



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

## ***Request for Bid (Bid)***

**Cheli Haley, Buyer**  
Phone: (573) 886-4392 Fax: (573) 886-4390  
Email: [chaley@boonecountymo.org](mailto:chaley@boonecountymo.org)

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### ***Bid Data***

Bid Number: **24-29APR15**  
Commodity Title: **Automotive Parts and Accessories Term and Supply**

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

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#### ***Bid Submission Address and Deadline***

Day / Date: **WEDNESDAY, APRIL 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, Room 109  
Columbia, MO 65201

Directions: The Boone County Annex Building is located on the Southeast corner at 7<sup>th</sup> St. and Ash St. Enter the building from the Southern Side. Wheel chair accessible entrance is available on the West side of the building.

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#### ***Bid Opening***

Day / Date: **WEDNESDAY, APRIL 29, 2015**  
Time: **1:30 P.M.** (Bids received after this time will be returned unopened)  
Location / Address: Boone County Annex Conference Room  
613 E. Ash, Room 109  
Columbia, MO 65201

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#### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**  
**Work Authorization Certification**  
**Debarment Form**  
**Standard Terms and Conditions**

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. 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, 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. 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 also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental contracts under more favorable terms. 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.
  - 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. **CONTRACT PERIOD** - Any Term and Supply Contract period resulting from this Bid will have an initial term from **July 1, 2015 through June 30, 2016, and may be automatically renewed for an additional two (2) years unless canceled by Purchasing Director in writing prior to a renewal term.**
  - 1.7. **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 **Automotive Parts and Accessories** on an *as needed* basis as detailed in the following specifications.
  - 2.1.1. **Estimated Quantity** - The County estimates that approximately \$30,000.00 will be expended from the automotive parts and accessories line item of the 2015 Boone County Budget. The County anticipates a multi-vendor contract award for these products and cannot provide a minimum guaranteed quantity. The expenditures specified herein are estimates only based on past usage and anticipated future requirements, and as such, do not constitute a guarantee on the part of the County.
  - 2.1.2. The Contractor shall stock sufficient quantity of supplies to meet the requirements of the County on an “as needed” basis within seventy-two (72) hours after being notified of such requirements by the County.
- 2.2. 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*.
  - 2.2.1. If renewal percentages are not provided for the items listed on the *Response Form*, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **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 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. **CONTRACT EXTENSION** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.5. **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.
  - 2.5.1. 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.
  - 2.5.2. All prices quoted must be prices for new merchandise, free from defects.
- 2.6. **Standard Automotive Parts and Accessories** - Section 4.7. on the *Response Form* lists standard automotive parts and accessories the County has identified as standard items to be purchased from this contract(s). The County’s purchases will not be limited to this list. Bidders shall price each item listed. Prices shall be firm for the initial contract period. Bidders must provide a maximum percentage cost increase for the second and third renewal periods for these items.
- 2.7. **Catalog Discount Items** – Bidder must state jobber cost plus or minus percentage on all parts on the *Response Page*. Percentage discounts offered will remain firm for the duration of the contract and will apply to all parts sold to the County. Other items not specifically indicated, for which bidder may be distributor, will be supplied less the percentage discount noted on the *Response Page* from the noted manufacturer’s current Blue Sheet Jobber’s Published Price List.
  - 2.7.1. In addition to discounts offered in this bid, the Contractor shall pass on all manufacturers’ special discounts or programs. If prices decline, or should the Contractor at any time during the life of said agreement sell the same materials or service under similar quantity and delivery conditions to

- any one else at prices below those quoted to the County, such lower prices shall be immediately extended to the County. Such changes may be made retroactive if appropriate.
- 2.7.2. When the manufacturer's price list changes, the Contractor shall provide two copies of updated price lists before the new prices are effective. These shall be sent to Boone County Purchasing, Attention: Cheli Haley, Buyer, 613 E. Ash, Room 109, Columbia, MO 65201.
  - 2.7.3. It will be the Contractor's responsibility to keep the County informed of price changes. Failure to notify the County will result in termination of the agreement.
  - 2.7.4. Any alterations in manufacturers' price list by individual Bidders may be basis for voiding the entire offer of such Bidder.
  - 2.7.5. Prices shall include packaging, delivery, and all other costs associated with completing each order. No additional costs of any kind may be added to the bid prices.
  - 2.7.6. Periodically, during the contract period, various Contractor invoice prices will be compared with sample item prices to verify Contractor compliance with proposed contract pricing terms.
  - 2.7.7. Price increases will only be allowed when the Contractor can prove, by published price lists, that manufacturer's prices have increased. Price increases may not be retroactive. In no circumstance may the jobber plus or minus percentage rate change.
  - 2.8. **Product Substitutions** – All product substitutions offered must be pre-approved by the Boone County Shop Superintendent in writing. The County reserves the right to request samples of any substitutes. These samples will be free of charge. Interpretation of "equal or better" will be determined at the sole discretion of the County.
  - 2.9. **Return Policy** – The Contractor shall take back all merchandise returned in good condition for full credit. All merchandise returns will be at no additional charge to the County.
  - 2.10. **Warranty** – The Contractor shall furnish factory warranties on all parts furnished against defect in materials and/or workmanship. The factory warranty shall become effective on the date of acceptance by the County. Should any defect in materials or workmanship, except ordinary wear and tear, appear during the above stated warranty period, the Contractor shall repair or replace the same at no cost to the County.
  - 2.11. **The following submittals shall be included with Bidder's response:**
    - a) Jobber sheets for each manufacturer offered. Any alterations in manufacturer's price list by individual Bidders may be basis for voiding the entire offer of such Bidder. Failure to submit price lists may result in rejection of bid.
    - b) Bidders may be requested to furnish samples of parts. The samples may be retained by the County to compare quality level of goods shipped during the life of the contract.
    - c) Contractor(s) shall provide current catalogs at time of award.
  - 2.12. **DESIGNEE** – Boone County Public Works Department, Greg Edington, Shop Superintendent, 5551 Tom Bass Road, Columbia, Missouri 65201.
  - 2.12.1. **Bid Clarification** - Any questions or clarifications concerning bid documents should be addressed in writing to Cheli Haley, Buyer, 613 E. Ash, Room 109, Columbia, Missouri 65201, faxing to (573) 886-4390, or emailing to [chaley@boonecountymmo.org](mailto:chaley@boonecountymmo.org).
  - 2.13. **DELIVERY** – FOB Destination, Inside Delivery. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. Bi-weekly stock orders **MUST BE DELIVERED** to: Boone County Public Works; 5551 Tom Bass Road; Columbia, MO 65201.
  - 2.14. **Authorized Agents** - From time to time the County will elect to pick-up goods ordered under this contract. Contractors shall be responsible for securing County employees identity prior to issuing supplies. The County will not be responsible for supplies issued to persons not properly identified as current County employees.
  - 2.15. **PAYMENT TERMS** - All billing shall be invoiced to the County department placing the order and billings may only include the prices listed in the vendor's bid response. No fees for set up, clean up, labor, delivery, or taxes shall be included as additional charges in excess of the charges in the Vendor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt of an **accurate MONTHLY** statement.
  - 2.16. **Award of Contract:** The County reserves the right to award to more than one (1) supplier.

Multiple awards **may** be made on the basis of a primary, secondary, and tertiary supplier.

- 2.17. **NON-EXCLUSIVITY** - The County reserves the right to obtain “like or similar” products of this or other manufacturers, exclusive of this contract, when use of such products is deemed to be in the best interest of the County.

**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. **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** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
- 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** – 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.

4. Response Form

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

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

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

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

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

4.6. Email: \_\_\_\_\_

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

4.6.1. ( ) Corporation

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

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

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

4.6.2. **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 Invitation 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.

4.6.3. Authorized Representative (Sign By Hand):

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

4.6.4. Print Name and Title of Authorized Representative

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

4.6.5. Delivery Days After Receipt of Order: \_\_\_\_\_ Days

4.6.6. After Hours Contact (if available) for Emergency Orders:

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

Phone Number: \_\_\_\_\_

4.6.7. Describe Return Policy if Different from Requirements Stated in Bid:

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

4.6.8. Catalog Name: \_\_\_\_\_ Jobber +/- %: \_\_\_\_\_

4.6.9. All other parts will be sold to the County at jobber +/- \_\_\_\_\_ %

4.6.10. 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

4.6.11. Maximum Percentage Increase for \_\_\_\_\_ % 1<sup>st</sup> Renewal \_\_\_\_\_ % 2<sup>nd</sup> Renewal

**4.7. PRICING-STANDARD AUTOMOTIVE PARTS AND ACCESSORIES**

<b>Oil Filters, Fuel Filters, Air Filters (Luberfiner is current brand unless otherwise noted)</b>								
	<b>Oil Filters</b>	<b>Manufacturer</b>	<b>Vehicle App</b>	<b>Year</b>	<b>Mfg. Name</b>	<b>Price List ID</b>	<b>Price</b>	<b>Net Cost</b>
4.7.1.	LFP3000	Cummins	8.3L C-Series	1995				
4.7.2.	LFP5090	Detroit	DD13	2012				
4.7.3.	LFP6043	Paccar	MX13C	2015				
4.7.4.	PH500	Ford	3.7L	2014				
4.7.5.	PH48	Chevrolet	5.3L	2009				
4.7.6.	LFP5214	John Deere	672G	2009-15				
4.7.7.	LFP4836	John Deere	6125M	2014				
	<b>Fuel Filters</b>							
4.7.8.	L5091F	Detroit	DD13	2012				
4.7.9.	LFF6963	John Deere	672G	2009-15				
4.7.10.	LFF6964	John Deere	672G	2009-15				
4.7.11.	G6593	Ford	4.6L	2003				
4.7.12.	L5467FNXL	Paccar	MX13	2015				
	<b>Air Filters</b>							
4.7.13.	AF2884	Ford	3.7L	2014				
4.7.14.	LAF6986	Kenworth	MX13	2015				
4.7.15.	LAF1519	Chevrolet	5.3L	2009				
4.7.16.	LAF8669	John Deere	672G	2009-15				
	<b>Hyd. Filters</b>							
4.7.17.	AT335492	John Deere	672G	2009-15				
4.7.18.	AT367840	John Deere	672G	2009-15				
4.7.19.	<b>SUB-TOTAL (Oil Filters, Fuel Filters, Air Filters)</b>							



<b>Brakes-Part I</b>								
	<b>Brake Shoes/Pads (Raybestos)</b>	<b>Manufacturer</b>	<b>Vehicle App</b>	<b>Year</b>	<b>Mfg. Name</b>	<b>Price List ID</b>	<b>Price</b>	<b>Net Cost</b>
4.7.20.	GPD1611A(Front)	Ford	Interceptor	2014				
4.7.21.	GPD1612(Rear)	Ford	Interceptor	2014				
4.7.22.	3U2Z2V001BA(Front)	Ford	Crown Vic 4.6L	2008				
4.7.23.	4U2Z2V200AB(Rear)	Ford	Crown Vic 4.6L	2008				
<b>Rotors/Drums (Raybestos)</b>								
4.7.24.	PR54188(Front)	Ford	Interceptor	2014				
4.7.25.	PR54189(Rear)	Ford	Interceptor	2014				
4.7.26.	<b>SUB-TOTAL (Brakes-Part I)</b>							
<b>Brakes-Part II (Heavy Truck)</b>								
	<b>Drums</b>	<b>Manufacturer</b>	<b>Vehicle App</b>	<b>Year</b>	<b>Mfg. Name</b>	<b>Price List ID</b>	<b>Price</b>	<b>Net Cost</b>
4.7.27.	107193 (Balanced)	Freightliner	114SD	2012-14	Conmet			
4.7.28.	3600AX (Balanced) (Qty 16/order)	Freightliner	114SD	2012-14				
<b>Air Brake Chambers/Spring Brake MGM (OEM)</b>								
4.7.29.	Type 30-30 Long Stroke w/Welded Yoke	Freightliner/Paccar	All Trucks	2012-15	MGM - 3232951			
<b>Brake Shoe Kits w/Hardware</b>								
4.7.30.	XK2124715QP	Freightliner	114SD	2012-14				
4.7.31.	4707DQ23 Q+ (Qty 16/order)	Freightliner	114SD	2012-14				
4.7.32.	<b>SUB-TOTAL (Brakes-Part II Heavy Truck)</b>							
<b>Windshield Wipers</b>								
	<b>Blades</b>				<b>Mfg. Name</b>	<b>Price List ID</b>	<b>Price</b>	<b>Net Cost</b>
4.7.33.	SP16 (Profile)							
4.7.34.	SP20 (Profile)							
4.7.35.	SP22 (Profile)							
4.7.36.	SP24 (Profile)							
4.7.37.	31-22				ANCO			
4.7.38.	30-22				ANCO			
4.7.39.	30-20				ANCO			
4.7.40.	31-20				ANCO			
4.7.41.	31-24				ANCO			

4.7.42.	<b>SUB-TOTAL (Windshield Wipers)</b>							
	<b>Lamps (Wagner)</b>							
	<b>Lamps</b>				<b>Mfg. Name</b>	<b>Price List ID</b>	<b>Price</b>	<b>Net Cost</b>
4.7.43.	H6024							
4.7.44.	H6054							
4.7.45.	H4651							
4.7.46.	3357							
4.7.47.	3157							
4.7.48.	3156							
4.7.49.	3157-NA							
4.7.50.	9012							
4.7.51.	9007							
4.7.52.	9006							
4.7.53.	9005							
4.7.54.	9003							
4.7.55.	4007							
4.7.56.	4157							
	<b>Tail Light (Peterson)</b>							
4.7.57.	420R (Oval LED)							
4.7.58.	417R (Round LED)							
	<b>Marker Light</b>							
4.7.59.	V162KR (Round 2 ½" LED w/Plug & Grommet)							
4.7.60.	V162KA (Round 2 ½" LED w/Plug & Grommet)							
	<b>Strobe Light</b>							
4.7.61.	423SA-1 (Oval LED)							
4.7.62.	<b>SUB-TOTAL (Lamps)</b>							
	<b>Windshield Washer/Antifreeze Solvent (per gallon) Pre-Mix-Winter De-Icer Type</b>							
	<b>Washer Fluid</b>				<b>Mfg. Name</b>	<b>Price List ID</b>	<b>Price</b>	<b>Net Cost</b>
4.7.63.								
4.7.64.	<b>SUB-TOTAL</b>							
	<b>Windshield Washer/Antifreeze Solvent (per gallon) Pre-Mix-Summer</b>							
	<b>Washer Fluid</b>				<b>Mfg. Name</b>	<b>Price List ID</b>	<b>Price</b>	<b>Net Cost</b>
4.7.65.								
4.7.66.	<b>SUB-TOTAL</b>							
	<b>Brake Cleaner 3M (per 14 oz. can minimum)</b>							
4.7.67.					<b>Mfg. Name</b>	<b>Price List ID</b>	<b>Price</b>	<b>Net Cost</b>
4.7.90.	<b>SUB-TOTAL</b>							
4.8.	<b>GRAND TOTAL ALL SUPPLIES (4.7.19+4.7.26+4.7.32+4.7.42+4.7.62+4.7.64+4.7.66+4.7.90)</b>							

**(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



***Standard Terms and Conditions***

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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.



**Request for Bid (Bid)**

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

**Cheli Haley, Buyer**  
Phone: (573) 886-4392 Fax: (573) 886-4390  
Email: [chaley@boonecountymo.org](mailto:chaley@boonecountymo.org)

**“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: 24-29APR15 – Automotive Parts And Accessories Term & Supply**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Reason(s) for not bidding:

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