



Request for Bid (RFB)

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

Marlene Ridgway, Buyer
Phone: (573) 886-4392 – Fax: (573) 886-4390
Email: midgway@boonecountymo.org

Bid Data

Bid Number: **65-14OCT03**

Commodity Title: **Pre-Printed Envelopes**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: TUESDAY, OCTOBER 14, 2003
Time: 10:25 A.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 Street and Walnut Street. 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, OCTOBER 14, 2003
Time: 10:30 A.M. C.S.T.
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Standard Terms and Conditions
"No Bid" Response Form**

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 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 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. 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** - 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 or e-mail, 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 from date of award through one year with an additional two (2) one-year renewals 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** – A term and supply contract to provide pre-printed diagonal seam type envelopes.

2.1.1. **Quantity –**

- 2.1.1.1. 125,000 - #10 White Window Envelopes for the Boone County Collector
- 2.1.1.2. 100,000 - #10 White Window Envelopes for the Boone County Assessor
- 2.1.1.3. 5,000 - #10 White Regular Envelopes for the Boone County Collector
- 2.1.1.4. 75,000 - #9 Light Green Envelopes for the Boone County Assessor
- 2.1.1.5. 50,000 - #9 Yellow Envelopes for the Boone County Collector

2.2. **GENERAL TECHNICAL REQUIREMENTS FOR ENVELOPES**

- 2.2.1. Envelopes shall be diagonal seam type envelopes for use with a Pitney Bowes Series Seven mechanical insertion device.
- 2.2.2. All side flaps shall be securely bonded to the back flap without exhibiting any curl or ripple between the back flap and side flaps.
- 2.2.3. All envelopes shall be produced using 24-pound stock.
- 2.2.4. All window patches shall be flat, ripple free and bonded within 1/16" (1.6 mm) of the top edge of the patch material and top edge of the window cut out(s).
- 2.2.5. In those cases where any part of the side of the patch material is within 1" (25 mm) from any envelope side edge, the following shall apply:
 - 2.2.5.1. If the top of the patch material falls within 3/8" (9.6 mm) of the crease score line, the patch material shall be raised to within 1/16" (1.6 mm) or closer to the crease line.
 - 2.2.5.2. In addition, the throat shall be a maximum of 1/4" (6.4 mm) below the crease line at 3/4" (19.2 mm) from the side edges. This is required to prevent the throat openers from tearing the patch.
- 2.2.6. Envelope curl or twist shall not exceed 1/4" (6.4 mm) when the envelope is placed on a flat surface.
- 2.2.7. Envelope dimensions shall not vary more than $\pm 1/16"$ (1.6 mm).
- 2.2.8. Number 10 envelopes shall be 4-1/8" x 9- 1/2"
- 2.2.9. Number 9 envelopes shall be 3-7/8" x 8-7/8"
- 2.2.10. Standard Window on #10 envelopes shall be 1-1/8" x 4-1/2" located 7/8" from left and 1/2" from bottom.

2.3. **PRINTING TECHNICAL REQUIREMENTS**

- 2.3.1. #10 White Window and Regular Envelopes for the Boone County Collector shall include the return address with the County seal.
- 2.3.2. #9 Yellow Envelopes for the Boone County Collector shall include the return address information area, mailing address, bar code, stamp area and mailing instructions printed on the back side of the envelope. This is to be a double sided print.
- 2.3.3. #9 Light Green Envelopes for the Boone County Assessor shall include the return address information area, mailing address, bar code and stamp area. This is to be a single sided print.

2.4. **ADDITIONAL INSTRUCTIONS**

- 2.4.1. Original Boone County seal artwork is available through the purchasing department.
- 2.4.2. **SAMPLES WILL BE PROVIDED UPON REQUEST.** CONTACT THE PURCHASING DEPARTMENT AT 573-886-4392 AND THEY WILL BE MAILED. Please note that the samples do not have the print quality and print information required by the County. The sample is merely provided to note the position and information to be included on each envelope.
- 2.4.3. All printing on the envelopes must adhere to the US Postal Service guidelines.
- 2.4.4. All ink shall be black oil base ink.
- 2.4.5. All prices for quantities and services described in Section 4 of this request must also include ANY AND ALL fees associated with set-up, clean-up, labor, pick up of job request, delivery of completed job, finishing services, etceteras unless otherwise specified.
- 2.5. **CONTRACT DURATION** - The contract shall be effective from the date of issuance through September 30, 2004. This contract is subject to renewal annually for two (2) additional one (1) year periods following expiration of the first contract period.

2 Primary Specifications (cont.)

- 2.5.1. **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.
- 2.5.2. **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.
- 2.6. **DESIGNEE** – Boone County Collector and Boone County Assessor
- 2.6.1. **Contact** – Marlene Ridgway, Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone (573) 886-4392; Facsimile (573) 886-4402 or email: mridgway@boonecountymmo.org
- 2.7. **DELIVERY** – Boone County Government Center Mail Room, 801 E. Walnut, 3rd Floor, Columbia, MO 65201.
- 2.7.1. **Delivery Terms** – FOB Destination. Inside delivery to the third floor mail room. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.7.2. **Delivery Dates** – Boone County Collector Envelopes must be delivered on October 30, 2003. Boone County Assessor envelopes must be delivered on December 15, 2003. Delivery dates are based upon a bid award no later than October 21, 2003.
- 2.7.3. **Proof Processing** – Contractor will be required to obtain the appropriate approvals of proofs from the office ordering the envelopes. Fax transmitted proofs will not be accepted. It is the contractor's sole responsibility to obtain the required information in a timely fashion for meeting the delivery deadline as specified.
- 2.8. **EVALUATION** – The Vendor should submit samples of the #10 window envelopes and #9 envelopes. The cost for providing these samples will be the responsibility of the respondent. Suitability of the products offered as it relates to the mail equipment and U.S. Postal Service color guidelines will be a major part of the bid award evaluation.
- 2.9. The vendor that is awarded this contract will provide identical envelopes to those supplied as samples. In the case that substitutes are provided, Boone County reserves the right to refuse the product and request the correct envelopes.

- 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 here. Failure to adhere to all requirements may result in 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 "NA"
- 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 bid 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.
- 3.2.3 The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing Department*.
- 3.2.4 If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your bid to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our vendor list for this bid.
- 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.
- 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 our use.
- 3.5.3 **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
- 3.5.4 **Award**: Award will be made to the lowest, responsible bidder meeting specifications, who presents the product or service that is in the best interest of Boone 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.
- 3.5.5 Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.

4. **Response Form** - Submit **three (3) complete copies** of your Response in a single sealed envelope, **clearly marked on the outside, left corner** with your company name and return address, the proposal number and the due date and time.

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Federal Tax ID: _____

4.7. **Pricing**

Description	# of Cases (2,500 per case)	Unit Price	Extended Price
4.7.1. #10 White Window Envelopes for the Boone County Collector Single Sided Print Color - White	50	\$ _____	\$ _____
4.7.2. #10 White Window Envelopes for the Boone County Assessor Single Sided Print Color - White	40	\$ _____	\$ _____
4.7.3. #10 White Regular Envelopes for the Boone County Collector Single Sided Print Color - White	2	\$ _____	\$ _____
4.7.4. #9 Light Green Envelopes for the Boone County Assessor Single Sided Print Color - Light Green	30	\$ _____	\$ _____
4.7.5. #9 Yellow Envelopes for the Boone County Collector Double Sided Print Color - Yellow	20	\$ _____	\$ _____
4.7.6. GRAND TOTAL			\$ _____

4.8. **Delivery After Receipt of Order:** _____

4. Response Form (Cont.)

4.10. 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 has 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.

4.10.1. Authorized Representative (Sign By Hand):

4.10.2. Type or Print Signed Name:

4.10.3. Today's Date: _____



Standard Terms and Conditions

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

Marlene Ridgway, Buyer
Phone: (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.



"No Bid" Response Form

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

Marlene Ridgway, Buyer
(573) 886-4392– Fax: (573) 886-4390

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Bid: 65-14OCT03 – Pre-printed Envelopes

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____