copy Count 908,507 Located in the Circuit Clerks Office

2.7. MAINTENANCE

2.7.1. The County intends to purchase an additional seven-year maintenance contract with each machine. The Contractor's on-site maintenance shall include preventive maintenance calls and all remedial service calls required by using department and found to be necessary by the service representative to maintain the equipment in optimum operating condition. County expects repair response time to be 8 business hours from the date and time a service call is placed. In the event that a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County. If the original equipment cannot be repaired to the satisfaction of the County, permanent replacement equipment with equal or greater specifications must be provided, at no cost to the County. The Successful bidder's responsibility for permanent replacement will be seven (7) fiscal years following the year equipment is installed and accepted by the County. Responding bidders must be authorized service representatives for their submitted bid machine make and models. **Please submit a letter of authorization with bid.**

Respondent guarantees that all parts used are manufacturer-approved parts and equipment.

2.7.2. **Additional Maintenance and Supply Contract Terms** – The contractor shall be responsible for providing all service and supplies as may be required to maintain the equipment in good working condition. Service/maintenance cost is based on the estimated annual copy usage times the “cost per copy” rate. The County will only pay for the actual number of copies made, based on the semiannual meter readings. Maintenance contracts will be billed semi-annually on the fifteenth (15th) day of January and July of each year. If vendors are required to provide an annual cost increase for said service, percentage increases are not acceptable. The anticipated maximum percentage increase must be submitted in the form of a dollar amount for each year. Please feel free to use an additional sheet if enough room is not provided in Section 4 of this request.

2.7.3. **Service /supply agreements shall include, but not be limited to, the following:**

- 2.7.3.1. All routine preventive maintenance service calls and/or addition of developer as well as regular inspection service calls. Each regularly scheduled preventive maintenance call shall include a complete inspection, essential cleaning, lubrication, replacement of worn or broken parts, and mechanical adjustments to accommodate for new parts or to compensate for wear.
- 2.7.3.2. “Special service calls” (service calls made between the regularly scheduled routine preventative maintenance calls and regular inspection service calls) requested by the County.
- 2.7.3.3. Emergency service calls
- 2.7.3.4. The Contractor's on-site maintenance shall include all labor, mileage, travel time, and all replacement parts necessary to maintain said equipment in optimum operating condition for service calls listed above to County location of equipment. All replacement parts include but are not limited to: drum, fuser rollers, oil, cleaning blades, and any accessories such as auto document feeder, stapler, sorters, etc.

2. Primary Specifications (cont.)

- 2.7.4. All Supplies, excluding paper and staples, necessary for operation of the equipment including, but not limited to, toner, developer shall be included in the maintenance cost. The County will assume responsibility for installing paper and staples in the copier. The installation of all other supplies will be the responsibility of the contractor. Supplies must be provided in sufficient quantities to prevent down time.
- 2.7.5. The contractor shall have at least one service manager and one service technician duly trained by the manufacturer and authorized in the repair of the items offered for bid. A manufacturer's statement should be included as verification of training. The Bidder must provide the following information relating to the provision of maintenance service as listed in ATTACHMENT 1 and include in the bidder's response.
- 2.7.6. The County's expectation is that equipment furnished shall be maintained in a high quality state of operation at all times. Equipment repeatedly requiring service calls in excess of two times per preventive maintenance cycle shall be deemed to be unacceptable.
- 2.7.7. The Contractor shall agree and understand that the County reserves the right to cancel maintenance on any equipment owned by the County, at no additional cost to the county. Such notification shall be provided, in writing, within thirty (30) days prior to the cancellation date.
- 2.7.8. Contractor shall provide, with each machine, an on-site service log. This log shall be updated each time service is performed on the machine.

2.8. WARRANTY AND GUARANTEE

- 2.8.1. Bidder shall submit with their bid a complete description of any and all warranties offered as part of this contract.
- 2.8.2. Bidder agrees to unconditionally guarantee all equipment against defect in material, workmanship and performance for a period of one year from the date of acceptance by the county, unless otherwise specified.
- 2.8.3. Like for Like: Like for like trade agreement throughout the entire term of the seven (7) year maintenance or warranty at no cost to the County. In the event that the equipment experience excessive down time or fails to maintain acceptable quality standards, Contractor will replace the equipment with that of equal or greater quality.

2.9. ADDITIONAL CONTRACTOR REQUIREMENTS

- 2.9.1. Contractor shall provide and install equipment that meets or exceed the specifications contained in this bid.
- 2.9.2. The Contractor must provide any additional equipment necessary, at no cost to the County, if the awarded equipment does not meet the specifications outlined in this document. The County shall determine whether the specifications are adequately met.
- 2.9.3. The Contractor shall not substitute any equipment without the prior written approval of the Boone County Director of Purchasing.
- 2.9.4. The County reserves the right to allow the Contractor to substitute any new equipment offered by the Contractor on all unshipped and future orders if the equipment capabilities are equal to, or greater than the contract equipment. The Director of Purchasing shall be the final authority as to acceptability.
- 2.9.5. In the event of manufacturer discontinuation, the Contractor shall substitute equipment with equal or better capabilities for the same or less cost than the discontinued equipment. The contractor shall not substitute any equipment without the prior written approval of the Boone County Purchasing Director. The Boone County Purchasing Director shall be the final authority as to acceptability of requested substitutions and reserves the right to accept or reject any substitution requests.
- 2.9.6. The Contractor shall be responsible for replacing any items received in damaged condition at no cost to the County. This includes all shipping costs for returning non-functional/damaged equipment to the Contractor for replacement.
- 2.9.7. The Contractor must pass along all price reductions offered by the manufacturer or dealer during the contract period to the County. Such notice shall be given within ten days after issuance. The lower prices shall apply on all unshipped orders from the date of the price reduction.
- 2.9.8. The Contractor must function as the single point of contact for the County regardless of any subcontract arrangements for maintenance services. This shall include assuming responsibility and liabilities for all problems relating to all products and services provided.
- 2.9.9. The Contractor must supply the user documentation/operating manuals necessary to install, operate and maintain the products provided.

2. Primary Specifications (cont.)

- 2.9.10. Contractor must provide on-site training for each installation for all primary and back-up operators. The County may require additional training sessions if the copier will have multiple users.
- 2.10. **ELECTRICAL REQUIREMENTS**
- 2.10.1. The County expects all equipment furnished under the terms of a purchase agreement to operate on standard building current. Bidders may make an appointment with the Facilities Maintenance Manger prior to the scheduled bid closing to test the current at the potential equipment location, to determine if their equipment will operate successfully.
- 2.11. **NETWORK REQUIREMENTS**
- 2.11.1. Bidders must include, for the Networking Add Alternate, optimal accessories necessary for complete and fully operational, TCP/IP network connections as well as software to enable the device to be used as a printer.
- 2.11.2. Equipment must be certified and compatible with a minimum:
- 2.11.2.1. Windows 98/NT/2000/XP, Novell Netware 5.0, Novell Netware 5.1
Driver software must be provided for the supported Desktop and Network operating systems.
Ethernet, IPX and TCP/IP Protocol Support
- 2.12. **PRINT CAPABILITIES**
- 2.12.1. Print Submission Tools: Equipment should have capabilities of the TIFF/PDF submission tool which provides direct submission of TIFF and PDF files from Windows 2000/NT 4.0/98/05. Bidders must state their capabilities for this submission tool.
- 2.12.2. Fonts:
- 2.12.2.1. PostScript 3: 176 Adobe Postscript Type 1 fonts
PCL6: Micro Type Fonts
- 2.12.3. Job Submission of Print-Ready Files:
- 2.12.3.1. Post Script, PCL, TIFF, PDF ASCII
- 2.12.4. Browsers:
- 2.12.4.1. Netscape Navigator 4.x, Netscape Communicator 4.5/4.6, Microsoft Internet explorer 4.x, 5.x and 6.x
- 2.12.5. Print Management Support:
- 2.12.5.1. SSNMP Version 1 and SNMP Version 2c traps
- 2.12.5.2. MIB access (IETF-MIB II RFC 1213, Host Resources MIB RFC 1514)
- 2.12.5.3. Printer MIB RFC 1759
- 2.12.5.4. Edge-to-edge Printing Support
- 2.12.6. Scan Destinations:
- 2.12.6.1. Scan to Network, Scan to PC Desktop, Scan to Application (workflow, EDMS), Scan to Microsoft exchange Public Folders. Bidders should state any additional scanning capabilities for the equipment quoted.
- 2.13. **INSURANCE REQUIREMENTS**
- 2.13.1. **Contractors Insurance** – The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the County has approved such insurance. All policies shall be in the amounts, form and 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.
- 2.13.2. **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 protections of their employees not otherwise protected.
- 2.13.3. **Comprehensive General Liability Insurance** – 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 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.

2. Primary Specifications (cont.)

2.13.4. Insurance Certification – Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the work.

2.14. SALES/USE TAX EXEMPTION – County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to insure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. Not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.

2.15. FINANCIAL EVALUATION OF BID

2.15.1. Basis of Evaluation: Evaluation of pricing shall be based on the combined life cycle cost of the equipment and maintenance for a seven-year period, which includes the lowest total cost of the copy machines, listed accessories, 7-year maintenance and networking items (if applicable), meeting the specifications. .

2.15.2. Service and Maintenance: The cost per copy rate times the estimated copy usage will determine the annual service/maintenance cost. The total seven-year cost will be considered a part of the evaluation.

2.15.3. Evaluation of Equipment: At the option of the County, any bidder may be required to furnish a demonstration or trial of equipment bid to determine the quality of copies produced, ease of use, dependability of the equipment and compliance with specifications. If required, the County may test the equipment for a maximum of two weeks. The bidder must make equipment and technical staff available for on-site testing by the County. All costs, including transportation, associated with the evaluation shall be borne by the bidder.

2.16. AWARD OF CONTRACT

2.16.1. The County of Boone reserves the right to accept or reject any and all bids in the best interest of 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.

2.16.2. If bidder’s response is based on an “all or none” award in any manner, this must be clearly stated on the bid form.

2.17. DEVIATIONS

2.17.1. It is the bidder’s responsibility to submit a bid that meets all mandatory specifications stated within. Because of the complexity and number of required specifications, the bidder must compare their product bid with the required listed minimum specifications and identify any deviations. Failure to properly identify deviations may render the bidder’s proposal non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be acceptable as proper identification of deviations from the written specifications.

2.18. DESIGNEES – Cathy Richards, Commission Office Manager, 801 E. Walnut, Columbia, MO 65201; Wendy Noren, County Clerk, 801 E. Walnut, Columbia, MO 65201; Cheryl Whitmarsh, Circuit Clerk, 705 E. Walnut, Columbia, MO65201; Robert L. Perry, Court Administrator, 705 E. Walnut, Columbia, MO65201; Bonnie Adkins, Prosecuting Attorney’s Office, 705 E. Walnut, Columbia, MO65201

2. Primary Specifications (cont.)

- 2.19. **PRE-BID CONFERENCE** – A pre-bid conference will be held on Wednesday, February 26, 2003 at 10:00 a.m. in the Boone County Johnson Building 601 E. Walnut Room 213 Columbia, MO 65201.
- 2.19.1. All potential bidders are encouraged to attend this conference in order to ask questions and provide comments on the Request for Bid. Attendance is not mandatory to submit a response; however, bidders are encouraged to attend since information relating to this RFB will be discussed in detail. Bidders should bring a copy of the RFB since it will be used as the agenda for the pre-bid conference.
- 2.19.2. Bidders are strongly encouraged to advise the Boone County Purchasing Department within five (5) days of the scheduled pre-bid conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.
- 2.20. **BID CLARIFICATION** – Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Marlene Ridgway, Buyer, 601 E. Walnut, Room 209, Columbia, Missouri 65201. Phone: (573) 886-4392 Fax: (573) 886-4390 or Email: mridgway@boonecountymo.org
- 2.21. **DELIVERY/INSTALLATION** – Firm delivery and installation schedules are essential in the performance of the contract to be awarded hereunder. Bidders shall set forth in their bid the number of days in which delivery and installation will be fully complete in strict accordance with the specifications. A timely delivery schedule with an immediate installation and training schedule shall be stated on the *Response Page*. Delivery date should be within **thirty days** from date of purchase order. If the bidder does not set forth a date of completion in their bid, their bid is subject to rejection.
- Note: Contractor shall not ship or install equipment without a properly executed purchase order.
- 2.21.1. **Delivery Locations:** Boone County Courthouse, 705 E. Walnut, Columbia, Missouri 65201 and the Boone County Government Center, 801 E. Walnut, Columbia, Missouri 65201.
- 2.21.2. **Delivery Terms** – FOB Destination with Inside Delivery to designated room. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges
- 2.21.3. **Complete Descriptive Literature:** Bidders proposing to furnish items must submit Complete Descriptive Literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.21.4. **Invoices:** The County's purchase order number must appear on the invoice. Invoices should be submitted to the appropriate designee as awarded.

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. **Advice of Award** – If you wish to be advised of the outcome of this Bid, the results may also be viewed on our web page www.showmeboone.com.
- 3.3. **BID OPENING** – On the date and time and at the location specified on the title page, 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. **Copier #1**

Unit Price

- 4.7.1. Base Copier per specifications in Section 2.2. \$ _____
- 4.7.2. List any deviations to the original specifications:

4.8. **Add Alternates for Copier #1**

- 4.8.1. Fully networked copier with scanning capabilities per section 2.3.1. and Print Capability including PDLs Adobe Postscripts 3, PCL6, TIFF, PDF, Automatic PDL sensing and switching \$ _____
- 4.8.1.1 Identify memory included: _____
- 4.8.1.2 Identify memory expansion capabilities: _____
- 4.8.2. Large Capacity Paper Deck \$ _____
- 4.8.2.1 Please specify paper capacity: _____
- 4.8.3. Upgrade Document Feeder to a 50 sheet capacity \$ _____
- Finishers:**
- 4.8.4. Finisher with the capability to staple in top corner (30 sheets). \$ _____
- 4.8.5. Finisher with the capability to staple in multiple positions. \$ _____
- 4.8.6. Finisher with the capability to staple in multiple positions and equipped with a saddle finisher per section 2.3.6. \$ _____

4. Response Form (cont.)

4.8.7. Puncher Unit capable to make 2 or 3 hole punches \$

4.8.8. Fax per specifications in section 2.3.8. Please describe any responsibilities of the County to complete installation of fax. \$

TOTAL OF ALL ADD ALTERNATES (Sect. 4.8.1 – 4.8.8.) \$

4.9. Maintenance Cost will be based on the estimated annual copy usage times the “cost per copy” rate. Please provide the “cost per copy” rate including supplies (except for paper and staples).

- 4.9.1. Contract Year 1
4.9.2. Contract Year 2
4.9.3. Contract Year 3
4.9.4. Contract Year 4
4.9.5. Contract Year 5
4.9.6. Contract Year 6
4.9.7. Contract Year 7

4.10. Describe Warranty Features including Length and Features (Warranty to cover all components acquired at time of purchase)

Blank lines for warranty details

4.11. Annual Copy Rating: _____

4.12. Warm Up Time: _____

4.13. Copier #2

Unit Price

4.13.1. Base Copier per specifications in Section 2.4. \$

4.13.1.1 List any deviations to the original specifications:

Blank lines for deviations

4.14. Add Alternates for Copier #2

4.14.1. Fully networked copier with scanning capabilities per section 2.3.1. and Print Capability including PDLs Adobe Postscripts 3, PCL6, TIFF, PDF, Automatic PDL sensing and switching \$

4.14.1.1 Identify memory included: _____

4.14.1.2 Identify memory expansion capabilities: _____

4.14.2. Large Capacity Paper Deck \$

4.14.2.1 Please specify paper capacity of the item bidding: _____

4. Response Form (cont.)

4.14.3. Upgrade Document Feeder to a 50 sheet capacity \$

Finishers:

4.14.4. Finisher with the capability to staple in top corner (30 sheets). \$

4.14.5. Finisher with the capability to staple in multiple positions. \$

4.14.6. Finisher with the capability to staple in multiple positions and equipped with a saddle finisher per section 2.5.6. \$

4.14.7. Puncher Unit capable to make 2 or 3 hole punches \$

4.14.8. Fax per specifications in section 2.5.8. Please describe any responsibilities of the County to complete installation of fax. \$

TOTAL OF ALL ADD ALTERNATES (Sect. 4.14.1 – 4.14.8.) \$

4.15. Maintenance Cost will be based on the estimated annual copy usage times the “cost per copy” rate. Please provide the “cost per copy” rate including supplies (except for paper and staples). The first year will be prorated after warranty through December 31, 2003. If your firm proposes any increase in the annual maintenance cost over the seven year period, bidder is required to provide the annual cost for each year. Statements such as “5% increase each year” are not acceptable.

- 4.15.1. Contract Year 1 _____
- 4.15.2. Contract Year 2 _____
- 4.15.3. Contract Year 3 _____
- 4.15.4. Contract Year 4 _____
- 4.15.5. Contract Year 5 _____
- 4.15.6. Contract Year 6 _____
- 4.15.7. Contract Year 7 _____

4.16. Describe Warranty Features including Length and Features (Warranty to cover all components acquired at time of purchase)

4.17. Annual Copy Rating: _____

4.18. Warm Up Time: _____

4. **Response Form (cont.)**

4.19. **TRADE-IN INFORMATION** – The county is interested in trading-in the following machines. The county is trading the machines “as is” and does not take any responsibility for operating performance. If you wish to assess the equipment, please contact Marlene Ridgway at (573) 886-4392. Trade in will be on a “one to one” ratio for purchases.

4.19.1.	Canon NP6030: Current Copy Count 239,055 Located in the County Commission Office.	\$ _____
4.19.2.	Canon NP4050: Current Copy Count 897,408 Located in the County Clerks Office.	\$ _____
4.19.3.	Canon NP4050 : Current Copy Count 908,507 Located in the Circuit Clerks Office	\$ _____
TOTAL OF ALL TRADE-INS		\$ _____

4.20. Will your company hold contracted prices firm through March 31, 2004 in the event purchases for FY2004 will be made for such equipment as designated in this bid?

Yes _____ No _____

4.21. **Items to Submit along with Bid Response:**

- Letter confirming that bidder is an authorized service representative for machine bid.
- Manufacturer statement verifying training of manager and technician as stated in Section 2.7.5.
- Statement of Bidders Qualifications
- Attachment 1

4.22. **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. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (“Missouri Domestic Products Procurement Act”) of the Revised Statutes of Missouri.**

4.22.1. Authorized Representative (Sign By Hand):

_____ Date: _____
 Print Name and Title of Authorized Representative

4.23. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?
 _____ Yes _____ No

4.24. Delivery ARO: _____



Standard Terms and Conditions

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Marlene Ridgway, Buyer
573/886-4392 - FAX 573/886-4390

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. 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.
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.
13. 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.

STATEMENT OF BIDDER'S QUALIFICATIONS

(File with Bid Form in separate envelope appropriately designated.)

1. Number of years in business: _____ If not under present firm name, list previous firm names and types of organizations.

2. Contracts on hand: (Complete the following schedule)

Item	Purchaser	Amount of Contract	Percent Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. General type of product sold and manufactured:

4. There has been no default in any contract completed or uncompleted except as noted below:

- (a) Number of contracts on which default was made: _____
- (b) Description of defaulted contracts and reason therefore:

5. List banking references:

ATTACHMENT 1

VENDOR INFORMATION

Bidders are requested to provide the following information

1. List all service center locations that will service Boone County equipment.

2. Indicate the number of service representatives that are trained on the equipment proposed and will be responding to the service calls.

3. Describe the technical training of the service representatives. (i.e. factory school trained, factory audio-visual trained, dealer trained, etc.).

4. State the years of experience of each service representative who will respond to service calls.

5. Describe the procedures to be used to contact service personnel.

6. Please list three public entities with contact name and telephone numbers for whom you have provided similar equipment.
