



*Request for Bid (RFB)*

**Boone County Purchasing**  
613 E. Ash St., 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: **07-29JAN15**  
Commodity Title: **Managed Print Services Term & Supply**

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

**Bid Submission Address and Deadline**

Day / Date: **Thursday, January 29, 2015**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash St., Room 109  
Columbia, MO 65201**  
Directions: The Annex Building is located on the Northwest corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the South Side. Wheel chair accessible entrance is available on the South side of the building.

**Bid Opening**

Day / Date: **Thursday, January 29, 2015**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Address: **Boone County Annex Building Conference Room  
613 E. Ash St.  
Columbia, MO 65201**

**Bid Contents**

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
  - Boone County Estimated Printer Fleet**
  - Exhibit A Prior Experience**
  - Instructions for House Bill 1549**
  - Work Authorization Certification**
  - Certification of Individual Bidder**
  - Individual Bidder Affidavit**
  - Debarment Form**
  - Standard Terms and Conditions**
  - No Bid Response Form**

## 1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of [forty eight] hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: [www.showmeboone.com](http://www.showmeboone.com)  
 Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any

resultant Contract and will be incorporated in the Contract as set forth, verbatim.

1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
- 2) the provisions of the Bid;
- 3) the provisions of the Bidder's Response.

1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for turn-key services for the furnishing of printer toner, break fix repair services, failed device replacement, inventory control and print management consulting at a fixed per copy rate.
  - 2.1.1. **Background:** Boone County Government has a rolling stock of printers and multi-function printing devices that are distributed across 20+ different departments and 7+ locations within Boone County most of which are in the city limits of Columbia.
  - 2.1.2. **Goals:**
    - Combine service and supply costs into a "cost per page" model.
    - Consolidate toner purchasing to realize cost savings and provide a timely supply stream with the next toner stocked in a County facility to be installed.
    - Outsource printer maintenance to create a single point of contact for break fix service and maximize device up-time.
    - Simplify management of service, supplies, ordering, receiving and payment processing.
  - 2.1.3. This bid request contains a recent inventory and the estimated total annual meter counts for current inventory of in-scope devices. It was derived from monitoring software reports for networked reporting devices.
- 2.2. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **date of award** through **March 31, 2016** and may be automatically renewed for up to an **additional four (4) one year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
  - 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 percentages outlined on the Response Form for the renewal periods.
  - 2.2.2. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the 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. **PRICING** – All prices shall be as indicated on the Response Form and shall include transportation and delivery charges fully prepaid to the County destination. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
  - 2.5.1. Cost of services shall include all parts, labor and mileage to any County office.
  - 2.5.2. Unless otherwise stated, the quantities set forth herein are **ESTIMATES ONLY**.

- 2.5.3. The quantity, type, and description of the equipment to be covered are listed in the **Boone County Estimated Printer Fleet** attachment to this request. The County reserves the right to increase or decrease equipment listed. Additional equipment shall be covered upon receipt of written notification from the County. Contractor will honor prices submitted in this bid for additional items that are like or equal to other equipment listed in the bid response. If additional pricing is provided, this information must be submitted to the Information Technology Department prior to the first billing. The County will provide 30 days written notice to the Contractor for the deletion of any equipment.
- 2.6. ALL SERVICE CONTRACT PRICING WILL BE FOR THE EQUIPMENT **AS IS**. If a pre-bidding inspection of the equipment is desired, the Bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department. Request for inspection **MUST** be made prior to **5:00 PM CST on Thursday, January 22, 2015**. This will allow enough time to schedule a minimum number of interruptions for the departments involved and address any questions or clarifications that may result from said inspections.
- 2.7. **DELIVERY:** All deliveries must be “inside” delivery with no assistance from County personnel. Dock level deliveries will not be accepted. The County can only accept street level deliveries. Rejected material will be returned to the vendor at the vendor’s expense.
- 2.7.1. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.8. **FUNCTIONAL SPECIFICATIONS:**
- 2.8.1. Contractor must be providing Managed Print Services similar to those described in this bid request for equally sized printer fleet and have at least five (5) years experience providing such services. Contractor is asked to submit at least five (5) references of contracts similar to this size on attached Exhibit A.
- 2.8.2. Any use by Contractor of subcontractors to perform work must be bound by all terms of the contract including County IT reviews. Contractor assumes full responsibility for all actions of its subcontractors and agrees to inform the County whenever subcontractors are providing service.
- 2.8.3. On-site service to devices will be coordinated with the County IT staff.
- 2.8.4. Contractor is responsible for all costs associated with acquisition, shipment and delivery of toner, repair parts, replacement and loaner hardware.
- 2.8.5. Contractor will utilize existing printers and not require the purchase of new hardware to implement this program.
- 2.8.6. Contractor must be able to support multiple printer brands, including but not limited to the currently deployed hardware.
- 2.8.7. Contractor will recycle used toner and cartridges in an environmentally safe fashion and provide documentation of these procedures if requested.
- 2.8.8. The County will recycle and dispose of end of life devices.
- 2.8.9. Contractor must be available to begin implementation within thirty (30) days of the fully executed contract.
- 2.8.10. Contractor will provide a client manager as primary interface to supervise all aspects of the contract.
- 2.9. **DELIVERABLES:**
- 2.9.1. Within 30 days of contract signing, Contractor will compile a comprehensive initial asset inventory of all in-scope devices and any future revisions need to be available electronically.
- 2.9.2. Contractor will supply comprehensive **monitoring and tracking software** for the County to install on centralized server that will provide IT personnel with daily and aggregate inventory statistics on each in scope device pertaining to:
- a. County defined unit name, device type, make, model, description, location, IP address, Serial#, MAC address;
  - b. Supply levels;
  - c. Meter reports of prints; color, B&W page output counts, both static and for any user specified period of at least 12 rolling months. This information must be able to be exported

in a format used by MS Excel;

d. Toner page coverage statistics (where reported by device).

- 2.9.2.1. Contractor will advise on creation of secure access to its monitoring and tracking software for authorized County IT personnel to flexibly query the database remotely and will include search filters, screen display formatting and output capability for CSV or Excel format.
- 2.9.2.2. Contractor will set permissions for County IT personnel in the monitoring software to be able to update printer profile data and to set polling intervals.
- 2.9.2.3. Contractor will provide documentation and/or training to County IT staff in operating and managing the software.
- 2.9.2.4. Contractor must provide 24/7/365 user access to monitoring and tracking software and have at least 99% uptime.
- 2.9.2.5. Contractor will not disclose any monitoring or tracking data to any 3rd party.
- 2.9.3. Contractor will provide **toner cartridges** for every in-scope device.
- 2.9.3.1. Contractor will provide at least one (1) toner cartridge for the County to stock on any printer model in service.
- 2.9.3.2. Contractor will provide at least three (3) toner cartridges for the County to stock on any printer model in service with a quantity greater than or equal to four (4).
- 2.9.3.3. Contractor will supply replacement toner cartridges to county stock when monitoring software indicates a device is low to prevent toner outages.
- 2.9.3.4. County IT staff will install toner cartridges in each device.
- 2.9.4. Contractor will maintain an **electronic toner request system** that select County IT personnel can use as an alternative to the monitoring software that flags low toner conditions. Requests will also be made for non-networked in-scope devices.
- 2.9.4.1. All deployed toner supplies become property of Boone County until recycled.
- 2.9.5. Contractor will provide **primary break fix service** for in-scope devices.
- 2.9.5.1. Contractor will provide service for both warranty and out of warranty in-scope devices.
- 2.9.5.2. Break fix service includes repair, replacement and maintenance of parts, preventative maintenance and assurance of high quality output. Service will also include firmware and software updates and any custom print drivers for in-scope devices.
- 2.9.5.3. Contractor will provide a single point of contact: phone number and email address to place calls to their Service Desk.
- 2.9.5.4. Contractor must staff the Service Desk contact during business hours of 8:00am- 5:00pm Monday-Friday 12 months of the year.
- 2.9.5.5. Contractor will start the dispatch process of service technicians when notified by County IT personnel.
- 2.9.5.6. Contractor must respond within two (2) hours of notification via phone or on site.
- 2.9.5.7. Contractor must service devices within four (4) businesses hours and must ensure minimal disruption to the County Offices' activities.
- 2.9.5.8. Repairs must be completed within 24 hours in 90% of the service calls.
- 2.9.5.9. Contractor will deploy technicians competent to service in-scope devices.
- 2.9.5.10. Contractor will provide comparable loaner hardware to temporarily replace any unit that cannot be restored to service on site within 24 hours.
- 2.9.5.11. Minimum print output quality will be judged as follows:
  - a. No extraneous toner marks
  - b. No double printing, banding or "ghosting"
  - c. Print aligned with the paper
  - d. Text and images sharp and without blurry edges
  - e. Text toner consistently and adequately distributed throughout the page
  - f. Graphics uniformly represented
  - g. Color (where used) is true to source material, aligned with B&W print and without inter-color bleeding
  - h. Intact paper output (no creases or malformations)
- 2.9.5.12. **Service Locations** - All service(s) shall be provided at the County sites described below.

Percentages represent the estimated amount of printer fleet housed at each location.

- **Government Center** **45%**  
801 E. Walnut, Columbia, MO
- **Annex Building** **8%**  
613 E. Ash St., Columbia, MO
- **Sheriff Department** **29%**  
2121 County Dr., Columbia, MO
- **Public Works** **3%**  
5551 Tom Bass Rd., Columbia, MO
- **Prosecuting Attorney Child Support Unit** **1%**  
605 E. Walnut, Columbia, MO
- **Courthouse** **14%**  
705 E. Walnut, Columbia, MO

2.9.5.13. **Service Response Schedule** - All service provided must be provided Monday through Friday, 8:00 a.m. to 5:00 p.m. *Contractor must coordinate and update all requests through the County Information Technology Helpdesk.*

2.9.6. Contractor will provide **initial and semi-annual program reviews**. Contractor will advise the County regarding deployment optimizations, cost saving measures, replacement timetables, new technologies and utilization efficiencies. The County is under no obligation to implement any review conclusions or advice.

2.9.7. Contractor will provide **timely and detailed reports of activities** including: toner deployment, service calls and resolutions, device malfunctions and status changes, device loans and recycling if requested.

2.9.7.1. Documentation of all repairs shall be kept by the contractor and shall indicate date and times of service calls and identify equipment repaired or replaced. The contractor must also provide documentation for review upon request by the department.

2.9.8. **BILLING & PAYMENT:** Contractor must provide a **detailed invoice on a monthly basis**. Monthly invoice must be sent to the County IT Department and include the following information; County defined unit name, Serial #, Make/Model, Device Type, number of prints per device. An electronic copy (.csv or .xls) of the billing and usage data must be provided with the invoice as part of the monthly billing process.

2.9.8.1. Bidder may agree to accept automated clearinghouse (ACH) payment of invoices and monthly statements. Payment terms are Net 30 upon receipt of an accurate monthly statement, although the Bidder may offer additional discounts for early payment on the Response Form.

2.10. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

2.10.1. **Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers 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 Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 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 Workers 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.

2.10.2. **Commercial General Liability Insurance** - The Contractor shall take out and maintain during the

life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, 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 for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single 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 Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis

- 2.10.3. **Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 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; non-owned and both on and off the site of work.
- 2.10.4. **Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.10.5. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.11. **INDEMNITY AGREEMENT:** 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 providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.
- 2.12. **DESIGNEE** - Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201.



- 2.13. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed in writing, **PRIOR TO BID OPENING**, to Amy Robbins, 613 E. Ash St., Room 109, Columbia, Missouri 65201 via fax at: (573) 886-4390 or email at: [arobbins@boonecountymo.org](mailto:arobbins@boonecountymo.org).

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain “N/A” or “No Bid”. Manufacturer’s published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under “Bid Submission Information and Deadline”. NO EXCEPTIONS. We are not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
- 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under “Bid Opening”, all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder’s name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** - We reserve the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County’s best interest.
- 3.5. **EVALUATION PROCESS** - Our sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County’s needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
- 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
- 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

4. **Response Form**

4.1. Company Name: \_\_\_\_\_

4.2. Address: \_\_\_\_\_

4.3. City/Zip: \_\_\_\_\_

4.4. Phone Number: \_\_\_\_\_

4.5. Fax Number: \_\_\_\_\_

4.6. E-Mail Address: \_\_\_\_\_

4.7. Federal Tax ID: \_\_\_\_\_

4.7.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

4.8. Prompt Payment Terms: \_\_\_\_\_

4.8.1. Will you accept automated clearinghouse (ACH) for payment of invoices? \_\_\_\_\_

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

4.9.1. **RENEWALS** – The bidder shall indicate below the maximum increase for each potential renewal period.

4.9.1.1. \_\_\_\_\_ % 1<sup>st</sup> Renewal Period

4.9.1.3. \_\_\_\_\_ % 3<sup>rd</sup> Renewal Period

4.9.1.2. \_\_\_\_\_ % 2<sup>nd</sup> Renewal Period

4.9.1.4. \_\_\_\_\_ % 4<sup>th</sup> Renewal Period

4.10. **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.**

4.10.1. Authorized Representative (Sign By Hand): \_\_\_\_\_

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

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

4.11. 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

**4.12. Price Proposal** – Pricing should be represented as cost per page for print output and must include all costs related to: required toner, break fix services, parts and supplies required for each device, contractor management and analysis services; Boone County access to monitoring software; deployment of loaner units; recycling and disposal services; acquisition and delivery of parts, supplies and toner; service personnel transportation; and required documentation and training during the contract term. No other costs will be paid by the County. Bidder understands that the estimated monthly usage represent a good faith estimate of past usage and that the number of prints over the contract year may vary from this amount, affecting the amount paid by the County. The County does not guarantee a minimum volume under a prospective contract. Devices may be added/removed to the current inventory and thus must be covered under the contract as requested and determined by the County IT Department.

**Please indicate the cost per page and totals below for Black & White and Color pages:**

4.12.	<b>Estimated Monthly Usage</b>	<b>Cost Per Page</b>	<b>Extended (Monthly) Cost</b>
<b>Year One</b>			
4.12.1.	Black & White Prints	100,000	\$ _____
4.12.2.	Color Prints	2,000	\$ _____
4.12.3.	<b>Total Monthly Commitment (4.1.1. + 4.1.2.)</b>		
4.12.4.	Black & White Prints over monthly usage estimate	\$ _____	\$ _____
4.12.5.	Color Prints over monthly usage estimate	\$ _____	\$ _____
<b>Year Two</b>			
4.13.1.	Black & White Prints	100,000	\$ _____
4.13.2.	Color Prints	2,000	\$ _____
4.13.3.	<b>Total Monthly Commitment (4.1.1. + 4.1.2.)</b>		
4.13.4.	Black & White Prints over monthly usage estimate	\$ _____	\$ _____
4.13.5.	Color Prints over monthly usage estimate	\$ _____	\$ _____
<b>Year Three</b>			
4.14.1.	Black & White Prints	100,000	\$ _____
4.14.2.	Color Prints	2,000	\$ _____
4.14.3.	<b>Total Monthly Commitment (4.1.1. + 4.1.2.)</b>		
4.14.4.	Black & White Prints over monthly usage estimate	\$ _____	\$ _____
4.14.5.	Color Prints over monthly usage estimate	\$ _____	\$ _____
<b>Year Four</b>			
4.15.1.	Black & White Prints	100,000	\$ _____
4.15.2.	Color Prints	2,000	\$ _____
4.15.3.	<b>Total Monthly Commitment (4.1.1. + 4.1.2.)</b>		
4.15.4.	Black & White Prints over monthly usage estimate	\$ _____	\$ _____
4.15.5.	Color Prints over monthly usage estimate	\$ _____	\$ _____
<b>Year Five</b>			
4.16.1.	Black & White Prints	100,000	\$ _____

4.16.2.	Color Prints	2,000	\$ _____	\$ _____
4.16.3.	<b>Total Monthly Commitment (4.1.1. + 4.1.2.)</b>			
4.16.4.	Black & White Prints over monthly usage estimate		\$ _____	\$ _____
4.16.5.	Color Prints over monthly usage estimate		\$ _____	\$ _____

## Boone County Printer Fleet

	Serial Number	Model	Make	Estimated Pages	
				BW Annually	Color Annually
1	JPSC78J0B0	Color LaserJet 5550	Hewlett-Packard	64	180
2	CNFL039293	LaserJet 1012	Hewlett-Packard	4000	0
3	USGV084371	LaserJet 2100	Hewlett-Packard	4000	0
4	USGV084372	LaserJet 2100	Hewlett-Packard	540	0
5	USGV084375	LaserJet 2100	Hewlett-Packard	2900	0
6	USGV084388	LaserJet 2100	Hewlett-Packard	3876	0
7	USGV084397	LaserJet 2100	Hewlett-Packard	4000	0
8	USGV084399	LaserJet 2100	Hewlett-Packard	4000	0
9	USGV084407	LaserJet 2100	Hewlett-Packard	184	0
10	USGV086409	LaserJet 2100	Hewlett-Packard	696	0
11	USGV086418	LaserJet 2100	Hewlett-Packard	3632	0
12	USGV086415	LaserJet 2100M	Hewlett-Packard	4000	0
13	USBG0806455	LaserJet 2200	Hewlett-Packard	4000	0
14	USBGB06460	LaserJet 2200	Hewlett-Packard	5472	0
15	USBGB06461	LaserJet 2200	Hewlett-Packard	1516	0
16	USBGC02762	LaserJet 2200	Hewlett-Packard	1364	0
17	USBGC05968	LaserJet 2200	Hewlett-Packard	6732	0
18	USBGD06880	LaserJet 2200	Hewlett-Packard	1260	0
19	USBRC01117	LaserJet 2200	Hewlett-Packard	1480	0
20	USBRB01005	LaserJet 2200dn	Hewlett-Packard	4000	0
21	USTB053375	LaserJet 4	Hewlett-Packard	4000	0
22	USFB220402	LaserJet 4 Plus	Hewlett-Packard	4000	0
23	USBB130518	LaserJet 4050	Hewlett-Packard	34168	0
24	USBB130945	LaserJet 4050	Hewlett-Packard	12980	0
25	USBC042069	LaserJet 4050	Hewlett-Packard	296	0
26	USBC042119	LaserJet 4050	Hewlett-Packard	6956	0
27	USBC042128	LaserJet 4050	Hewlett-Packard	2440	0
28	USBC042132	LaserJet 4050	Hewlett-Packard	4000	0
29	USQL059050	LaserJet 4050	Hewlett-Packard	8	0
30	USQL059059	LaserJet 4050	Hewlett-Packard	468	0
31	USDNL20314	LaserJet 4200	Hewlett-Packard	1352	0
32	USDB248066	LaserJet 4Si	Hewlett-Packard	4000	0
33	USC1023823	LaserJet 5000	Hewlett-Packard	588	0
34	USC3005780	LaserJet 5000	Hewlett-Packard	844	0
35	JPDF006161	LaserJet P4014dn	Hewlett-Packard	4000	0
36	9912MR8	Infoprint 1332	IBM	21848	0
37	991PV8Y	Infoprint 1332	IBM	12308	0
38	55C2N9G	C510	Lexmark	2864	788
39	9429Y87	C530n	Lexmark	3248	3812
40	941FRCY	C534n	Lexmark	864	2128
41	9427DBW	C534n	Lexmark	156	1076
42	9813PDK	C543dn	Lexmark	2312	3512
43	9820N6N	C543dn	Lexmark	2360	2580
44	9820N78	C543dn	Lexmark	2444	660

## Boone County Printer Fleet

	Serial Number	Model	Make	Estimated Pages	
				BW Annually	Color Annually
45	9812DBB	C544n	Lexmark	160	204
46	5500311	C720	Lexmark	4000	2000
47	9441C3B	C734dn	Lexmark	4000	36
48	5320060580	C920	Lexmark	4000	2000
49	50272694500MN	CS410n	Lexmark	3472	3548
50	620HV73	E250dn	Lexmark	120	0
51	72BFFP8	E260dn	Lexmark	4000	0
52	8908T0V	E321	Lexmark	4000	0
53	72MWC69	E360DN	Lexmark	5612	0
54	72MXPV3	E360DN	Lexmark	4000	0
55	72MZ28B	E360DN	Lexmark	4000	0
56	72N15RN	E360DN	Lexmark	4000	0
57	72N6YF6	E360DN	Lexmark	868	0
58	72N7Z70	E360DN	Lexmark	3296	0
59	72N7Z7C	E360DN	Lexmark	652	0
60	72N7Z7F	E360DN	Lexmark	4000	0
61	72N7Z7G	E360DN	Lexmark	7992	0
62	72N7Z7L	E360DN	Lexmark	7916	0
63	72N7Z7R	E360DN	Lexmark	2008	0
64	72N7Z7T	E360DN	Lexmark	980	0
65	72N7Z7W	E360DN	Lexmark	508	0
66	72N93Z3	E360DN	Lexmark	7140	0
67	72N96B6	E360DN	Lexmark	4000	0
68	451420LM03KYL	MS410dn	Lexmark	48512	0
69	451420LM05NMB	MS410dn	Lexmark	2048	0
70	451420LM05NVM	MS410dn	Lexmark	2116	0
71	451420LM04WDO	MS410dn	Lexmark	4000	0
72	451430LM06LTC	MS410dn	Lexmark	1532	0
73	451431LM08Z5B	MS410dn	Lexmark	5596	0
74	451431LM092FZ	MS410dn	Lexmark	2692	0
75	451431LM0HTR5	MS410dn	Lexmark	3916	0
76	451432LM0Y8R5	MS410dn	Lexmark	3752	0
77	451432LM106B2	MS410dn	Lexmark	2236	0
78	451432LM106B4	MS410dn	Lexmark	1196	0
79	451432LM106BB	MS410dn	Lexmark	1564	0
80	451444HH1CK51	MS510dn	Lexmark	320	0
81	451444HH1CK5K	MS510dn	Lexmark	52	0
82	4063269903HF3	MS810n	Lexmark	18924	0
83	701520LM016BF	MX310dn	Lexmark	4280	0
84	701531LM01V18	MX310dn	Lexmark	4508	0
85	79204YD	T430	Lexmark	356980	0
86	79205CH	T430	Lexmark	11156	0
87	7921N5V	T430	Lexmark	2176	0
88	7921XY5	T430	Lexmark	3700	0

## Boone County Printer Fleet

	Serial Number	Model	Make	Estimated Pages	
				BW Annually	Color Annually
89	7922CHD	T430	Lexmark	2016	0
90	7922CY6	T430	Lexmark	704	0
91	7923WWW	T430	Lexmark	5592	0
92	7923WX7	T430	Lexmark	2132	0
93	7923WXP	T430	Lexmark	2776	0
94	7923ZVT	T430	Lexmark	4140	0
95	7923ZY1	T430	Lexmark	6196	0
96	7923ZY3	T430	Lexmark	784	0
97	79245XF	T430	Lexmark	768	0
98	79269CC	T430	Lexmark	4660	0
99	792779X	T430	Lexmark	7904	0
100	7927Z2B	T430	Lexmark	1244	0
101	7927Z62	T430	Lexmark	1548	0
102	7928CL6	T430	Lexmark	3496	0
103	79298C0	T430	Lexmark	17860	0
104	79298CV	T430	Lexmark	836	0
105	79299L6	T430	Lexmark	13516	0
106	79299LD	T430	Lexmark	512	0
107	79299LH	T430	Lexmark	1428	0
108	79299LP	T430	Lexmark	2620	0
109	79299LT	T430	Lexmark	1884	0
110	79299NV	T430	Lexmark	1832	0
111	79299NZ	T430	Lexmark	3324	0
112	7929D47	T430	Lexmark	1956	0
113	7929PV9	T430	Lexmark	8312	0
114	7929XMN	T430	Lexmark	3684	0
115	792B549	T430	Lexmark	42816	0
116	792BH61	T430	Lexmark	51672	0
117	7923ZW5	T430dn	Lexmark	4000	0
118	99042L7	T520	Lexmark	800	0
119	99042L9	T520	Lexmark	636	0
120	99042LB	T520	Lexmark	1812	0
121	99042LF	T520	Lexmark	260	0
122	9904WXX	T520	Lexmark	624	0
123	9905F2L	T520	Lexmark	15556	0
124	9905F2P	T520	Lexmark	6088	0
125	990BDXK	T520	Lexmark	116	0
126	990CRGM	T520	Lexmark	7152	0
127	4107337	T630	Lexmark	500	0
128	9916T79	T630	Lexmark	17956	0
129	9916T7C	T630	Lexmark	7584	0
130	9916T7N	T630	Lexmark	4136	0
131	9916T7R	T630	Lexmark	13296	0
132	9916T7H	T630dn	Lexmark	4000	0



## Boone County Printer Fleet

	Serial Number	Model	Make	Estimated Pages	
				BW Annually	Color Annually
133	9916T7L	T630dn	Lexmark	4000	0
134	791V6C6	T640	Lexmark	492	0
135	792R0RF	T640	Lexmark	25684	0
136	792R0RP	T640	Lexmark	3676	0
137	792R0RR	T640	Lexmark	876	0
138	792V2NZ	T640	Lexmark	3020	0
139	7932WH7	T650n	Lexmark	6400	0
140	7938H24	T650n	Lexmark	2504	0
141	793VLOP	T650n	Lexmark	2400	0
142	793VTHX	T650n	Lexmark	1500	0
143	794HD70	T650n	Lexmark	2664	0
<b>Estimated Totals</b>				<b>1082144</b>	<b>22524</b>

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

(References of similar services for governmental agencies are preferred)

**1. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

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

**2. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

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

**3. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

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

**EXHIBIT A**  
**PRIOR EXPERIENCE (continued)**

**4. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

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

**5. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

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

## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.





**AFFIDAVIT**  
**(Only Required for Certification of Individual Bidder (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  
or Other Federal I.D. Number

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

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:

**(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

---

Date



## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. 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.
3. 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.
4. 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. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. 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.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. 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.
9. 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.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. 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.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. 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.
14. 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.
15. 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.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

17. 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.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



*"No Bid" Response Form*

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

Amy Robbins, Senior Buyer  
(573) 886-4392 – Fax: (573) 886-4390

**"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: 07-29JAN15 - Managed Print Services Term & Supply**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Reason(s) for not bidding:

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