



Request for Bid (RFB)

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Tyson Boldan, Buyer
(573) 886-4391 – Fax: (573) 886-4390
Email: tboldan@boonecountymo.org

Bid Data

Bid Number: **40-17OCT11**
Commodity Title: **Signage and Installation**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **MONDAY, OCTOBER 17, 2011**
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Paint Building
613 E. Ash, Room 109
Columbia, MO 65201**
Directions: **The Johnson Paint Building is located on the Southeast corner at 7th St. and Ash St. Enter the building from the South Side. Wheel chair accessible entrance is available.**

Bid Opening

Day / Date: **MONDAY, OCTOBER 17, 2011**
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**
Location / Address: **Boone County Purchasing Department
Boone County Johnson Paint Building
613 E. Ash, Room 109
Columbia, MO 65201**
Pre-Bid Conference: **An optional pre-bid conference has been scheduled for Tuesday, October 11 at 9:15 a.m. in the Boone County Purchasing Conference Room, Boone County Johnson Paint 613 E. Ash, Columbia, Missouri 65201. The purpose of the meeting will be to address any questions or concerns regarding the bid. All bidders are strongly urged to attend.**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Glass Door Decals
Attachment 1
Attachment 2
Government Center Room Signs
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, preferably by fax or e-mail, to the Purchasing Department Buyer of Record. 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. 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 compare the lowest bid received with the current State contract pricing, and award 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 the furnishing and delivery of interior **Signage and Decals** for Boone County in accordance with the specifications outlined within.
- 2.2. Signage will be installed by County personnel.
- 2.3. **PRODUCT SPECIFICATIONS** .
 - 2.3.1. **Decals for glass Doors**
 - 2.3.1.1. **Boone County Seal** - The Boone county seals shall be made of vinyl graphics. The background color of the seal must be a metallic silver color. All lettering and graphics shall match Sherwin Williams paint color: “BM 1637 Blue Spruce”. Seal shall be 10” in diameter **See Attachment 1 for an example.**
 - 2.3.1.2. **Office Holder and Department Director Identification** – Background and lettering colors shall match Boone County Seal. Lettering shall be 1 ½” in height. See attached Glass Door Seals for lettering and placement specification.
 - 2.3.1.3. **Boone County Recorder of Deeds** – Background and lettering colors shall match Boone County Seal. “Boone County” shall be above in 1 3/4” lettering. “Recorder of Deeds” shall be below in 3” lettering.
 - 2.4. **PLAQUES**
 - 2.4.1. **Room Number and Names Plaques**
 - 2.4.1.1. All room number signs shall be 6” X 6” light gray plaques with white lettering and double-sided tape for mounting. Forty two plaques will contain room numbers and office titles. These will be mounted on the wall beside the doors indicated on Attachment Government Center Room Signs. Twelve plaques will read “ EMPLOYEE ONLY”. The Employee Only plaques will be mounted on the door and are indicated by an X on Attachment 3. Six plaques will mount on the walls beside doors in stairwells and indicate the three floor levels in stairwells S-1 and S-2. Two plaques will read “Fire Alarm Room”. One plaque will read “Sprinkler Room”.
 - 2.4.2. **Men’s and Women’s plaques**
 - 2.4.2.1. All Men’s and Women’s Accessible, 1st and 2nd floor restrooms plaques shall be 6”X8” light gray plaques with white lettering and have double-sided tape for mounting and meet all current codes for signage and ADA requirements.
 - 2.4.3. **In Case of Fire Plaques**
 - 2.4.3.1. All In Case of Fire plaques shall read “In case of fire, don’t use elevator”, shall be be 6”X8” light gray plaques with white lettering, and have double-sided tape for mounting and meet all current codes for signage and ADA requirements.
 - 2.4.4. **Elevator Plaques**
 - 2.4.4.1. There will be two elevator plaques that read “Elevator” using 2” lettering and will be mounted perpendicular to the wall at the elevator on each floor.
 - 2.5. **BUILDING DIRECTORIES**
 - 2.5.1. **First Floor Directories**
 - 2.5.1.1. There will be two identical directories for the first floor. This bid is for the back panels and lettering only. Lettering shall be white 5/8”. The panel surface shall match Sherwin Williams paint color: “ BM 1637 Blue Spruce”.
 - 2.5.2. **Second and Third Floor Directories**
 - 2.5.2.1. There will be one second and one third floor directories. Both directories shall be made for existing frames. This bid is for the back panels and lettering only. Lettering shall be white. The panel surface shall match Sherwin Williams paint color: “BM 1637 Blue Spruce”. The back panel will be fitted to the frame.
 - 2.6. Signage style provided under this bid shall match existing signage. See **Attachment 2** or schedule a walk through with Bob Davidson, Facilities Maintenance Manager. Bidders can reach Bob at Phone: 573-886-4401 or email: bdavidson@boonecountymo.org .

- 2.7. **Product Installation** – All purchased products are to be installed by the contractor unless otherwise specified.
- 2.8. **WARRANTY** - The bidder should include a description of the manufacturer's warranty included with equipment and any and all other warranties offered as part of this contract. At a minimum, the warranty period shall be two years from date of shipment.
- 2.9. **OR EQUAL:** Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County's responsibility.
- 2.10. **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.
- 2.11. **DEVIATION(S):** It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the specifications described within this Request for Bid and attachments and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's bid response as non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be sufficient or acceptable as proper identification of deviations from the written specifications.
- 2.12. All deliveries shall be made FOB Destination with freight prepaid and charged back. The seller pays the freight and charges back the buyer by adding the freight charges to the invoices. The freight charge may not exceed the amount that the Bidder lists on the Response Page.
- 2.13. **DESIGNEE** – Boone County Facilities Maintenance Manager Bob Davidson, 613 E. Ash Street, Columbia, MO 65201.
- 2.14. **BID CLARIFICATION:** Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Tyson Boldan, Buyer, 613 E. Ash, Room 109, Columbia, Missouri 65201. Phone: (573) 886-4392 Fax: (573) 886-4390 or Email: tboldan@boonecountymmo.org
- 2.15. **INVOICES:** Contractor must submit an invoice and charges must only include prices listed in the contractor's bid response. No additional fees or taxes shall be included as additional charges. The County's purchase order must appear on the invoice. The County agrees Correct monthly statements within thirty (30) days from receipt of a correct statement and all other required documents..
- 2.16. **SAMPLES:** Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder's expense. A request for the return of samples must be made within ten days following shipment of samples. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and number.

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 herein. Failure to adhere to all requirements may result in Bidder's 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." 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. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may be viewed on our web page www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, 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 County use.
- 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.
- 3.5.4. No Bid transmitted by fax machine will be accepted.

4. Response Form

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

4.6.1. Corporation

Partnership - Name _____

Individual/Proprietorship - Individual Name _____

Other (Specify) _____

4.7. Pricing

Decals for Glass Doors

Item #	Decals As Per section 2.3.1.1., 2.3.1.2., Glass Door Decals, and Attachment 1	Estimated Quantity	Unit Price
4.7.1.	West Entry (Double)	1	\$ _____
4.7.2.	West Entry (ADA Single)	1	\$ _____
4.7.3.	West Vestibule (ADA Single)	1	\$ _____
4.7.4.	West Vestibule	1	\$ _____
4.7.5.	West Collector (Double)	1	\$ _____
4.7.6.	East Collector (Single)	1	\$ _____
4.7.7.	East Entry (Double)	1	\$ _____
4.7.8.	East Vestibule (ADA Single)	1	\$ _____
4.7.9.	Recorder (Double)	1	\$ _____
4.7.10.	Recorders Window	1	\$ _____
4.7.11.	Assessor (West)	1	\$ _____
4.7.12.	Assessor (East)	1	\$ _____
4.7.13.	Treasurer (Double)	1	\$ _____

4.7.14.	Conference (Single)	1	\$
4.7.15.	Counselor (Single)	1	\$
4.7.16.	Conference (Double)	1	\$
4.7.17.	IT (Double)	1	\$
4.7.18.	Conference	1	\$
4.7.19.	East Clerk (Double)	1	\$
4.7.20.	West Clerk (Double)	1	\$
4.7.21.	Conference (Single)	1	\$
4.7.22.	Conference-Counting (Single)	1	\$
4.7.23.	Conference (Double)	1	\$
4.7.24.	Auditor (Single)	1	\$
4.7.25.	Conference (Single)	1	\$
4.7.26.	Conference (Single)	1	\$
4.7.27.	Resource Management (Double)	1	\$
4.7.28.	Conference (Single)	1	\$
4.7.29.	Commission	1	\$
4.7.30.	South Entrance	1	\$
4.7.31.	Conference (Double)	1	\$
4.7.32.	North Entrance	1	\$

Item #	Decals As Per section 2.3.1.3. and Attachment 1	Estimated Quantity	Unit Price
4.8.1.	Recorder of Deeds	1	\$

			Extended Total
4.9.	Total For All Decals		\$

Plaques				
Item #	Plaques As Per Section 2.4.1.1.	Estimated Quantity	Unit Price	Extended Total
4.10.1.	Plaques Numbers and Office Titles.	42	\$	\$
4.10.2.	Plaques "EMPLOYEE ONLY"	12	\$	\$
4.10.3.	Plaques for Stairwells and Floor Indication	6	\$	\$
4.10.4.	Plaques for "Fire Alarm Room"	2	\$	\$
4.10.5.	Plaque for "Sprinkler Room"	1	\$	\$
4.10.6.	Plaques "Men's" as per section 2.4.2.1.	3	\$	\$
4.10.7.	Plaques "Women's" as per section 2.4.2.1.	3	\$	\$
4.10.8.	Plaques "In Case of Fire, Don't use Elevator" as per section 2.4.3.1.	3	\$	\$
4.10.9.	Plaques "Elevator" as per section 2.4.4.1	3	\$	\$

		Unit Price	Extended Total
4.11.	Total For All Plaques	\$	\$

Directories				
Item #	Directories As Per Section 2.5.2.1 and 2.6.	Estimated Quantity	Unit Price	Extended Total
4.12.1	First Floor Directories as per section 2.5.1.1.	2	\$	\$
4.12.2.	Second Floor Directory	1	\$	\$
4.12.3.	Third Floor Directory	1	\$	\$

		Unit Price	Extended Total
4.13.	Total For All Directories	\$	\$

GRAND TOTAL FOR ALL DECALS PLAQUES AND INSTALLATION (The sum of 4.9., 4.11., and 4.13 Extended Totals)	\$ _____
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4.12. Percentage over cost for signs not noted above: _____% over cost

Describe Warranty

4.13. _____

4.14. **Delivery and Installation After Receipt of Order:** _____ **Calendar Days**

4.15. **The undersigned offers to furnish and deliver and install 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.**

4.16. 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

4.16.1. Authorized Representative (Sign By Hand):

4.16.2. Type or Print Signed Name:

4.16.3. Today's Date: _____

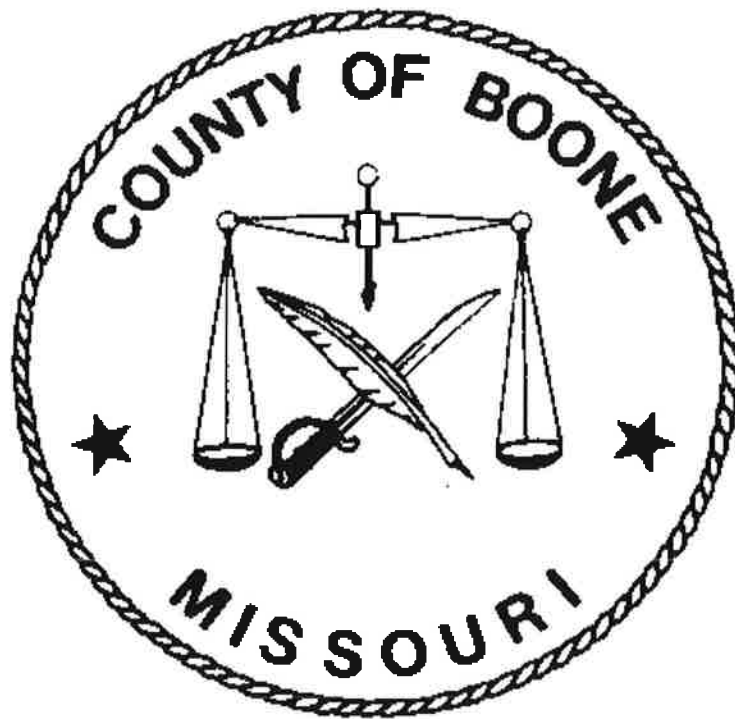
GLASS DOOR DECALS

		GOVERNMENT CENTER		
Door #	Description	Double Doors		Single Door
		Left	Right	
100	West Entry (double)	BOONE COUNTY GOVERNMENT CENTER SEAL 801 EAST WALNUT	SEAL NON-SMOKING BUILDING	
100A	West Entry (ADA single)			NON-SMOKING BUILDING
101	West Vestibule (ADA single)			
101A	West Vestibule	SEAL		
111	West Collector (double)	SEAL	BOONE COUNTY COLLECTOR Patricia S. Lensmeyer	
122	East Collector (single)			SEAL BOONE COUNTY COLLECTOR Patricia S. Lensmeyer
127	East Entry (double)	BOONE COUNTY GOVERNMENT CENTER SEAL 801 EAST WALNUT	NON-SMOKING BUILDING	
127A	East Vestibule (ADA single)			NON-SMOKING BUILDING
132A	Recorder (double)	SEAL	BOONE COUNTY RECORDER OF DEEDS Bettie Johnson	
	Recorders Window			BOONE COUNTY RECORDER OF DEEDS
140	Assessor (West)	SEAL	BOONE COUNTY ASSESSOR Tom Schauwecker	
140A	Assessor (East)			SEAL BOONE COUNTY ASSESSOR Tom Schauwecker
205	Treasurer (double)	SEAL	BOONE COUNTY TREASURER Nicole Galloway	
210	Conference (single)			SEAL
211	Counselor (single)			SEAL BOONE COUNTY COUNSELOR Charles J. Dykhouse

GLASS DOOR DECALS

Door #	Description	Double Doors		Single Door
		Left	Right	
214	Conference (double)	SEAL	SEAL	
220	IT (double)	SEAL	BOONE COUNTY INFORMATION TECHNOLOGIES And GIS Aron Gish, Director	
223	Conference	SEAL	SEAL	
236	East Clerk (double)	SEAL	BOONE COUNTY CLERK Wendy S. Noren	
236A	West Clerk (double)	SEAL	BOONE COUNTY CLERK Wendy S. Noren	
243	Conference (single)			SEAL
245	Conference-Counting (single)			SEAL
301	Conference (double)	SEAL	SEAL	
304	Auditor (single)			SEAL BOONE COUNTY AUDITOR June E. Pitchford
306	Conference (single)			SEAL
311	Conference (single)			SEAL
315	Resource Management (double)	SEAL	BOONE COUNTY RESOURCE MANAGEMENT Stan Shawveer, Director	
332	Conference (single)			SEAL
333	Commission	SEAL	BOONE COUNTY COMMISSION Ed Robb Presiding Commissioner Karen M. Miller District 1 Commissioner Skip Elkin District 2 Commissioner	
		Johnston Paint		
100A	South Entrance			SEAL 613 EAST ASH Departments: Facility Maintenance Human Resources Purchasing NON-SMOKING BUILDING
101	Conference (double)	SEAL	SEAL	
112B	North Entrance			SEAL EMPLOYEE ENTRANCE

Attachment 1



Attachment 2

(Includes Pages 14, 15, 16, and 17)







JANITOR
309

11 71473 11 21

Government Center Room Signs

Room Numbers needed	"Employees Only" sign
104 Janitor	X
105 Electrical	X
106 Womens	
107 Mens	
Stairs S-1	
110 Commission Chambers	
118 Collector	
122 Collector	
123 Storage	X
125 Mechanical	X
128 Elevator Mechanical	X
129	X
Stairs S-2	
132 Recorder of Deeds	
143 Assessor	
202 Womens	
203 Mens	
Stairs S-1	
205 Treasurer	
210 Conference Room	
211 County Counselor	
214 Conference Room	
220 GIS/Computer Services	
Stairs S-2	
222 Print Room	X
223 Conference Room	
236 Clerk (2)	
243 Conference Room	
244 Janitor	X
245 Counting/Conference Room	
301 Conference Room	
Stairs S-1	
304 Auditor	
306 Conference Room	
307 Mail Room	X
308 Mail Room	
309	X
310 Mechanical Room	X
311 Conference Room	
312 Break Room	
313	X
315 Resource Manangement	
332 Conference Room	
333 Commission	
Inside stairwells-1,2,3 for both S-1 and S-2	



Standard Terms and Conditions

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201

Tyson Boldan, Buyer
(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. 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.
12. 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.

Boone County Purchasing
Tyson Boldan,
Buyer



613 E.ASH-Room 109
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Phone: (573) 886-4392
Fax: (573) 886-4390

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH 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. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. *If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.*

If you have questions, please call the Purchasing Office at (573) 886-4392. Thank you for your cooperation.

Bid Number: **40-17OCT11 – Signage and Installation**

(Business Name)

(Date)

(Address/P.O. Box)

(Telephone)

(City, State, Zip)

(Contact)

REASON(S) FOR NOT SUBMITTING A BID:
