



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

***Request for Bid (RFB)***

***Tyson Boldan, Buyer***  
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Email: tboldan@boonecountymo.org

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***Bid Data***

Bid Number: **58-12OCT09**  
Commodity Title: **Printer Toner Cartridges Term & Supply**

**DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

***Bid Submission Address and Deadline***

Day / Date: **MONDAY, OCTOBER 12, 2009**  
Time: **10:30 AM** (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 6<sup>th</sup> 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: **MONDAY, OCTOBER 12, 2009**  
Time: **10:30 AM** (Bids received after this time will be returned unopened)  
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  
Work Authorization Certification  
Debarment Form  
Certification of Individual Bidder  
Individual Bidder Affidavit  
Exhibit A  
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 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. 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, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of [forty eight] hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: [www.showmeboone.com](http://www.showmeboone.com)  
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. Bidder's 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. The 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.
- 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. **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** - Boone County, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the furnishing of Printer Toner Cartridges as specified herein.
- 2.1.1. **Estimated Quantity** – The County spends approximately \$63,000.00 on printer toner cartridges each year. All orders shall be placed on an "as needed basis". The County does not guarantee a minimum volume for purchases under a prospective contract. In addition, the County reserves the right to purchase toner cartridges from other vendors when the County deems the purchase necessary.
- 2.2. **CONTRACT DURATION** - The contract shall be effective from the date of award through December 31, 2009. This contract is subject to renewal quarterly for two (2) additional one (1) year periods following expiration of the first contract period.
- 2.2.1. The unit prices for the items identified on the Response Form shall remain fixed for the identified quarterly period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the percentages outlined on the Response Form for the renewal periods.
- 2.2.2. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the previous consecutive contract period.
- 2.2.3. **If contractor makes any increase during quarterly renewal as specified on their bid response, letters from the manufacturers explaining the percent increase in manufacturers cost equivalent to contractor's desired increase in contract costs are required to be sent to the County with a signed renewal letter.**
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **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.
- 2.5. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
- 2.5.1. The contractor shall extend any and all special promotional (including "educational" promotions) sale prices or discounts immediately to the County during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period.
- 2.5.2. All prices shall be FOB Destination, freight prepaid and allowed. This shall mean that the contractor bears all insurance costs and responsibilities for transporting the items, and the cost of freight, delivery, shipping, etc. must be built into the unit cost of the item. The County shall not pay freight, etc. in addition to the price of the item(s).
- 2.6. **STOCK ITEMS** – The bidders are expected to have the items bid on the Response Form in stock. The items as bid are not to be subject to minimum order, or even carton only requirements.
- 2.7. **AWARD** – The County will award this bid on an "all or none" basis. Bidders must bid all items in order to be eligible for award.
- 2.8. **INSPECTION** – All items delivered shall be subject to inspection after delivery. If deficient in any respect, the items shall be rejected and returned at the Contractor's expense for full credit or replacement at no additional cost to the County.
- 2.9. **CONTACT** – Tyson Boldan, Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone: (573) 886-4392, Fax: (573) 886-4390, or email: [tboldan@boonecountymo.org](mailto:tboldan@boonecountymo.org)
- 2.10. **DELIVERY** – Inside delivery shall be FOB provided at the following County sites:

- 2.10.1. **Boone County Government Center** – 801 E. Walnut, Columbia, MO 65201.
- 2.10.2. **Boone County Courthouse** – 705 E. Walnut, Columbia, MO 65201.
- 2.10.3. **Robert L. Perry Juvenile Justice Center** – 5665 Roger I. Wilson Drive, Columbia, MO 65202.
- 2.11. **DELIVERY TIME** – All deliveries shall be made between the hours of 8:00 a.m. and 5:00 p.m., local time Monday through Friday, excluding state holidays.
- 2.11.1. The contractor will provide second day or better delivery of products.
- 2.12. **USAGE REPORT** - The contractor shall be required to provide the County Purchasing Department with yearly usage reports. The yearly usage report should include the description of the item, item #, quantity, and dollar amount.
- 2.13. **ORDERING PROCEDURE** – The contractor shall have either a local telephone number with the (573) area code, a toll free (800) number, or agree to accept collect calls. Orders may be accomplished by written purchase order, telephone, fax, e-mail, or online ordering system.
- 2.14. **BILLING** – The contractor shall “bill as shipped” to the respective ordering department(s). The ordering department(s) will provide the contract number, ship to and bill to address, contact name, and phone number.
- 2.15. **PAYMENT** – Invoices should be submitted to the various ordering departments of Boone County for payment which will be made 30 days after receipt of a correct and valid monthly invoice.
- 2.16. **Manufacturer** - OEM cartridges that have an equivalent yield to the part numbers listed will be considered.

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your 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" or "No Bid". 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. We are 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** - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 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** - We reserve 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** - We reserve 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** - Our 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** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
- 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
- 3.5.4. **Endurance of Pricing** - Your 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. E-Mail Address: \_\_\_\_\_
- 4.7. Federal Tax ID: \_\_\_\_\_
- 4.7.1.  Corporation
- Partnership - Name \_\_\_\_\_
- Individual/Proprietorship - Individual Name \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**PLEASE SUBMIT THREE (3) COPIES OF THE RESPONSE**

- 4.8. **PRICING** – The bidder must complete the following pages in their entirety for each printer outlined. The bidder must also complete and return Exhibit A, Prior Experience.

**RENEWALS** – The bidder shall indicate below the maximum increase for each potential renewal period. **If contractor makes any increase during quarterly renewal as specified on their bid response, letters from the manufacturers explaining the percent increase in manufacturers cost equivalent to contractor’s desired increase in contract costs are required to be sent to the**

- 4.8.1. **County with a signed renewal letter. – as per section 2.2.3. of this bid.**
- 4.8.1.1. \_\_\_\_\_ % 1<sup>st</sup> Renewal Period (January 01, 2010 through March 31, 2010)
- 4.8.1.2. \_\_\_\_\_ % 2<sup>nd</sup> Renewal Period (April 01, 2010 through June 30, 2010)
- 4.8.1.3. \_\_\_\_\_ % 3<sup>rd</sup> Renewal Period (July 01, 2010 through September 30, 2010)
- 4.8.1.4. \_\_\_\_\_ % 4<sup>th</sup> Renewal Period (October 01, 2010 through December 31, 2010)
- 4.8.1.5. \_\_\_\_\_ % 5<sup>th</sup> Renewal Period (January 01, 2011 through March 31, 2011)
- 4.8.1.6. \_\_\_\_\_ % 6<sup>th</sup> Renewal Period (April 01, 2011 through June 30, 2011)
- 4.8.1.7. \_\_\_\_\_ % 7<sup>th</sup> Renewal Period (July 01, 2011 through September 30, 2011)
- 4.8.1.8. \_\_\_\_\_ % 8<sup>th</sup> Renewal Period (October 01, 2011 through December 31, 2011)

- 4.9. 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

4.10. Describe online ordering capabilities: \_\_\_\_\_  
\_\_\_\_\_

4.11. Minimum discount from catalog list for all toner cartridges introduced after inception of the contract, and all existing toner cartridges not specified herein: \_\_\_\_\_ %

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

4.12. Note: The delivery date shall be stated in definite terms as it will be taken into consideration in awarding the bid. The County desires next day delivery.

4.13. Describe Vendor Return Policy:  
\_\_\_\_\_  
\_\_\_\_\_

4.14. Describe Vendor Recycle Program, discount available to Boone County, and who is responsible for shipping costs associated with the return of recyclable cartridges:  
\_\_\_\_\_  
\_\_\_\_\_

4.15. Bidder agrees that the proposed Toner Cartridges in this bid response are not refurbished, compatibles, or recycled toner cartridges. \_\_\_\_\_ Yes \_\_\_\_\_ No

4.16. **The undersigned offers to furnish and deliver the articles or services as specified at the prices 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 part of this order.**

4.17. Authorized Representative (Sign By Hand):

4.17.1. Type or Print Signed Name: \_\_\_\_\_  
\_\_\_\_\_

4.18. Today's Date: \_\_\_\_\_

**4.19. REMINDERS:**

- Recycled and refurbished cartridges are **NOT** acceptable.
- OEM cartridges that have an equivalent or better yield to the part numbers listed will be considered.

| Bidders must bid <b>ALL ITEMS</b> in order to be eligible for award. |                               | UNIT PRICE PER CARTRIDGE/KIT  |
|--|-------------------------------|-------------------------------|
| <b>PRINTER</b>   |                               |                               |
| <b>Printer: Canon Inkjet BJ-30</b>                                   |                               | # Of Printers = 1             |
| <b>Ink Cartridge</b>   | Manufacturer: Cannon          |                               |
|  | <i>Item Number:</i>           | BC-10                         |
|  | <i>Item Number:</i>           | BC1-10                        |
| <b>Printer: Epson TM-U950</b>  |                               | # Of Printers = 3             |
| <b>Inked Ribbon</b>  | Manufacturer: Epson           |                               |
|  | <i>Item Number:</i>           | ERC-31                        |
| <b>Printer: HP 2000cxi Pro/2000</b>                                  |                               | # Of Printers = 1             |
| <b>Ink Cartridge</b>   | Manufacturer: Hewlett Packard |                               |
|  | <i>Item Number:</i>           | [HP10] C4844A Black           |
|  | <i>Item Number:</i>           | C4801A Cyan                   |
|  | <i>Item Number:</i>           | C4843A Magenta                |
|  | <i>Item Number:</i>           | C4803A Yellow                 |
| <b>Printer: HP Deskjet D2430</b>                                     |                               | # Of Printers = 1             |
| <b>Ink Cartridge</b>   | Manufacturer: Hewlett Packard |                               |
|  | <i>Item Number:</i>           | [HP 21]C9351AN#141 Black      |
|  | <i>Item Number:</i>           | [HP 22]C9352AN#140 Tri-Color  |
|  | <i>Item Number:</i>           | [HP 58]C6658AN Photo          |
| <b>Printer: HP Deskjet 970cxi</b>                                    |                               | # Of Printers = 1             |
| <b>Ink Cartridge</b>   | Manufacturer: Hewlett Packard |                               |
|  | <i>Item Number:</i>           | [HP 45] C6650FN#140 Black     |
|  | <i>Item Number:</i>           | [HP 78] C6578DN Tri-Color     |
| <b>Printer: HP Officejet Pro L7680</b>                               |                               | # Of Printers = 1             |
| <b>Ink Cartridge</b>   | Manufacturer: Hewlett Packard |                               |
|  | <i>Item Number:</i>           | [HP 88]C9396AN#140 Black      |
|  | <i>Item Number:</i>           | C9391AN#140 Cyan              |
|  | <i>Item Number:</i>           | C9392AN#140 Magenta           |
|  | <i>Item Number:</i>           | C9393AN#140 Yellow            |
| <b>Printer: HP Laserjet 1012</b>                                     |                               | # Of Printers = 1             |
| <b>Toner</b>   | Manufacturer: Hewlett Packard |                               |
|  | <i>Item Number:</i>           | [HP 12A] Q2612A               |
| <b>Printer: HP Officejet H470B</b>                                   |                               | # Of Printers = 2             |
| <b>Ink Cartridge</b>   | Manufacturer: Hewlett Packard |                               |
|  | <i>Item Number:</i>           | [HP 98] C8765WN#140 Black     |
|  | <i>Item Number:</i>           | [HP 97] C8766WN#140 Tri-Color |



|   |                    |
|---|--------------------|
| <b>Printer: HP Laserjet 2100m</b>       | # Of Printers = 12 |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 96A] C4096A    |
| <b>Printer: HP Laserjet 2200dn</b>      | # Of Printers = 11 |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 96A] C4096A    |
| <b>Printer: HP Laserjet 2200dn MICR</b> | # Of Printers = 1  |
| Toner Manufacturer: Troy / Nukote       |                    |
| <i>Item Number:</i>                     | 02-81038-001       |
| <i>Item Number:</i>                     | LT121RMICR         |
| <b>Printer: HP Laserjet 2300dn</b>      | # Of Printers = 1  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 10A] Q2610A    |
| <b>Printer: HP Laserjet 4</b>           | # Of Printers = 5  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 98A] 92298A    |
| <b>Printer: HP Laserjet 4000</b>        | # Of Printers = 1  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 27x] C4127x    |
| <b>Printer: HP Laserjet 4050n</b>       | # Of Printers = 7  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 27x] C4127x    |
| <b>Printer: HP Laserjet 4050tn</b>      | # Of Printers = 2  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 27x] C4127x    |
| <b>Printer: HP Laserjet 4200dtn</b>     | # Of Printers = 1  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 38A] Q1338A    |
| <b>Printer: HP Laserjet 4p</b>          | # Of Printers = 1  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP 74A] 92274A    |
| <b>Printer: HP Laserjet 4si</b>         | # Of Printers = 1  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP21A] 92291A     |
| <b>Printer: HP Laserjet 5000n</b>       | # Of Printers = 2  |
| Toner Manufacturer: Hewlett Packard     |                    |
| <i>Item Number:</i>                     | [HP29X] C4129x     |
|   |                    |
|   |                    |
|   |                    |

|   |                   |                   |
|---|-------------------|-------------------|
| <b>Printer: HP Laserjet 5550dn</b>                |                   | # Of Printers = 1 |
| <b>Toner</b> Manufacturer: Hewlett Packard        |                   |                   |
| <i>Item Number:</i>                               | C9730A Black      |                   |
| <i>Item Number:</i>                               | C9731A Cyan       |                   |
| <i>Item Number:</i>                               | C9733A Yellow     |                   |
| <i>Item Number:</i>                               | C9733A Magenta    |                   |
| <b>Printer: HP Color Laserjet P4014dn</b>         |                   | # Of Printers = 1 |
| <b>Toner</b> Manufacturer: Hewlett Packard        |                   |                   |
| <i>Item Number:</i>                               | [HP 64A] CC364A   |                   |
| <b>Printer: IBM Infoprint 1140</b>                |                   | # Of Printers = 1 |
| <b>Toner</b> Manufacturer: InfoPrint              |                   |                   |
| <i>Item Number:</i>                               | 28P2010           |                   |
| <b>Usage Kit</b> Manufacturer: IBM                |                   |                   |
| <i>Item Number:</i>                               | 28P2625           |                   |
| <b>Printer: IBM Infoprint 1332</b>                |                   | # Of Printers = 1 |
| <b>Toner</b> Manufacturer: InfoPrint              |                   |                   |
| <i>Item Number:</i>                               | 75P4305           |                   |
| <b>Printer: IBM Infoprint 1332/MICR 35</b>        |                   | # Of Printers = 1 |
| <b>Toner</b> Manufacturer: Source Technologies    |                   |                   |
| <i>Item Number:</i>                               | STI-204528-75P108 |                   |
| <b>Printer: IBM Infoprint 1585n</b>               |                   | # Of Printers = 2 |
| <b>Toner</b> Manufacturer: InfoPrint              |                   |                   |
| <i>Item Number:</i>                               | 75P6877           |                   |
| <b>Photoconductor Kit</b> Manufacturer: InfoPrint |                   |                   |
| <i>Item Number:</i>                               | 75P6878           |                   |
| <b>Maintenance Kit</b> Manufacturer: InfoPrint    |                   |                   |
| <i>Item Number:</i>                               | 39v2603           |                   |
| <b>Printer: IBM Infoprint 40</b>                  |                   | # Of Printers = 1 |
| <b>Toner</b> Manufacturer: IBM                    |                   |                   |
| <i>Item Number:</i>                               | 90H3566           |                   |
| <b>Usage Kit</b> Manufacturer: InfoPrint          |                   |                   |
| <i>Item Number:</i>                               | 90H3567           |                   |
| <b>Printer: IBM Infoprint 1767</b>                |                   | # Of Printers = 1 |
| <b>Toner</b> Manufacturer: IBM                    |                   |                   |
| <i>Item Number:</i>                               | 39v2208(Cyan)     |                   |
| <i>Item Number:</i>                               | 39V2209(Magenta)  |                   |
| <i>Item Number:</i>                               | 39v2210(Yellow)   |                   |
| <i>Item Number:</i>                               | 39v2211(Black)    |                   |
| <b>Printer: IBM Laser 4317-001</b>                |                   | # Of Printers = 1 |
| <b>Toner</b> Manufacturer: IBM                    |                   |                   |
| <i>Item Number:</i>                               | 63H2401           |                   |

|   |  |                   |
|---|--|-------------------|
| <b>Printer: IBM Laser 4317-001 MICR</b>         |  | # Of Printers = 1 |
| Toner Manufacturer: IBM                         |  |                   |
| <i>Item Number:</i>                             |  | 63H2401           |
| <b>Printer: Konica Minolta Magicolor 2530DL</b> |  | # Of Printers = 1 |
| Toner Manufacturer: Konica Minolta              |  |                   |
| <i>Item Number:</i>                             |  | 1710587-004       |
| <b>Printer: Lexmark C510n</b>                   |  | # Of Printers = 1 |
| Toner Manufacturer: Lexmark                     |  |                   |
| <i>Item Number:</i>                             |  | 20k1403 Black     |
| <b>Printer: Lexmark C530dn</b>                  |  | # Of Printers = 1 |
| Toner Manufacturer: Lexmark                     |  |                   |
| <i>Item Number:</i>                             |  | C5220KS Black     |
| <i>Item Number:</i>                             |  | C5220CS Cyan      |
| <i>Item Number:</i>                             |  | C5220MS Magenta   |
| <i>Item Number:</i>                             |  | C5220YS Yellow    |
| Photoconductor Kit Manufacturer: Lexmark        |  |                   |
| <i>Item Number:</i>                             |  | C53034X           |
| <b>Printer: Lexmark C534dn</b>                  |  | # Of Printers = 2 |
| Toner Manufacturer: Lexmark                     |  |                   |
| <i>Item Number:</i>                             |  | C5240KH Black     |
| <i>Item Number:</i>                             |  | C5340CS Cyan      |
| <i>Item Number:</i>                             |  | C5340MX Magenta   |
| <i>Item Number:</i>                             |  | C53040YX Yellow   |
| Photoconductor Kit Manufacturer: Lexmark        |  |                   |
| <i>Item Number:</i>                             |  | C53034X           |
| <b>Printer: Lexmark C543dn</b>                  |  | # Of Printers = 2 |
| Toner Manufacturer: Lexmark                     |  |                   |
| <i>Item Number:</i>                             |  | C540H1KG Black    |
| <i>Item Number:</i>                             |  | C540H1YG Yellow   |
| <i>Item Number:</i>                             |  | C540H1MG Magenta  |
| <i>Item Number:</i>                             |  | C540H1CG Cyan     |
| Waste Toner Bottle Manufacturer: Lexmark        |  |                   |
| <i>Item Number:</i>                             |  | C540x71G          |
| <b>Printer: Lexmark C544dn</b>                  |  | # Of Printers = 1 |
| Toner Manufacturer: Lexmark                     |  |                   |
| <i>Item Number:</i>                             |  | C540H1KG Black    |
| <i>Item Number:</i>                             |  | C540H1YG Yellow   |
| <i>Item Number:</i>                             |  | C540H1MG Magenta  |
| <i>Item Number:</i>                             |  | C540H1CG Cyan     |
| Waste Toner Bottle Manufacturer: Lexmark        |  |                   |
| <i>Item Number:</i>                             |  | C540x71G          |

|  |                 |                    |
|--|-----------------|--------------------|
| <b>Printer: Lexmark C720</b>             |                 | # Of Printers = 1  |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | 15W0903 Black   |                    |
| Item Number:                             | 15W0900 Cyan    |                    |
| Item Number:                             | 15W0902 Yellow  |                    |
| Item Number:                             | 15W0901 Magenta |                    |
| Photoconductor Kit Manufacturer: Lexmark |                 |                    |
| Item Number:                             | 15W0904         |                    |
| <b>Printer: Lexmark C920dtn</b>          |                 | # Of Printers = 1  |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | C9202KH Black   |                    |
| Item Number:                             | C9202CH Cyan    |                    |
| Item Number:                             | C9202MH Magenta |                    |
| Item Number:                             | C9202YH Yellow  |                    |
| Photoconductor Kit Manufacturer: Lexmark |                 |                    |
| Item Number:                             | 12N0772 Color   |                    |
| Item Number:                             | 12N0773 Black   |                    |
| <b>Printer: Lexmark E250dn</b>           |                 | # Of Printers = 2  |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | E250A11A        |                    |
| <b>Printer: Lexmark E321</b>             |                 | # Of Printers = 1  |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | 12A7405         |                    |
| <b>Printer: Lexmark Optra R</b>          |                 | # Of Printers = 1  |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | 1382150         |                    |
| <b>Printer: Lexmark Optra s1620</b>      |                 | # Of Printers = 2  |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | 1382925         |                    |
| <b>Printer: Lexmark T430dn</b>           |                 | # Of Printers = 35 |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | 12A8425         |                    |
| Maintenance Kit Manufacturer: Lexmark    |                 |                    |
| Item Number:                             | 56P2333         |                    |
| <b>Printer: Lexmark T520n</b>            |                 | # Of Printers = 13 |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | 12A6835         |                    |
| <b>Printer: Lexmark T630n</b>            |                 | # Of Printers = 7  |
| Toner Manufacturer: Lexmark              |                 |                    |
| Item Number:                             | 12A7462         |                    |

|   |  |                   |
|---|--|-------------------|
| <b>Printer: Lexmark T640n</b>               |  | # Of Printers = 5 |
| Toner Manufacturer: Lexmark                 |  |                   |
| <i>Item Number:</i>                         |  | 64015HA           |
| <b>Printer: Lexmark T650n</b>               |  | # Of Printers = 1 |
| Toner Manufacturer: Lexmark                 |  |                   |
| <i>Item Number:</i>                         |  | T650A11A          |
| <b>Printer: Lexmark 4039 10plus</b>         |  | # Of Printers = 1 |
| Toner Manufacturer: Lexmark                 |  |                   |
| <i>Item Number:</i>                         |  | 1382150           |
| <b>Printer: Okidata Microline 390 Turbo</b> |  | # Of Printers = 3 |
| Toner Manufacturer: NuKote                  |  |                   |
| <i>Item Number:</i>                         |  | BM249             |
| <b>Printer: Xerox DocuPrint N2825</b>       |  | # Of Printers = 2 |
| Toner Manufacturer: Xerox                   |  |                   |
| <i>Item Number:</i>                         |  | 113R00443         |



**(Please complete and return with Contract)**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

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Date

**CERTIFICATION OF INDIVIDUAL BIDDER**

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- \_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
  
- \_\_\_\_ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
  
- \_\_\_\_ 3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name





**EXHIBIT A**  
**PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred)

**1. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

**Description of Prior Services (include dates):**

**2. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

**Description of Prior Services (include dates):**

**3. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

**Description of Prior Services (include dates):**



## Standard Terms and Conditions

**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201  
**Tyson Boldan, Buyer**  
Phone: (573) 886-4392 – Fax: (573) 886-4390

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1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid 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 bid 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. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.



***"No Bid" Response Form***

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

Tyson Boldan, Buyer  
(573) 886-4392 – Fax: (573) 886-4390

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**"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: 58-12OCT09 Printer Toner Cartridge Term & Supply**

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

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_