



**Request For Bid (RFB)**

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

**Amy Robbins, Senior Buyer**  
573/886-4392 - FAX 573/886-4390  
Email: arobbins@boonecountymo.org

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***Bid Data***

Bid Number: **39-31JUL12**  
Commodity Title: **Pre-Printed Envelopes**

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

***Bid Submission Address and Deadline***

Day / Date: **Tuesday, July 31, 2012**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
  
Directions: The Boone County Annex Building is located on the corner of Ash and 7<sup>th</sup> streets.

***Bid Opening***

Day / Date: **Tuesday, July 31, 2012**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Address: **Boone County Purchasing Department  
Boone County Annex  
613 E. Ash Street, Room 109  
Columbia, MO 65201**

***Bid Contents***

- 1.0: **Introduction and General Terms and Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form  
Envelope Printing Needs 2012  
Debarment Form  
Standard Terms and Conditions  
"No Bid" Form**

**1. Introduction and General Terms and 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. An "Invitation For Bid" is used when the need is well defined. An "Invitation 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 email, to the Purchasing Department. 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 Cooperative 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. **Contract Duration** - The contract shall be effective from the date of award through August 31, 2013.

- 1.5.2. **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 contract for the furnishing and delivery of Pre-Printed Envelopes for the Boone County Collector’s Office.
- 2.2. **QUANTITY**
- 2.2.1. The contractor must provide envelopes in the quantities outlined in the attached **Envelope Printing Needs 2012** (page 10). **Note: All envelopes provided must be Signet brand or equivalent.**
- 2.3. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 15 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.
- 2.4. **VELOPE SIZE PARAMATERS**
- 2.4.1. **Throat Depth** – Min 6.3 mm, Max 37.8mm, Throat Depth at 19mm in from edge of envelope.
- 2.4.2. **Minimum Depth Clearance** – 3mm unfolded documents, 6mm folded documents.
- 2.4.3. **Maximum Insert Thickness** – 6mm.
- 2.4.4. **Maximum Envelope Size** – 266mm x 165mm Feed Tower, 266mm x 165mm HCEF.
- 2.4.5. **Minimum Envelope Size** – 162mm x 85.3mm Feed Tower, 225mm x 85.3mm HCEF.
- 2.4.6. **Flap Depth** – 30mm to 63mm at centre.
- 2.4.7. **Minimum End Clearance** – 12mm Overall.
- 2.4.8. **Substance** – 70 to 110 g/m<sup>2</sup>.
- 2.5. **PRINTING TECHNICAL REQUIREMENTS**
- 2.5.1. #11 White Window Envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible) Window is 5.50” (5 1/2”) wide within .25” tolerance by 1.5” (1 1/2”) high within .15” tolerance) and located 7/8” from left edge and 9/16” from bottom edge within 1/16” tolerance both directions; will be printed single sided, with return address, Boone County Seal, and an information area on front.
- 2.5.2. #10 Blue Window Envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed single sided, with return address, Boone County Seal, and an one sided line message on the front.
- 2.5.3. #10 White woven envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed single sided, with return address, Boone County Seal.
- 2.5.4. #10 Yellow insert envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.
- 2.5.5. #10 White insert envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.
- 2.5.6. #9 White insert envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.
- 2.5.7. 9” X 12” Window brown Kraft envelopes; will be printed single sided, with return address, Boone County Seal, flap on right 12” side, window size 4” X 2 1/4” in upper left corner, window placement 1/2” from left edge and 2 1/4” from top.
- 2.6. **ADDITIONAL INSTRUCTIONS**
- 2.6.1. Original Boone County seal artwork is available through the Purchasing Department.
- 2.6.2. The contractor **must** attach a sample envelope to the outside of each case prior to delivery in order to identify the contents of each case.
- 2.6.3. Samples will be provided upon request. Please contact the Purchasing Department at 573-

886-4392 in order to request sample envelopes. Please note the samples do not have the print quality and print information required by the County. The sample is merely provided to note the position and information to be included on each envelope.

- 2.6.4. The quality of all printing on the envelopes for this contract must be the equivalent of or better than the quality produced by the method known as Offset printing. The County reserves the right to request samples in order to verify the quality of print. 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 receipt of the samples. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and number.
- 2.6.5. **EVALUATION** – The bidder should submit one sample of each type of the envelopes listed in the attachment Envelope Printing Needs 2012 (page 10). The cost for providing these samples is the responsibility of the bidder. Suitability of the products offered as it relates to the mail equipment and U.S. Postal Service color guidelines will be a large part of the bid award evaluation.
- 2.6.6 The bidder that is awarded the contract must provide identical envelopes to those supplied as samples. In the event substitutes are provided, the County reserves the right to refuse the envelopes and request identical envelopes to be provided within the original timeframe as agreed upon by the Contractor and the Collector's Office.
- 2.6.7. All printing on the envelopes must adhere to the US Postal Service guidelines.
- 2.6.8. All ink shall be black oil base ink.
- 2.6.9. All prices for quantities and services described on the Response Form must also include ANY AND ALL fees associated with set-up, clean-up, labor, pick-up of job request, delivery of completed job, finishing services, etc. unless otherwise specified.
- 2.6.10. The individual boxes of envelopes and the cartons/cases holding the individual boxes will be stored and stacked on top of one another in order to conserve space. Therefore, all individual boxes and cartons/ cases of envelopes must be constructed of a heavier material able to withstand the weight of other boxes.
- 2.6.11. **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 required listed minimum specifications and clearly identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's proposal 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.
- 2.7. **DESIGNEE** – Boone County Collector's Office
- 2.7.1. **Contact** - Amy Robbins, Senior Buyer, 613 E. Ash Street, Columbia, MO 65201. Telephone (573) 886-4392 or Facsimile (573) 886-4390 or Email: [arobbins@boonecountymmo.org](mailto:arobbins@boonecountymmo.org)
- 2.8. **DELIVERY** – Boone County Government Center 3<sup>rd</sup> Floor, 801 E. Walnut, Room 308, Columbia, MO 65201. **NOTE:** The contractor **MUST** ensure that all envelopes are delivered to the 3<sup>rd</sup> floor Government Center. Boone County employees **WILL NOT** be available to assist with unloading the truck. Please note that Boone County does not have an elevated loading dock; and, no pallets beyond the first floor.
- 2.8.1. **Delivery Terms** – FOB-Destination. Inside delivery to the 3<sup>rd</sup> floor. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. The contractor must notify the Collector's Office a minimum of 5 business days in advance of the envelope delivery.
- 2.8.2. **Delivery Dates** – The primary order shall be delivered on or between October 1 (first) and October 5 (fifth), 2012. The primary order will be based on the amounts in the attachment **Envelope Printing Needs 2012** (page 10).
- 2.9. **PROOF PROCESSING** – The contractor must obtain the appropriate approvals of proofs from the Collector's Office. Fax transmitted proofs will not be accepted. It is the contractor's sole responsibility to obtain the required information in a timely fashion for meeting the agreed upon delivery deadline.

**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 also be viewed on our web page [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, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
  - 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.

Department

**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) \_\_\_\_\_

4.8.	PRICING			
	Description	Unit Price (Per 1000)	Quantity	Extended Price
4.8.1.	#11 White Window Envelopes 24lb, Larger Window, Single Sided.	\$ _____	135,000	\$ _____
4.8.2.	#10 Blue Window Envelopes 24lb, Single Sided.	\$ _____	88,000	\$ _____
4.8.3.	#10 White Woven Envelopes 24 lb, Single Sided.	\$ _____	2,500	\$ _____
4.8.4.	#10 Yellow Insert Envelopes 24 lb. Double Sided.	\$ _____	102,500	\$ _____
4.8.5.	#10 White Insert envelopes 24 lb, Double Sided.	\$ _____	27,500	\$ _____
4.8.6.	#9 White Insert envelopes 24lb, Double Sided.	\$ _____	3,000	\$ _____
4.8.7.	9" x 12" Brown Kraft Window Envelopes, Single Sided.	\$ _____	1,000	\$ _____
4.9.	<b>TOTAL</b>			\$ _____
4.10.	<b>Over or under runs allowed at standard industry rate. For this contract period, that percentage will be _____%.</b>			
4.11.	<b>Describe Any Deviations</b>			

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\_\_\_\_\_

4.11. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (“Missouri Domestic Products Procurement Act”) of the Revised Statutes of Missouri.**

4.11.1. Authorized Representative (Sign By Hand):

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

Print Name and Title of Authorized Representative

\_\_\_\_\_



**BOONE COUNTY COLLECTOR'S  
Envelope Printing Needs 2012**

	<b>QTY</b>	<b>DESCRIPTION</b>	<b>SINGLE/ DOUBLE SIDED</b>	<b>WHITE/ COLORED PAPER</b>	<b>OTHER INSTRUCTIONS</b>
<b>A.</b>	135,000	#11 window envelopes-24 lb.	single	white	return address
		larger window			county seal
		(information area on front)			information area on front
<b>B.</b>	88,000	#10 window envelopes-24 lb.	single	blue	return address
		(one line message on front)			county seal
					one line message on front
<b>C.</b>	2,500	#10 woven envelopes-24 lb.	single	white	return address
					county seal
<b>D.</b>	102,500	#10 insert envelopes-24 lb.	double	yellow	return address area
		(mailing instructions on back)			mailing address
					stamp area w/usps info
					bar code
					mailing instructions on back
<b>E.</b>	27,500	#10 insert envelopes-24 lb.	double	white	return address area
		(mailing instructions on back)			mailing address
					stamp area w/usps info
					bar code
					mailing instructions on back
<b>F.</b>	3,000	#9 insert envelopes-24 lb.	double	white	return address area
		(mailing instructions on back)			mailing address
					stamp area w/usps info
					bar code
					mailing instructions on back
<b>G.</b>	1,000	9" x 12" window envelope	single	Brown Kraft	return address
					county seal
					flap on right 12" side
					Window - 4" x 2 1/4" in upper left corner - 1/2" from left edge and
					2 1/4" from top

**(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



**Boone County Purchasing**

613 E. Ash Street  
Columbia, MO 65201

**Amy Robbins**, Senior Buyer  
573/886-4392 - FAX 573/886-4390

**Standard Terms and Conditions**

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.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

**Boone County Purchasing**  
**Amy Robbins**  
**Senior Buyer**



613 E. Ash Street, Room 109  
Columbia, MO 65201  
Phone: (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 WISH TO SUBMIT A BID

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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. ***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 **39-31JUL12-Pre-Printed Envelopes**

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address/P.O. Box)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Contact)

REASON(S) FOR NOT SUBMITTING A BID: