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

Request for Bid (RFB)

Tyson Boldan, Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: tboldan@boonecountymo.org

Bid Data

Bid Number: **55-21NOV11**
Commodity Title: **Inmate Detention Supplies Term & Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline – Bid Closing

Day / Date: **Monday – November 21, 2011**
Time: **10:40 A.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: Boone County Purchasing Department
Boone County Purchasing Office
613 E. Ash, Room 109
Columbia, MO 65201
Directions: The Purchasing Office is located on the Northeast corner at 7th and Ash Street. Enter the building from the South Side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Monday – November 21, 2011**
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Bid Contents

1.0: Introduction & General Conditions of Bidding
2.0: Primary Specifications
3.0: Response Presentation and Review
4.0: Response Form
Debarment Certificate
Certification of Individual Bidder
Affidavit
Work Authorization Certification
Standard Terms and Conditions
Statement of Bidder's Qualifications

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
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 and delivery of **Inmate Detention Supplies** as specified herein.

2.1.1. **Quantity** –All orders shall be placed on an "as needed basis". The County does not guarantee a minimum volume for purchases under a prospective contract. The estimates provided on the Response Form are for informational and evaluation purposes only and do not constitute a guarantee of usage. In addition, the County reserves the right to purchase inmate detention supplies from other vendors when the County deems the purchase necessary.

2.2. **CONTRACT DURATION** - The contract shall be effective from Date of Award through December 31, 2012. This contract is subject to renew annually 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 original contract 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 maximum percent proposed on the Response Form.

2.2.2. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.

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. **GENERAL SPECIFICATIONS**

2.5.1. **Mattresses** – Size: 25" x 75" x 4" - Should be flame resistant, tear resistant, waterproof. Should have vinyl cover.

2.5.2. **Wool Blankets** – Size: 66" x 90" - Should be fire resistant, whip-stitched ends and made from at least 50% wool. Must be able to machine wash and dry. Color: Gray.

2.5.3. **Poly Cotton Blankets** – Size: 66" x 90" - Should be a polyester and cotton blend. Color: Gray.

2.5.4. **Slip-On PVC Sandals** – Bidders must bid both kinds of sandals specified below.

2.5.4.1. Sandal 1: Sizes: Men's 8 to 12. Should be non-skid and non-marking. Sandal should be pliable and durable.

2.5.4.2. Sandal 2: Anti-microbial protection that is unable to be washed off, dissolved, or disabled, non-skid and non-marking, sizes S-2XL.

2.5.5. **Toothpaste** – Fluoride toothpaste in 1.5 oz. plastic tube.

2.5.6. **Toothbrush** – Bidders must bid both kinds of toothbrushes specified below.

2.5.6.1. 30-tuft soft wrapped toothbrushes.

2.5.6.2. 3 ¼" Super Shorty wrapped Flexible.

2.5.7. **Soap** – Bidders must bid both kinds of soap specified below.

2.5.7.1. 1.5 oz. wrapped or unwrapped face and body bars.

2.5.7.2. .5 oz. unwrapped face and body bars.

2.5.8. **Razors** – Single blade with removable safety cap.

2.5.9. **Shampoo** – 2 oz bottles. Shampoo must be clear. Bottle for shampoo must be clear. Each shampoo bottle must be individual sized approximately 2oz..

2.5.10. **Combs** – 5-inch plastic comb.

2.5.11. **ID bands** – Orange plastic polyethylene bracelets with metal fasteners. Should be stretch resistant and can be written or typed on. No less than 500 bands including fasteners per case. Bidder should

also submit cost of fastening tool.

2.5.12. **Cleaning Detergent** – Pre-measured cleaner in water soluble packets that cleans, disinfects and deodorizes. Must be able to fight mildew, bacteria and viruses.

2.5.13. **Bath Towels** – White and Brown. Size 20" x 40" 100% Cotton dense looped terry. 5.5 lbs per dozen. White towels are to be purchased in baled quantities. Brown towels to be purchased by the dozen.

Wash Cloths – Brown. Size 12" x 12" 100% Cotton dense looped terry. Wash clothes to be purchased by the dozen.

2.5.14. **Latex Gloves** – Powder Free. Size: Small, Medium, Large, Extra Large. Polymer coating. Beaded cuff. NFPA certified and UL certified. Cuff Thickness: min. 7.3 mils Palm Thickness: min. 9.8 mils Finger Thickness: min. 11.9 mils. Sample must be sent with bid. No Substitutions allowed. **NOTE: SAMPLE OF LATEX GLOVES MUST BE SENT WITH BID**

2.5.15. **Sanitary Napkins** – 250 per case, individually boxed, beltless, powder free, adhesive strips.

2.5.16. **Tampons** – Individually wrapped, regular size, 500 per case.

2.5.17. **Women's Underwear** – Sizes 5-20, cotton/poly blend, brief style.

2.5.18. **Shirts** – Navy, non-binding V-neck, dolman short sleeves, hemmed sleeves and bottoms with 3 thread felling stitching with heavy-duty thread, sizes S-XL.

2.5.19. **Pants** – Navy, pull-on style, elastic waistband, mock fly and hemmed bottoms with 3 thread felling stitching with heavy duty thread, no pockets, sizes S-XL

2.5.20. **Shoes** – Navy canvas step-ins, sewn-in, full cushion insoles, non-skid vulcanized rubber soles, sizes 5-15.

2.5.21. **Pen - C**lear Flexible Pen. Black ink.

2.6. **DESCRIPTIVE LITERATURE** – Bidders must submit complete descriptive literature for each product bid. Bids received without descriptive literature are subject to rejection.

2.7. **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. Additionally, the County shall not be subject to any minimum order quantities or total prices.

2.7.1. 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.

2.8. **REPLACEMENT OF DAMAGED PRODUCT** – The contractor shall be responsible for replacing any item received in damaged condition at no cost to the County. This includes all shipping costs for returning non-functional items to the contractor for replacement.

2.9. **MINIMUM ORDER QUANTITY** – The contractor shall not impose a minimum order quantity for any item listed in the contract or otherwise available to the County.

2.10. **PRODUCT AVAILABILITY AND LIMITATIONS** – The contractor shall agree to provide inmate detention supplies on an as needed, if needed basis as ordered. The contractor shall agree that the contractor may not cancel any item from the list of items unless the manufacturer has discontinued that item. The contractor must communicate the manufacturer discontinuation of any product under the contract to the Boone County Purchasing Department. In such instances, the contractor shall work with the Purchasing Department to identify and implement alternative options that shall maintain or reduce costs associated with the replacements while maintaining established quality levels.

2.11. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Boone County Sheriff's Department at the following address: 2121 County Drive, Columbia, MO 65202 and at the Juvenile Justice Center at: 5665 Roger I Wilson Memorial Drive Columbia, MO 65202. Payment will be made within 30 days from receipt of an accurate monthly statement.

2.12. **RETURN OF GOODS** – County may cancel any purchase at any time for a full credit.

2.13. **AWARD** – The County's preference is to award to one (1) single vendor, however, the County reserves the right to award to multiple vendors if it is deemed to be more cost effective. Award(s) will be made based on best overall value for the County.

2.14. **SAMPLES** – The County reserves the right to request samples after bids are opened and before the award is made. When samples are requested, they must be furnished free of charge. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and number.

2.15. **DELIVERY TERMS** – FOB Destination at Boone County Sheriff's Department 2121 County Dr., Columbia, MO 65202 and the Juvenile Justice Center 5665 Roger I Wilson Memorial Drive Columbia, MO 65202

2.16. **DESIGNEE** –Boone County Sheriff's Department, 2121 County Dr., Columbia, Missouri 65202 and the Juvenile Justice Center 5665 Roger I Wilson Memorial Drive Columbia, MO 65202

2.17. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Tyson Boldan, Buyer, 601 E. Walnut, Room 209, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: tboldan@boonecountymo.org.

2.18. The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that is its their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision

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 hon 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.

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.

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. Federal Tax ID: _____

4.6.1. ( ) Corporation
( ) Partnership - Name _____
( ) Individual/Proprietorship - Individual Name _____(If Individual, Bidder must complete Certification of lawful presence in U.S. on attached form).
( ) Other (Specify) _____

	PRICING			
4.7.	**INMATE DETENTION SUPPLIES**			
	NOTE: SAMPLE OF LATEX GLOVES MUST BE SENT WITH BID			
Item #	**Product Description**	**Unit Price**	**Qty**	**Extended Price**
4.7.1.	**Mattresses Per Section 2.5.1.** **Item #**_____	$_____	100 ea	$_____
4.7.2.	**Wool Blankets Per Section 2.5.2.** **Item #**_____	$_____	300 ea	$_____
4.7.3.	**Poly Cotton Blankets Per Section 2.5.3.** **Item #**_____	$_____	100 ea	$_____
4.7.4.	**Slip-on PVC Sandals Per Section 2.5.4.1.** **Item #**_____	$_____	200 ea	$_____
4.7.5.	**Slip-on PVC Sandals Per Section 2.5.4.2.** **Item #**_____	$_____	20 ea	$_____
4.7.6.	**Toothpaste Per Section 2.5.5.** **Qty Per Case**_____ **Item #**_____	$_____	35 cases	$_____
4.7.7.	**Toothbrushes Per Section 2.5.6.1.** **Qty Per Case**_____ **Item #**_____	$_____	35 cases	$_____
4.7.8.	**Toothbrushes Per Section 2.5.6.2.** **Qty Per Case**_____ **Item #**_____	$_____	5 cases	$_____
4.7.9.	**Soap Per Section 2.5.7.1.** **Qty Per Case**_____ **Item #**_____	$_____	4 cases	$_____
4.7.10.	**Soap Per Section 2.5.7.2.** **Qty Per Case**_____ **Item #**_____	$_____	75 cases	$_____

4.7.11.	**Razors Per Section 2.5.8.** **Qty Per Case**_____ **Item #**_____	$_____	50 cases	$_____
4.7.12.	**Shampoo Per Section 2.5.9.** **Qty Per Case**_____ **Item #**_____	$_____	100 cases	$_____
4.7.13.	**Combs Per Section 2.5.10.** **Qty Per Case**_____ **Item #**_____	$_____	25 cases	$_____
4.7.14.	**ID Bands Per Section 2.5.11.** **Qty Per Case**_____ **Item #**_____	$_____	75/box	$_____
	Fastening Tool	$_____	1 ea	$_____
4.7.15.	**Cleaning Detergent Per Section 2.5.12.** **Qty Per Case**_____ **Item #**_____	$_____	60 cases	$_____
4.7.16.	**White Bath Towels Per Section 2.5.13.** **Qty Per Bale**_____ **Item #**_____	$_____	10 bales	$_____
4.7.17.	**Brown Bath Towels Per Section 2.5.13.** **Item #**_____	$_____	5 dozen	$_____
4.7.18.	**Wash Cloths Per Section 2.5.13.** **Item #**_____	$_____	20 dozen	$_____
4.7.19.	**Latex Gloves Per Section 2.5.14.** **Qty Per Box**_____ **Item #**_____ **NOTE: SAMPLE OF LATEX GLOVES MUST BE SENT WITH BID**	$_____	100 boxes	$_____
4.7.20.	**Sanitary Napkins Per Section 2.5.15.** **Item #**_____	$_____	25 cases	$_____
4.7.21.	**Tampons Per Section 2.5.16.** **Item #**_____	$_____	25 cases	$_____
4.7.22.	**Women's Underwear Per Section 2.5.17.** **Qty Per Case**_____ **Item #**_____	$_____	25 dozen	$_____
4.7.23.	**Shirts Per Section 2.5.18.** **Item #**_____	$_____	20 each	$_____
4.7.24.	**Pants Per Section 2.5.19.** **Item #**_____	$_____	20 each	$_____
4.7.25.	**Shoes Per Section 2.5.20.** **Item #**_____	$_____	30 each	$_____
4.7.26.	**Pen Per Section 2.5.21.** **Item #**_____	$_____	15000 each	$_____
4.7.28.	**GRAND TOTAL**			$_____

2.7.29: Minimum discount for all product lines introduced after inception of the contract, and all existing lines not specified herein: _____% off list price.

4.8. Maximum Percentage Increase for each potential renewal period:

_____% 1st Renewal Period

_____% 2nd Renewal Period

4.9. **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.**

4.9.1. Today's Date:_____

4.10. 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

4.11. Delivery ARO: _____

4.12. Authorized Representative (Sign By Hand):

_____

4.12.1. Type or Print Signed Name:

_____

STATEMENT OF BIDDER'S QUALIFICATIONS

(File with Bid Form in separate envelope appropriately designated.)

1. **Number of years in business: _____ If not under present firm name, list previous firm names and types of organizations.**

_____

_____

_____

2. **Contracts on hand: (Complete the following schedule)**

Item	Purchaser	Amount of Contract	Percent Completed

3. **General type of product sold and manufactured:**

_____

4. **There has been no default in any contract completed or un-completed except as noted below:**

   (a) **Number of contracts on which default was made: _____**
   (b) **Description of defaulted contracts and reason therefor:**

_____

_____

5. **List banking references:**

_____

_____

_____

Dated at _____

this _____ day of _____, 200 _____.

_____
Name of Organization(s)

By _____
(Signature)

_____
(Title of person signing)

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

AFFIDAVIT
(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

_____ _____
Date Signature

_____ _____
Social Security Number Printed Name
or Other Federal I.D. Number

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

_____
Notary Public

My Commission Expires:

WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF $5,000.00)

County of _____)
)SS.
State of _____)

My name is _____. I am an authorized agent of _____ _____(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

_____
Affiant Date

_____
Printed Name

Subscribed and sworn to before me this ___ day of _____, 20__.

_____
Notary Public

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 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 may 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 or **e-mail** will be accepted. **U.S. mail only.**

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. 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.

14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

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

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

"No Bid" Response Form

"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: 55-18NOV11 - Inmate Detention Supplies Term & Supply

Business Name: _____

Address: _____

_____

_____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

_____

_____

_____