



Boone County Purchasing
601 E. Walnut, Room 205
Columbia, MO 65201

Request for Quote (RFQ)

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

Request for Quote
66-16OCT09 - Photocopier Maintenance
for Savin 2535 copier/fax

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. 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 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 bid must be presented in writing to Melinda Bobbitt, CPPB, Director of Purchasing by calling (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.
14. **DESIGNEE** – Prosecuting Attorney – Child Support Enforcement, Barbara Morris, 705 E. Walnut St., Columbia, MO 65201.
15. **CONTRACT PERIOD** - The initial contract period shall be from **November 15, 2009 through December 31, 2009**. The maintenance agreement may be automatically renewed for up to an additional three (3) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.
15. **Return quote by Friday, October 16, 2009, 10:30 a.m. by fax (573) 886-4390 or U.S. Mail:**
 - Boone County Purchasing**
 - Melinda Bobbitt, CPPB, Director**
 - 601 E. Walnut, Room 208**
 - Columbia, MO 65201**
16. **INSURANCE REQUIREMENTS** - 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 amounts, form, and companies satisfactory to the County. The County must carry an A-6 or better rating as listed in the A.M. Best or Equivalent Rating Guide.
17. **Compensation Insurance** – Contractor shall take out and maintain during the life of this contract, **Employee’s Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker’s Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by the Contractor. Worker’s Compensation coverage shall meet Missouri statutory limits. Employers’ Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. 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 and shall cause each subcontractor to provide Employers’ Liability Insurance for the protection of their employees not otherwise protected.

- 18. 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 per project limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri 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 project.
- 19. Commercial Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor’s own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 20.** The Contractor has the option to provide **Owner’s Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner’s Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.
- 21. Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri 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 project.
- 22. Indemnity Agreement** - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County of Boone, its directors, officers, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless or defend the County of Boone from its own negligence.

SCOPE OF WORK FOR MAINTENANCE

1. The resulting contract will be for November 15, 2009 through December 31, 2009 with three one-year optional renewals. The Contractor’s on-site maintenance shall include preventative 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 four (4) business hours from the date and time a service call is placed. In the event 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. Responding bidders must be authorized service representatives for their submitted bid machine make and models. **Bidders must submit a letter of authorization with the bid.** Bidders must guarantee that all parts used are manufacturer approved parts and equipment.

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 cost for maintenance specified on the pricing page plus any applicable overage charges. Maintenance contracts will be billed annually in January for the period January through December. 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 below.
3. **Service/Supply agreements shall include, but not be limited to, the following:**
 4. 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.
 5. "Special service calls" (service calls made between the regularly scheduled routine preventative maintenance calls and regular inspection service calls) requested by the County.
 6. Emergency service calls
 7. 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, toner, parts, labor, travel time and any accessories such as auto document feeder, stapler, sorters, etc.
 8. 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.
 9. 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.
 10. 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.

11. Contractor shall provide, with each machine, an on-site service log. This log shall be updated each time service is performed on the machine.

Response/Pricing:

Photocopier Maintenance for Savin 2535 copier/fax: serial # H70-16602196. The copier currently has approximately 422,272 total copy count. Approximately 55,000 copies are made annually on this photocopier. The machine was originally purchased in October 2001.

<u>Item</u>	<u>Cost</u>	<u>Overage – Cost per Copy</u>
Maintenance for the period November 15, 2009 through December 31, 2009	\$ _____	\$ _____
Maintenance for the period January 1, 2010 through December 31, 2010	\$ _____	\$ _____
Maintenance for the period January 1, 2011 through December 31, 2011	\$ _____	\$ _____
Maintenance for the period January 1, 2012 through December 31, 2012	\$ _____	\$ _____

The undersigned hereby offers to furnish and deliver the articles or services 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: _____

Fax Number: _____

E-mail: _____