



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

Request for Quote (RFQ)

Melinda Bobbitt, CPPB, Director of Purchasing

Phone: (573) 886-4391 – Fax: (573) 886-4390

Email: mbobbitt@boonecountymo.org

**Request for Quote for the
Furnishing and Delivery of Turtlenecks
To add to the award of bid 65-18OCT05 – Law Enforcement Uniforms**

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 bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets, give total price and sign the bid.
3. Identify the item you will furnish by brand and manufacturer's name and catalog numbers, if applicable.
4. No substitutions allowed. The Boone County Sheriff Department has standardized with the name brand item detailed in this bid.
5. Do not include Federal Excise Tax or Sales and Use Tax in bid process, as the County is exempt from them by law.
6. The delivery date shall be stated in definite terms, as it may be taken into consideration in awarding the bid.
7. 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.
8. In case of default by the Contractor, the Boone County Purchasing Department will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. 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.
11. Failure to comply with any of the above instructions and general conditions of bidding will disqualify the bidder.
12. The Boone County Purchasing Department expressly denies responsibility for, or ownership of, any item purchased until same is delivered and installed to and accepted by the Boone County Purchasing Department.
13. Any questions or concerns about the quote must be presented in writing to Melinda Bobbitt, CPPB, Director of Purchasing, by October 23, 2006, 1:00 p.m. by fax (573) 886-4390 or e-mail:mbobbitt@boonecountymo.org.
14. The Boone County Purchasing Department will evaluate the bids on the lowest price, best model, and greatest value to Boone County based on the general specifications and delivery.
15. **FOB DESTINATION:** All deliveries shall be made FOB Destination with **freight charges fully included and prepaid.**

The seller pays and bears the freight charges.

16. All other terms and conditions from bid *65-18OCT05 – Law Enforcement Uniforms Term and Supply* apply to this bid.

Specifications:

Return quote by Tuesday, October 24, 2006, 10:30 a.m. by fax (573) 886-4390 or mail:

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Description

Turtleneck, mock: ELB – 8601

Color: Brown

<u>Size</u>	<u>Estimated Yearly Qty</u>	<u>Unit Price (each)</u>
Small	10	\$ _____
Medium	15	\$ _____
Large	25	\$ _____
Extra Large	25	\$ _____
2 Extra Large	25	\$ _____
3 Extra Large	20	\$ _____

Delivery will be made _____ days after receipt of order.

SIGNATURE: _____

PRINTED NAME: _____

Business Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____