



**Boone County Purchasing**  
601 E. Walnut, Room 208  
Columbia, MO 65201

## *Request for Quote (RFQ)*

**Melinda Bobbitt, CPPB, Director**  
(573) 886-4391 – Fax: (573) 886-4390  
Email: mbobbitt@boonecountymo.org

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### **13-04FEB05 – Facsimile Machine**

#### INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

1. The Boone County Purchasing Department has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer considered the most advantageous to the County.
2. Bidders must use the response form provided for the purpose of submitting bids, must return the response form, give total price and sign the bid.
3. Do not include Federal Excise Tax or Sales and Use Tax in bid process, as the County is exempt from them by law.
4. The Boone County Purchasing Department 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 Boone County Purchasing Department.
5. In case of default by the Contractor, the Boone County Purchasing Department will procure the services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
6. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
7. Prices must be 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. Pricing must be firm for 60 days.
8. Failure to comply with any of the above instructions and general conditions of bidding will disqualify the bidder.
9. Any questions or concerns about the quote must be presented in writing to Melinda Bobbitt by **February 3, 2005**, 5:00 p.m. by fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).
10. **Descriptive Literature:** Bidders proposing to furnish items other than specified must submit Complete Descriptive Literature with bid. Bids received without descriptive literature are subject to rejection.

11. **Or Equal:** Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County's responsibility.
12. **FOB Destination:** All deliveries shall be made FOB Destination, inside delivery, with freight charges fully included and prepaid. The seller pays and bears the freight charges.

**Specifications:**

**For the furnishing, delivery and installation of a Facsimile Machine** with the minimum specifications:

- Print Technology: Laser
- Paper Type: Plain
- Paper Size: A4, letter, legal
- Paper Tray Capacity: 250 Sheets
- Print Resolution: 300 x300 dpi
- Automatic Document Feeder: Yes, 30 pages
- Handset: No
- Page Memory: 50 pages
- Broadcasting: 100 locations
- Transmission Speed: 3 seconds per page
- Speed Dialing: Yes
- Delayed Transmission: Yes
- Operating Environment: Relative Humidity 20 to 80%, 55 to 90° F
- Copy Resolution: 300 dpi
- Copies: Up to 99
- LCD Display: Yes
- Speakerphone: Yes
- Auto Redial: Yes, when busy or no answer
- Network Faxing: Yes
- Network Printing: Yes
- Network Scanning: Yes

Other considerations:

- Pass through tray (or any trays) should not extend from front of machine (machine is located adjacent to an traffic aisle)
- Static electricity is a consideration (machine located next to copier and floor is carpeted)
- Separate pricing for additional tray to hold legal size paper
- Price maintenance agreement per month at end of warranty
- Warranty to cover both parts and labor and should be for minimum one-year
- Cost quote to include delivery and set-up
- Service and response times to be same day
- Battery back up to retain settings in case of power failure
- Ability to send and receive faxes simultaneously

**Return quote by Friday, February 4, 2005, 10:30 a.m. by fax (573) 886-4390 or mail:**

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**Response Form**

<b><u>Description</u></b>	<b><u>Quantity (each)</u></b>	<b><u>Unit Price</u></b>	<b><u>Ext. Price</u></b>
Facsimile Machine	1	\$ _____	\$ _____
Additional Tray for Legal Paper	1	\$ _____	\$ _____
Maintenance Agreement (per month)	1	\$ _____	\$ _____
<b>TOTAL</b>			<b>\$ _____</b>

Describe Warranty:

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Delivery Days After Receipt of Order: \_\_\_\_\_ days

The undersigned hereby offers to furnish and deliver the equipment as specified at the price and terms stated and in strict accordance with the specifications, instructions, and general conditions of bidding which have been read and understood, and all of which are made a part of this order.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax Number: \_\_\_\_\_