



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

Request for Bid (RFB)

Liz Palazzolo, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: lpalazzolo@boonecountymmo.org

Bid Data

Bid Number: **12-23MAR20**
Commodity Title: **Managed Print Services Term & Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Monday, March 23, 2020**
Time: **2:00 P.M.**

Vendors Note: Bids received after this time will not be opened. Late bids may be returned unopened if the vendor requests and at the vendor's expense.

Location / Mail Address: **Boone County Purchasing Department**

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

Directions: The Boone County Purchasing Department is located in the Boone County Annex Building across the street from the Armory Sport Center in downtown Columbia off Courthouse square. A wheelchair accessible entrance is available.

Bid Opening

Day / Date: **Monday, March 23, 2020**
Time: **2:00 P.M.**
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: **Scope of Work**
- 3.0: **Bidder's Instructions and Evaluation**
- 4.0: **Vendor's Response and Pricing Pages**
- 5.0:
 - **Certification Regarding Debarment**
 - **Certification Regarding Lobbying**
 - **Work Authorization Certification**
 - **Standard Terms and Conditions**
 - **"No Bid" Response Form**

1. Introduction and General Conditions of Bidding

1.1. INVITATION: This document is a Request for Bid for Boone County conducted by the Boone County Purchasing Department. Vendors are invited to respond by sealed bid by the indicated bid submission deadline on page 1 of this document. Bids received will be read shortly after the official bid submission deadline. Vendors responding to this request must comply with all technical specifications and requirements stated herein.

1.1.1. The County requests bids for provision of Managed Print Services for the Boone County Information Technology Department as further specified in greater detail in Section 2.

1.1.2. History: The County has contracted with Image Technology of Columbia, Missouri for Managed Print Services under contract 07-29JAN15. For the 2018-2019 contract period, the County spent \$48,576.04 on contract services. For the period April 1, 2019 through February 5, 2020, the County has spent \$37,980.96 on contract services.

1.1.3. As Is Equipment Coverage: If the bidder would like to inspect the equipment prior to submission of a sealed bid to perform managed print services, the Bidder can schedule an inspection. The bidder shall understand and agree that the bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department by contacting Senior Buyer, Liz Palazzolo at 573-886-4392 or lpalazzolo@boonecountymo.org. Request for inspection MUST be made prior to 4:00 PM CST on March 18, 2020. Any inspection must be scheduled. No inspections will be allowed without the prior approval of the County. A deadline has been set to 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.

1.1.4. Service Locations: Managed Print Services shall be provided to the County sites described below. Percentages represent the estimated amount of printer fleet housed at each location:

- **Government Center** 38%
801 E. Walnut, Columbia, MO
- **Annex Building** 8%
613 E. Ash St., Columbia, MO
- **Sheriff Department** 27%
2121 County Dr., Columbia, MO
- **Road and Bridge** 3%
5551 Tom Bass Rd., Columbia, MO
- **Prosecuting Attorney Child Support Unit** 2%
605 E. Walnut, Columbia, MO
- **Courthouse** 16%
705 E. Walnut, Columbia, MO
- **Emergency Communications Center** 6%
2145 County Dr., Columbia, MO

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/Vendor:** These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.

Bidder - Any business entity submitting a response to this RFB. 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 RFB is found by Purchasing to meet the best interests of the County. The contractor is the “successful bidder” who has been selected for award and will enter into a contract for provision of the goods and/or services described in the RFB.

Supplier/Vendor - All business(s) entities which may provide the subject goods and/or services.

- 1.2.3. **Request for Bid (RFB):** This entire document, including attachments, is considered a “Request for Bid.” A Request for Bid (RFB) may be used to solicit various kinds of information. The kind of information this RFB 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/Bid:** The written, sealed document submitted by the bidder/vendor/supplier according to the RFB instructions.

- 1.3. **BID CLARIFICATION:** Questions regarding this RFB should be directed in writing, preferably by e-mail, to the identified Buyer in 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 RFB or its Amendments are binding, but any oral communications between the County and Bidder are not binding.

- 1.3.1. **Bid/Clarification Contact:** Liz Palazzolo, Senior Buyer, Boone County Purchasing, 613 E. Ash, Room 109, Columbia, MO 65202. Telephone: (573) 886-4392; Fax: (573) 886-4390; E-mail: lpalazzolo@boonecountymmo.org.

- 1.3.2. **Bidder Responsibility:** The bidder is expected to be thoroughly familiar with all specifications and requirements of this RFB. The bidder’s failure or omission to examine any relevant form, article, site or document will not relieve the bidder from any obligation regarding this RFB. By submitting a response/bid, the bidder is presumed to concur with all terms, conditions and specifications of this RFB.

- 1.3.3. **Bid Addendum:** If it becomes evident that this RFB must be amended, the Purchasing Department will issue a formal written Addendum 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 bid(s) provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost (as applicable), ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. That is, the award will not be determined by price alone. The County will be seeking the least costly outcome that meets the County's needs as interpreted by the County.
- 1.4.1. The County prefers to award all items to one vendor, but the County reserves the right to group items and award to a few vendors, or to award on an item-by-item basis and to award to multiple vendors. The award choice will be made by the County as determined to be in the County's best interests.
- 1.4.2. The County of Boone reserves the right to accept or reject any and all bids in the best interest of the County. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT EXECUTION:** This RFB and the Vendor's Response will be made part of any resulting contract and will be incorporated in the contract as set forth, verbatim.
- 1.5.1. **Precedence:** In the event of any contradiction or conflict between the provisions of the documents comprising the contract, the following order of precedence shall apply:
- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the RFB, including any addenda;
 - 3) the provisions of the Vendor's Response, including any clarification.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS:** The bidder shall hereby agree to be bound by the County's standard "boilerplate" Terms and Conditions for contracts as attached hereto.

2. **SCOPE OF WORK**

2.1. **GENERAL REQUIREMENTS:** The contractor shall provide **Managed Print Services** which shall be defined as turn-key services that include but shall not be necessarily limited to the following tasks: furnishing printer toner, providing break-fix repair services, providing failed device replacement, providing inventory control and print management consulting, providing monitoring and tracking software with support, and an electronic toner request system as further specified herein.

2.1.1. All managed print services shall be provided to the County at the quoted firm, fixed per copy price quoted on the Vendor Response and Pricing Pages. The contractor shall provide Managed Print Services to multiple County departments at various County locations in Columbia, Missouri to include the Government Center located at 801 E. Walnut Street, the Boone County Annex Building located at 613 E. Ash Street, the Sheriff's Department Administration Building located at 2121 County Road, the Road and Bridge Building located at 5551 Tom Bass Road, the Prosecuting Attorney's Office located at 605 E. Walnut, the Boone County Courthouse located at 705 E. Walnut, and the Boone County Joint Communications Center located at 2145 County Drive.

2.1.2. The contractor shall be responsible for all costs associated with acquisition, shipment and delivery of toner, repair parts, replacement and loaner hardware necessary to perform managed print services.

2.2. **DESIGNEE:** The contractor shall coordinate all services with the Boone County Information Technology (IT) Department located at 801 E. Walnut, Room 220, Columbia, MO 65201.

2.3. **SUBCONTRACTORS:** Subcontracted technician service shall not be allowed. Regarding all other contract tasks, any use by the contractor of any subcontractors to perform work must be bound by all the same terms and performance requirements of the contract to include the subcontractor's being subject to County IT reviews. The contractor shall be fully responsible for all actions of its subcontractors and agrees to inform the County whenever subcontractors are providing service. The contractor must promptly notify the County IT Department regarding any change to subcontractors. Any subcontractor shall receive the prior approval of the County IT Department prior to assignment to perform contract tasks.

2.4. **EXISTING EQUIPMENT:** The contractor's services shall support the County's use of existing equipment, with an understanding that the County will select a replacement device by make and models when a current device needs to be taken out of service. Kyocera devices/printers are the current make when replacing devices. Contract services shall focus on managed print service for the County's existing printers and multi-function devices. The contractor shall not require the purchase of new hardware to implement managed print services.

2.5. **MULIPLE BRANDS:** The contractor must be able to fully service and support multiple printer and multi-function device brands (e.g., Kyocera, HP, Lexmark, IBM, etc.), including but not limited to the County's currently deployed hardware.

- 2.6. **SERVICE RESPONSE SCHEDULE:** All managed print service provided must be provided 8:00 A.M. to 5:00 P.M. Mondays through Fridays. The contractor must coordinate and update all work requests through only the County Information Technology Helpdesk. The contractor's work shall not be considered authorized if coordinated with any other County Department or individual. All on-site work must be coordinated with Boone County IT staff.
- 2.7. **SINGLE POINT OF CONTACT:** The contractor shall designate a single point of contact for the County IT Department to serve as the primary person to receive communications, order service, and partner with the County regarding the performance of all contract tasks. The Single Point of Contact is distinct from the Service Desk Primary Contact (see paragraph 2.16.4 herein).
- 2.8. **MANAGED PRINT SERVICES PERFORMED BY THE CONTRACTOR SHALL SERVE THE FOLLOWING GOALS:**
- 2.8.1. To combine service and supply costs into a "cost per page" model.
- 2.8.2. To 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.
- 2.8.3. To outsource printer maintenance to create a single point of contact for break fix service and maximize device up-time.
- 2.8.4. To simplify management of service, supplies, ordering, receiving and payment processing. Managed Print Services shall be provided to Boone County Government's 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.
- 2.9. **BOONE COUNTY ESTIMATED PRINTER FLEET:** Attachment One which is incorporated into the contract by reference contains a recent inventory of printers and multi-function printing with the estimated total annual meter counts for the County's current inventory of in-scope devices. It was derived from monitoring software reports for networked reporting devices.
- 2.9.1. The County reserves the right to increase or decrease equipment listed in Attachment One throughout the duration of the contract.
- 2.9.2. Additional equipment shall be covered by the contractor upon receipt of written notification from the County. The contractor must honor contract pricing for additional items that are like or equal to other equipment identified in Attachment One. If additional pricing is provided, this information must be submitted to the Information Technology Department prior to the first billing.
- 2.9.3. The County will provide 30 days written notice to the contractor for the deletion of any equipment.

2.10. AS IS EQUIPMENT:

2.10.1. All service contract pricing will be for the equipment **AS IS**. The contractor shall be responsible for inspecting equipment pursuant to requirements stated herein. Failure to inspect equipment shall not relieve the contractor of any responsibilities defined herein for performing managed print services.

2.10.2. Not all printers are on the County network. Below is a list of printers that are not on the network showing Tag# and Department:

10283	Resource Management
13085	County Assessor
16625	County Clerk
17745	County Collector
17779	County Collector
18033	County Collector
19799	County Collector
18901	Public Administrator
11967	IT

2.11. 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.

2.11.1. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

2.12. DISPOSAL/RECYCLING REQUIREMENTS:

2.12.1 The contractor shall recycle used toner and cartridges in an environmentally safe fashion and provide documentation of these procedures if requested.

2.12.2 The County will recycle and dispose of end of life devices.

2.13. ASSET INVENTORY LIST:

2.13.1. Within thirty (30) calendar days of award of the contract, the contractor shall submit a comprehensive initial asset inventory of all in-scope devices. Initial toner inventory shall include at least two (2) toner cartridges for each model. The initial inventory and any future revisions shall be submitted to the County IT Department electronically.

2.14. MONITORING AND TRACKING SOFTWARE REQUIRED:

2.14.1. As part of managed print services, the contractor shall supply comprehensive **Monitoring and Tracking Software** for the County to install on a centralized server that will provide IT personnel with daily and aggregate inventory statistics on each in-scope device pertaining to but not limited 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).

- 2.14.2. The contractor shall advise County IT on creation of secure access to its monitoring and tracking software for authorized County IT personnel to flexibly query the database remotely.
- 2.14.3. The Monitoring and Tracking Software must include search filters, screen display formatting and output capability for CSV or Excel format.
- 2.14.4. The contractor shall set permissions for County IT personnel in the monitoring software to be able to update printer profile data and to set polling intervals.
- 2.14.5. The contractor shall provide documentation and/or training to County IT staff in operating and managing the **Monitoring and Tracking Software**.
- 2.14.6. The contractor must provide 24/7/365 user access to the **Monitoring and Tracking Software**.
- 2.14.7. **The Monitoring and Tracking Software** must have at least 99% uptime.
- 2.14.8. The contractor shall not disclose any monitoring or tracking data to any 3rd party.

2.15. TONER CARTRIDGE AND TONER CARTRIDGE REQUEST SYSTEM REQUIREMENTS:

- 2.15.1. The contractor shall provide **toner cartridges** for every in-scope device subject to the following toner cartridge stipulation:
 - a. The contractor shall only provide OEM toner cartridges for Kyocera devices. For all other manufacturer devices, the contractor may provide non-OEM toner cartridges, but in the event print quality is degraded/fails on any device for which non-OEM toner is provided, then the contractor must provide OEM toner cartridges for that device at no additional cost to the County.
- 2.15.2. The contractor shall provide at least one (1) toner cartridge for the County to stock on premises for any printer model in service.
- 2.15.3. For any printer model for which the County has four (4) or more models deployed, the contractor shall provide at least three (3) toner cartridges for the County to stock on premises.
- 2.15.4. The contractor shall supply replacement toner cartridges to County stock when monitoring software indicates a device is low to prevent toner outages.

- 2.15.5. The contractor shall understand and agree that County IT staff will install toner cartridges in each device.
- 2.15.6. The contractor shall 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.
- 2.15.7. The contractor shall understand and agree that all deployed toner supplies are considered property of Boone County until recycled.

2.16. BREAK-FIX REPAIR SERVICE:

- 2.16.1. The contractor shall provide **primary break-fix service** for in-scope devices.
- 2.16.2. The contractor shall provide service for both warranty and out-of-warranty in-scope devices.
- 2.16.3. Break-fix service shall include but not necessarily be limited to repair, replacement and maintenance of parts, preventative maintenance, and assurance of high-quality output. Service shall also include firmware and software updates and any custom print drivers for in-scope devices.
- 2.16.4. Service Desk Primary Contact: The contractor must provide a single, primary point of contact with name, phone number and email address to place calls to their Service Desk.
- 2.16.5. The contractor's primary contact for the contractor's Service Desk must be accessible between 8:00 A.M. through 5:00 P.M. Mondays through Fridays for the duration of the contract period include renewal options.
- 2.16.6. Dispatch Time Requirements: The contractor shall start the dispatch process of service technicians when notified by County IT personnel.
- 2.16.7. The contractor must deploy technicians competent to service in-scope devices.
- 2.16.8. Two (2) Hour Response: The contractor must respond within two (2) hours of notification via phone or on site. An e-mail response shall not be considered as sufficient to meet this response requirement.
- 2.16.9. Service Response: The contractor must service devices within four (4) businesses hours and must ensure minimal disruption to the County Offices' activities.
- 2.16.10. Success Rate: Repairs must be completed within 24 hours in 90% of the service calls.

2.17. PRINT QUALITY:

- 2.17.1. 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)

2.18. LOANERS REQUIRED:

- 2.18.1. The contractor must provide comparable loaner hardware to temporarily replace any unit that cannot be restored to service on site within 24 hours at no additional cost to the County.

2.19. PROGRAM REVIEWS REQUIRED:

- 2.19.1. The contractor must provide **initial and semi-annual program reviews**. The contractor must advise the County regarding deployment optimizations, cost saving measures, replacement timetables, new technologies and utilization efficiencies, or otherwise as requested by the County. The contractor shall understand and agree that the County is under no obligation to implement any review conclusions or advice.

2.20. REPORTS REQUIREMENTS:

- 2.20.1. The contractor must provide the County IT Department with **timely and detailed written reports of activities** including but not limited to toner deployment, service calls and resolutions, device malfunctions and status changes, device loans and recycling if requested. Reports may be submitted electronically.
- 2.20.2. 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.

2.21. BILLING AND PAYMENT:

- 2.21.1. Payment will be made within thirty (30) calendar days from receipt of a correct itemized invoice. All pricing shall conform to pricing quoted on the Vendor Response and Pricing Pages. Pricing shall be firm and fixed for the specific contract period.
- 2.21.2. The contractor must provide a **detailed invoice on a monthly basis**. Each 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.

2.22. WARRANTY:

- 2.22.1. The contractor shall provide the standard manufacturer's warranty on all parts and equipment provided. During the warranty period, the contractor shall provide any replacement parts and repair service at no additional cost to the County. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County.

2.23. CONTRACT DOCUMENTS:

2.23.1. The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) calendar days of the notice of award/contract forms provided by the County. If the bidder desires to contract under the bidder's written agreement, any such proposed agreement must be submitted in blank with the bid for the County's consideration as part of the evaluation of bids; in the absence of such submission with the bidder's response, the County's forms shall be used. The 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 the County's RFB or are unacceptable to County legal counsel.

2.24. CONTRACT PERIOD:

2.24.1. The contract period shall be from **the Date of Award through One (1) Year**. The contract may be renewed at the sole option of the County for an additional **four (4)** one-year periods, or any portion thereof. The County reserves the right to terminate the contract at any time, for the convenience of the County, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the County pursuant to the contract prior to the effective date of termination.

2.25. PRICING:

2.25.1. Contract pricing shall be considered firm, fixed for the entirety of the initial/original contract period. Prices are subject to adjustment only upon renewal of the contract period, subject to quotations on the Vendor Response and Pricing Pages for the specific renewal period; adjusted pricing must be effective on the renewal date and must remain firm through the entirety of the specific renewal period.

2.25.2. The contractor's pricing shall cover and include the cost of providing print managed services including all parts, labor and mileage to any County office.

- a. Price Increase: It shall be the responsibility of the contractor to notify the County sixty (60) calendar days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.
- b. If the option for renewal is exercised by the County, the contractor must agree that the prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Vendor Response and Pricing Pages of the contract.
- c. If renewal percentages are not provided, then prices for the renewal period(s) shall be the same as during the initial/original contract period. All pricing adjustments shall be calculated using the initial/original pricing.
- d. Pricing shall be FOB Destination, Freight Prepaid and Allowed.

2.25.3. **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 end-date of the last renewal period, if it is deemed to be in the best interest of Boone County.

2.26. ESTIMATED QUANTITIES:

2.26.1. The quantities indicated in this Request for Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. The County makes no guarantees about single order quantities or total aggregate order quantities.

2.27. 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.

2.27.1. **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.

2.27.2. **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.

- a. The 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

- 2.27.3. **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.
- 2.27.4. **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.
- 2.27.5. **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.
- 2.28. **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.
- 2.29. **NON-APPROPRIATION CLAUSE:** In the event sufficient budgeted funds are not available for a new fiscal period, the County must notify the provider of such occurrence and the contract must terminate on the last day of the current fiscal period without penalty or expense to the County.

3. **BIDDER'S INSTRUCTIONS AND EVALUATION**

- 3.1. **RESPONSE CONTENT:** It is the bidder's responsibility to submit a bid response that strictly conforms to the requirements stated in the RFB. Failure to adhere to all requirements may result in the bidder's response being disqualified as non-responsive. All bid responses must be submitted using the provided Vendor Response and Pricing Pages provided herein. Every question on the Vendor Response and Pricing Pages should be answered by the bidder, and if not applicable, the bidder should indicate "N/A."
- 3.2. **SUBMITTAL OF RESPONSES:** Responses MUST be received by the date and time noted on the title page under "Bid Submission Address and Deadline." NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- a. **Submittal Package:** Submit, to the location specified on the title page, **three (3) complete copies** of the bid response in a single sealed envelope, clearly marked on the outside with the bidder's company name and return address, the County RFB number, due date and time.
- a. **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on the County's web page at www.showmeboone.com, under the **Purchasing** menu.
- 3.3. **BID OPENING:** On the date and time and at the location specified on the title page under "Bid Opening," all bids will be opened in public. Brief summary information from each response will be read aloud.
- 3.4. **REMOVAL FROM VENDOR DATABASE:** If any prospective bidder currently in the County's Vendor Database to whom the RFB was sent elects not to submit a bid and fails to reply in writing stating reasons for not bidding, that bidder's name may be removed from the County's Purchasing 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.
- 3.5. **RESPONSE CLARIFICATION:** The County reserves the right to request additional written or oral information from bidders in order to obtain clarification of their Responses.
- 3.5.1. **Rejection or Correction of Responses:** The County reserves the right to reject any or all bids. Minor irregularities or informalities in any bid which are immaterial or inconsequential in nature and are neither affected by law nor at substantial variance with RFB conditions, may be waived at the County's discretion whenever it is determined to be in the County's best interest.
- 3.6. **BIDDER QUALIFICATION:** The bidder to qualify for consideration must demonstrate that the bidder has least five (5) years' experience providing such services. The bidder should submit at least five (5) references of contracts similar to this size on the Vendor Response and Pricing Pages of this RFB.
- 3.7. **EVALUATION PROCESS:** The County's sole purpose in the evaluation process is to

determine from among the bid responses received which one is best suited to meet the County's needs at the lowest possible cost. The County's choice of a contractor(s) does not imply that one bidder is superior to another, but simply that in the County's judgment the vendor(s) selected appears to offer the best overall solution for the County's current and anticipated needs at the lowest possible cost. See also paragraph 1.4 regarding "Award" herein.

- 3.7.1. **Method of Evaluation:** The County will evaluate submitted bid responses for responsiveness to requirements of the RFB, and in terms of cost to the County as well as other factors stated in the RFB.
- a. The cost evaluation shall be conducted by multiplying the quoted price per item by the respective estimated volume for that line item. The subtotals from all extended line item prices shall be added together to develop a total price for the contract period. The cost evaluation shall consider pricing totals for the original contract period plus the renewal contract periods; a grand total will be developed adding together the totals for all contract periods. The cost evaluation shall include all mandatory requirements. However, the County reserves the right to evaluate optional items, if deemed necessary.
- 3.7.2. **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for the County's use.
- 3.7.3. **Right to Reject, Waive Informalities, and/or Clarify Bids:** Boone County reserves the right to reject all bids, to waive informalities in bids, and to request clarification of bidders regarding their bid response.
- 3.8. **VALIDITY OF BID AND PRICING:** The bidder's response including pricing must remain valid for ninety (90) calendar days or until award, whichever comes first. If the bid response is accepted, the entire bid response including all pricing shall be held firm for the duration of the indicated contract period.
- 3.9. **SOVEREIGN IMMUNITY:** The County of Boone, due to its status as a public entity in the State of Missouri and its entitlement to sovereign immunity, is unable to accept contract provisions which require the County to indemnify another party (RSMo §537.600). Any indemnity language in proposed terms and conditions will be modified to conform to language that the County is able to accept.
- 3.10. **DESCRIPTION OF PRODUCTS BEING BID TO COUNTY:** The vendor may submit preprinted marketing materials with the bid. However, the vendor is advised that such brochures normally do not address the needs of the evaluators with respect to the technical evaluation process and the specific responses which have been requested of the vendor. The vendor is strongly discouraged from relying on such materials in presenting products and services for consideration by the County.
- 3.10.1. It is the vendor's responsibility to provide detailed information about how the item bid meets the specifications presented herein. If preprinted marketing materials do not specifically address each specification, the vendor should provide detailed information to assure that the product meets the County's mandatory requirements. In the event this information is not submitted with the bid, the buyer may, but is not required to, seek written clarification from the vendor to provide assurance that the product bid meets specifications.



4. **Vendor's Response and Pricing Pages**

The bidder should submit three (3) complete copies of the bidder's bid response in a single-sealed envelope, clearly marked on the outside, left corner with the bidder's company name and return address, the Request for Bid number and the bid opening due date and time. In addition, the bidder shall complete the following as indicated below and submit said completed form with each copy of the bid response.

In compliance with this Request for Bid and subject to all the conditions thereof, the bidder agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.)

-
- 4.1. Company Name: _____
 - 4.2. Address: _____
 - 4.3. City/Zip: _____
 - 4.4. Phone Number: _____
 - 4.5. Fax Number: _____
 - 4.6. Contact Name and E-Mail Address to receive documents for electronic signature: _____
 - 4.7. Federal Tax ID: _____

4.7.1. 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, including Boone County's Terms and Conditions, FOB Destination Freight Prepaid and Allowed. Further, the undersigned has read and understood all requirements, terms and conditions, and agrees that all of which are made part of the contract and any orders resulting thereunder. By submission of this bid response, the vendor certifies their compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand):

Type or Print Signed Name:

4.8. Today's Date: _____

Cooperative Procurement: Will the bidder honor the submitted prices and terms for purchase by other entities in Boone County, Missouri that participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

NOTE: The bidder must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

4.9. **PRICING:**

The bidder must bid all items. Specifications shown identify minimum characteristics that the products bid shall meet. All pricing shall be firm and fixed. Pricing shall be quoted **FOB Destination Freight Prepaid and Allowed** (all freight, transportation and insurance costs shall be included in the quoted price to the County).

The bidder must quote a firm, fixed price per page that includes the cost of providing all Managed Print Services as defined herein to include all costs for toner including an electronic toner request system, break-fix services, parts and supplies required for each device, contractor management and analysis services, Monitoring and Tracking software with support, 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.

The bidder shall understand that the estimated monthly usage represents 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 firm, fixed price per page and extended totals below for Black & White and Color pages:

4.10.	Initial Contract Period	Estimated Monthly Usage (#prints/pages)	Cost Per Page	Extended (Monthly) Cost
4.10.1.	Black & White Prints	150,000	\$ _____	\$ _____

4.10.2.	Color Prints	6,000	\$ _____	\$ _____
	Total Monthly Commitment: 156,000			
4.10.3.	Black & White Prints over monthly commitment		\$ _____	\$ _____
4.10.4.	Color Prints over monthly commitment		\$ _____	\$ _____

4.11. First Renewal Option

4.11.1.	Black & White Prints	150,000	\$ _____	\$ _____
4.11.2.	Color Prints	6,000	\$ _____	\$ _____
	Total Monthly Commitment: 156,000			
4.11.3.	Black & White Prints over monthly commitment		\$ _____	\$ _____
4.11.4.	Color Prints over monthly commitment		\$ _____	\$ _____

4.12. Second Renewal Option

4.12.1.	Black & White Prints	150,000	\$ _____	\$ _____
4.12.2.	Color Prints	6,000	\$ _____	\$ _____
	Total Monthly Commitment: 156,000			
4.12.3.	Black & White Prints over monthly commitment		\$ _____	\$ _____
4.12.4.	Color Prints over monthly usage commitment		\$ _____	\$ _____

4.13. Third Renewal Option

4.13.1.	Black & White Prints	150,000	\$ _____	\$ _____
4.13.2.	Color Prints	6,000	\$ _____	\$ _____
	Total Monthly Commitment: 156,000			
4.13.3.	Black & White Prints over monthly commitment		\$ _____	\$ _____
4.13.4.	Color Prints over monthly commitment		\$ _____	\$ _____

4.14. Fourth Renewal Option

4.14.1.	Black & White Prints	150,000	\$ _____	\$ _____
4.14.2.	Color Prints	6,000	\$ _____	\$ _____
	Total Monthly Commitment: 156,000			
4.14.3.	Black & White Prints over monthly commitment		\$ _____	\$ _____
4.14.4.	Color Prints over monthly commitment		\$ _____	\$ _____

4.15. **Delivery:** The desired delivery is 30 calendar days after the receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: _____ calendar days ARO.

4.16. **Warranty:**

The vendor should state the warranty period which shall cover parts and labor. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County.

Warranty on Parts: _____

Warranty on Labor: _____

4.17. **Company History:** The vendor should provide a brief company history in the available space addressing when the offeror's company/organization was formed/organized/founded and how long the company has been in the business of providing Managed Print Services to public entities similar to the Boone County, or to other governmental or private entities:

4.18. **Printer Brands the Bidder Covers:** Multiple printer brands are required for coverage of managed print services (see paragraph 2.5 herein). The vendor should check below by the identified printer brand to confirm coverage for managed print service:

Kyocera: HP: Lexmark: IBM:

Other: Identify Other Brands Covered:

4.19. **Five Years' In Successful Managed Print Business To Qualify:** The vendor should check below "Yes" or "No" if the vendor has at least five (5) years successful business history in provision of managed print services:

Yes:

No:

4.20. **Single Point of Contact:**

Describe below the vendor's single point of contact for the County:

Name: _____

Phone: _____

E-Mail: _____

Hours of Availability: _____

4.21.

Vendor's References:

Provide at least five (5) references for whom the vendor has performed managed print services for in the past twelve (12) months. Also identify the brands of equipment services, e.g., Kyocera, HP, Lexmark, etc.:

• **Reference 1**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

=====

• **Reference 2**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

=====

• **Reference 3**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

=====

- **Reference 4**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

=====

- **Reference 5**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

4.22. Subcontracted Work: The bidder should address whether any work will be subcontracted or not. Subcontracted service technicians shall not be allowed. If any other work will be subcontracted, then the bidder should identify what work will be subcontracted, also identifying the name of the subcontracted firm(s) and their location:

Subcontractor(s) will be used: (Circle) Yes or No

If “Yes” is circled, describe details about subcontractors below:

4.23. Describe any deviations from bid specifications (Vendors Note: Any deviation from any mandatory specification may render the bid nonresponsive and incapable for award.):

End of Vendor Response and Pricing Pages – Other Forms Follow – Please Continue

(Please complete and return with Bid Response)

**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, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies that it and its principles:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause of default; and
- (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.

Name and Title of Authorized Representative

Signature

Date

(Please complete and return with Bid Response)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Signature

Date

Boone County Purchasing



Liz Palazzolo, Senior Buyer
613 E. Ash St., Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

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, choose one of the three options that applies. 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*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post-secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

Option

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver’s license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____ 2. I do not have the above documents but provide an affidavit (copy attached – *see following page*) which may allow for temporary 90-day qualification.

- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____ . Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT

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

(see previous page)

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:

ATTACHMENT ONE: BOONE COUNTY ESTIMATED FLEET OF EQUIPMENT

Tag #	Serial #	Make	Model	Meter Type	Location
22198	VM37503955	Kyocera	P3045DN	B/W	911/EM - IT
21360	LQA6941734	Kyocera	FS-2100DN	B/W	911/Joint Comm
21362	LQA6941730	Kyocera	FS-2100DN	B/W	911/Joint Comm
21356	LSM6926140	Kyocera	M3550IDN	B/W	911/Joint Comm
21357	LSM6926194	Kyocera	M3550IDN	B/W	911/Joint Comm
21358	LSM6926193	Kyocera	M3550IDN	B/W	911/Joint Comm
21359	LSM6926192	Kyocera	M3550IDN	B/W	911/Joint Comm
21837	VM37101886	Kyocera	P3045DN	B/W	911/Joint Comm
23066	VM38620786	Kyocera	P3045DN	B/W	911/Joint Comm
13085	USBG0806455	HP	2200	B/W	Assessor
22254	NU42800920	Kyocera	FS-4200DN	B/W	Assessor
13631	99042LB	Lexmark	T520	B/W	Assessor
12694	USGV084407	HP	2100	B/W	Auditor
16938	9820N78	Lexmark	C543DN	Color & B/W	Auditor
17973	72N6YF6	Lexmark	E360DN	B/W	Auditor
22211	LPD4104661	Kyocera	FS-4200DN	B/W	Auditor
18582	451431LM0HTR5	Lexmark	MS410DN	B/W	Auditor
23476	VM38722334	Kyocera	P3045DN	B/W	Auditor
18592	451420LM04WDO	Lexmark	MS410DN	B/W	Child Support
19410	451444HH1N5DZ	Lexmark	MS510DN	B/W	Child Support
19411	451444HH1N5F0	Lexmark	MS510DN	B/W	Child Support
16689	792V2NZ	Lexmark	T640	B/W	Child Support
12700	USGV086418	HP	2100	B/W	Clerk
12701	USGV084371	HP	2100	B/W	Clerk
13087	USBGB06460	HP	2200DN	B/W	Clerk
13088	USBGD06880	HP	2200DN	B/W	Clerk
13092	USBGC05968	HP	2200DN	B/W	Clerk
11965	USBC042128	HP	4050	B/W	Clerk
18014	72N7Z70	Lexmark	E360DN	B/W	Clerk
18015	72N7Z7F	Lexmark	E360DN	B/W	Clerk
18018	72N7Z7L	Lexmark	E360DN	B/W	Clerk
16625	JPDF006280	HP	P4014DN	B/W	Clerk
23854	RCB9602764	Kyocera	P6230CDN	Color & B/W	Clerk
15582	79299LD	Lexmark	T430	B/W	Clerk
15583	79299LP	Lexmark	T430	B/W	Clerk
17745	72MZ28B	Lexmark	E360DN	B/W	Collector
17779	72N15RN	Lexmark	E360DN	B/W	Collector
18033	72MXPV3	Lexmark	E360DN	B/W	Collector
22459	Q652640013	Kyocera	FS1370DN	B/W	Collector
19799	LQA5827960	Kyocera	FS-2100DN	B/W	Collector
19801	LQA5827932	Kyocera	FS-2100DN	B/W	Collector

19802	LQA5827916	Kyocera	FS-2100DN	B/W	Collector
19803	LQA5827917	Kyocera	FS-2100DN	B/W	Collector
22567	Q552905970	Kyocera	FSC5250DN	Color & B/W	Collector
18659	451431HH0K1T2	Lexmark	ST9720	B/W	Collector
16349	791V6C6	Lexmark	T640	B/W	Collector
18023	72N93Z3	Lexmark	E360DN	B/W	Counselor
19798	LQA5827954	Kyocera	FS-2100DN	B/W	Counselor
18430	451430LM06LTC	Lexmark	MS410DN	B/W	Counselor
10283	USFB220402	HP	4P	B/W	Design & Construction
13822	9904WXX	Lexmark	T520	B/W	Design & Construction
21361	LQA6941736	Kyocera	FS-2100DN	B/W	Emergency Mgmt Operations
22197	VM37504017	Kyocera	P3045DN	B/W	Emergency Mgmt Operations
14903	CNFL039293	HP	1012	B/W	Facilities Maintenance
13082	USBRC01117	HP	2200DN	B/W	Facilities Maintenance
19834	LQA5930095	Kyocera	FS-2100DN	B/W	Facilities Maintenance
20544	LQA6739438	Kyocera	FS-2100DN	B/W	Facilities Maintenance
15120	79245XF	Lexmark	T430	B/W	Facilities Maintenance
11964	USBC042132	HP	4050	B/W	Human Resources
19973	LQA5933081	Kyocera	FS-2100DN	B/W	Human Resources
18792	451432LM0Y8R5	Lexmark	MS410DN	B/W	Human Resources
18459	701531LM01V18	Lexmark	MX310DN	B/W	Human Resources
16724	792R0RP	Lexmark	T640	B/W	Human Resources
12696	USGV084397	HP	2100M	B/W	IT
19128	USGV037161	HP	2100M	B/W	IT
11967	USBC042069	HP	4050	B/W	IT
16342	JPSC78J0B0	HP	5550	Color & B/W	IT
16931	9812DBB	Lexmark	C544DN	Color & B/W	IT
21484	LQP6X17063	Kyocera	FS4100DN	B/W	IT
19797	LPD5631885	Kyocera	FS-4200DN	B/W	IT
19976	LQA5828492	Kyocera	FS-2100DN	B/W	Mail Services
17135	9813PDK	Lexmark	C543DN	Color & B/W	Planning & Zoning
20222	LPD5634526	Kyocera	FS-4200DN	B/W	Planning & Zoning
18529	451431LM08Z5B	Lexmark	MS410DN	B/W	Planning & Zoning
15039	7922CHD	Lexmark	T430	B/W	Planning & Zoning
18223	50272694500MN	Lexmark	CS410N	Color & B/W	Prosecuting Attorney
19794	LQA5827915	Kyocera	FS-2100DN	B/W	Prosecuting Attorney
19800	LQA5827925	Kyocera	FS-2100DN	B/W	Prosecuting Attorney
19974	LQA5930827	Kyocera	FS-2100DN	B/W	Prosecuting Attorney
19975	LQA5933087	Kyocera	FS-2100DN	B/W	Prosecuting Attorney
20146	LQA6436246	Kyocera	FS-2100DN	B/W	Prosecuting Attorney
20710	LQA6941253	Kyocera	FS-2100DN	B/W	Prosecuting Attorney
20711	LQA6941251	Kyocera	FS-2100DN	B/W	Prosecuting Attorney
20712	LQA6941256	Kyocera	FS-2100DN	B/W	Prosecuting Attorney

20716	LQA6941264	Kyocera	FS-2100DN	B/W	Prosecuting Attorney
18214	451420LM03KYL	Lexmark	MS410DN	B/W	Prosecuting Attorney
19364	451444HH1CK51	Lexmark	MS510DN	B/W	Prosecuting Attorney
19365	451444HH1CK5K	Lexmark	MS510DN	B/W	Prosecuting Attorney
23393	VM38823771	Kyocera	P3045DN	B/W	Prosecuting Attorney
20144	V5Q6402966	Kyocera	P6130CDN	Color & B/W	Prosecuting Attorney
20469	V5Q6403142	Kyocera	P6130CDN	Color & B/W	Prosecuting Attorney
20470	V5Q6403116	Kyocera	P6130CDN	Color & B/W	Prosecuting Attorney
20471	V5Q6503322	Kyocera	P6130CDN	Color & B/W	Prosecuting Attorney
20545	V5Q5500526	Kyocera	P6130CDN	Color & B/W	Prosecuting Attorney
17453	7927Z2B	Lexmark	T430	B/W	Prosecuting Attorney
13628	9905F2P	Lexmark	T520	B/W	Prosecuting Attorney
14190	9916T7C	Lexmark	T630	B/W	Prosecuting Attorney
14192	9916T7N	Lexmark	T630	B/W	Prosecuting Attorney
20120	XVK1631635	Kyocera	FS4020DN	B/W	Public Administrator
20087	Q552Y06190	Kyocera	FSC5250DN	Color & B/W	Public Administrator
20460	CNDCJ6708N	HP	M604DN	B/W	Public Administrator
18901	451432LM106BB	Lexmark	MS410DN	B/W	Public Administrator
23088	VM38924504	Kyocera	P3045DN	B/W	Public Administrator
20088	QVQ2506958	Kyocera	FSC5350DN	Color & B/W	Purchasing
18496	451431LM092FZ	Lexmark	MS410DN	B/W	Purchasing
18900	451432LM106B4	Lexmark	MS410DN	B/W	Purchasing
17016	7929XMN	Lexmark	T430	B/W	Purchasing
12710	USQL059059	HP	4050	B/W	Recorder
18968	9441C3B	Lexmark	C734N	Color & B/W	Recorder
18166	72N96B6	Lexmark	E360DN	B/W	Recorder
21483	LQP6X17399	Kyocera	FS4100DN	B/W	Recorder
15957	7927Z62	Lexmark	T430	B/W	Recorder
13630	99042LF	Lexmark	T520	B/W	Recorder
16983	7932WH7	Lexmark	T650DN	B/W	Recorder
17003	7938H24	Lexmark	T650DN	B/W	Recorder
14323	USDNL20314	HP	4200	B/W	Road & Bridge
20044	LQA5Y35359	Kyocera	FS-2100DN	B/W	Road & Bridge
22907	VM38118883	Kyocera	P3045DN	B/W	Road & Bridge
15579	79299LH	Lexmark	T430	B/W	Road & Bridge
16725	792R0RR	Lexmark	T640	B/W	Road & Bridge
22690	VCJ8316668	Kyocera	M2540DW	B/W	Road & Bridge - North Facility
12698	USGV086415	HP	2100	B/W	Sheriff
12704	USGV084372	HP	2100	B/W	Sheriff
18131	72BFFP8	Lexmark	E260D	B/W	Sheriff
17662	72MWC69	Lexmark	E360DN	B/W	Sheriff
18011	72N7Z7C	Lexmark	E360DN	B/W	Sheriff
18012	72N7Z7W	Lexmark	E360DN	B/W	Sheriff
18013	72N7Z7G	Lexmark	E360DN	B/W	Sheriff

18017	72N7Z7R	Lexmark	E360DN	B/W	Sheriff
19838	NR41X02273	Kyocera	FS1135	B/W	Sheriff
19795	LQA5827926	Kyocera	FS-2100DN	B/W	Sheriff
19796	LQA5827959	Kyocera	FS-2100DN	B/W	Sheriff
19972	LQA5933078	Kyocera	FS-2100DN	B/W	Sheriff
20122	LQA5Y35083	Kyocera	FS-2100DN	B/W	Sheriff
20145	LQA6435689	Kyocera	FS-2100DN	B/W	Sheriff
20709	LQA6941248	Kyocera	FS-2100DN	B/W	Sheriff
20713	LQA6941257	Kyocera	FS-2100DN	B/W	Sheriff
20714	LQA6941266	Kyocera	FS-2100DN	B/W	Sheriff
20715	LQA6941259	Kyocera	FS-2100DN	B/W	Sheriff
20089	XVK2141041	Kyocera	FS4020DN	B/W	Sheriff
20230	NU42800558	Kyocera	FS-4200DN	B/W	Sheriff
20086	Q552Z06334	Kyocera	FSC5250DN	Color & B/W	Sheriff
19839	XVG0705944	Kyocera	FSC5300DN	Color & B/W	Sheriff
22691	VCE8502687	Kyocera	M2040DN	B/W	Sheriff
23139	V CJ8719826	Kyocera	M2540DW	B/W	Sheriff
23140	V CJ8719863	Kyocera	M2540DW	B/W	Sheriff
18297	451420LM05NMB	Lexmark	MS410DN	B/W	Sheriff
18902	451432LM106B2	Lexmark	MS410DN	B/W	Sheriff
18442	701520LM016BF	Lexmark	MX310DN	B/W	Sheriff
22568	VM37Z15922	Kyocera	P3045DN	B/W	Sheriff
22906	VM38118863	Kyocera	P3045DN	B/W	Sheriff
22940	VM38117662	Kyocera	P3045DN	B/W	Sheriff
22941	VM38117592	Kyocera	P3045DN	B/W	Sheriff
23087	VM38924526	Kyocera	P3045DN	B/W	Sheriff
23394	VM38823739	Kyocera	P3045DN	B/W	Sheriff
22908	V5Q7Z06312	Kyocera	P6130CDN	Color & B/W	Sheriff
15041	7922CY6	Lexmark	T430	B/W	Sheriff
15075	7921N5V	Lexmark	T430	B/W	Sheriff
15076	7923WX7	Lexmark	T430	B/W	Sheriff
15078	7923WXP	Lexmark	T430	B/W	Sheriff
15115	7923ZVT	Lexmark	T430	B/W	Sheriff
15118	7923ZY3	Lexmark	T430	B/W	Sheriff
15522	79299NV	Lexmark	T430	B/W	Sheriff
15525	79298CV	Lexmark	T430	B/W	Sheriff
15580	79299LT	Lexmark	T430	B/W	Sheriff
15948	7929D47	Lexmark	T430	B/W	Sheriff
16980	7928CL6	Lexmark	T430	B/W	Sheriff
13086	USBRB01005	HP	2200	B/W	Sheriff Annex
12699	USGV086409	HP	2100	B/W	Treasurer
11408	134706	IBM	4317-001	B/W	Treasurer
14600	991PV8Y	IBM	IP1332	B/W	Treasurer
15300	79269CC	Lexmark	T430	B/W	Treasurer
16911	7929PV9	Lexmark	T430	B/W	Treasurer

AVAILABLE METER READINGS

Serial Number	Model	Make	2019 Page Counts	
			BW Annually	Color Annually
VM37503955	Kyocera	P3045DN	190	0
LQA6941734	Kyocera	FS-2100DN	3,361	0
LQA6941730	Kyocera	FS-2100DN	2,260	0
LSM6926140	Kyocera	M3550IDN	16,818	0
LSM6926194	Kyocera	M3550IDN	268	0
LSM6926193	Kyocera	M3550IDN	2,264	0
LSM6926192	Kyocera	M3550IDN	4,466	0
VM37101886	Kyocera	P3045DN	15,978	0
VM38620786	Kyocera	P3045DN	14,017	0
USBG0806455	HP	2200	381	0
NU42800920	Kyocera	FS-4200DN	87,338	0
99042LB	Lexmark	T520	1,757	0
USGV084407	HP	2100	192	0
9820N78	Lexmark	C543DN	2,883	255
72N6YF6	Lexmark	E360DN	1,777	0
LPD4104661	Kyocera	FS-4200DN	16,386	0
451431LM0HTR5	Lexmark	MS410DN	4,674	0
VM38722334	Kyocera	P3045DN	1,027	0
451420LM04WD0	Lexmark	MS410DN	7,467	0
451444HH1N5DZ	Lexmark	MS510DN	4,411	0
451444HH1N5F0	Lexmark	MS510DN	10,053	0
792V2NZ	Lexmark	T640	7,239	0
USGV086418	HP	2100	4,571	0
USGV084371	HP	2100	3,212	0
USBGB06460	HP	2200DN	4,870	0
USBGD06880	HP	2200DN	6,596	0
USBGC05968	HP	2200DN	6,249	0
USBC042128	HP	4050	2,680	0
72N7270	Lexmark	E360DN	15,028	0
72N727F	Lexmark	E360DN	6,364	0
72N727L	Lexmark	E360DN	9,576	0
JPDF006280	HP	P4014DN	6,815	0
RCB9602764	Kyocera	P6230CDN	820	198
79299LD	Lexmark	T430	1,701	0
79299LP	Lexmark	T430	4,062	0
72MZ28B	Lexmark	E360DN	9,740	0
72N15RN	Lexmark	E360DN	9,067	0
72MXPV3	Lexmark	E360DN	9,848	0
Q652640013	Kyocera	FS1370DN	0	0
LQA5827960	Kyocera	FS-2100DN	3,560	0
LQA5827932	Kyocera	FS-2100DN	9,254	0
LQA5827916	Kyocera	FS-2100DN	37,904	0
LQA5827917	Kyocera	FS-2100DN	6,031	0
Q552905970	Kyocera	FSC5250DN	136	2,002
451431HH0K1T2	Lexmark	ST9720	1,270	0
791V6C6	Lexmark	T640	834	0
72N93Z3	Lexmark	E360DN	13,172	0
LQA5827954	Kyocera	FS-2100DN	4,551	0
451430LM06LTC	Lexmark	MS410DN	2,434	0
USFB220402	HP	4P	2,160	0
9904WXX	Lexmark	T520	690	0
LQA6941736	Kyocera	FS-2100DN	316	0
VM37504017	Kyocera	P3045DN	4	0

Serial Number	Model	Make	2019 Page Counts	
			BW Annually	Color Annually
CNFL039293	HP	1012	0	0
USBRC01117	HP	2200DN	4,711	0
LQA5930095	Kyocera	FS-2100DN	3,137	0
LQA6739438	Kyocera	FS-2100DN	679	0
79245XF	Lexmark	T430	354	0
USBC042132	HP	4050	73	0
LQA5933081	Kyocera	FS-2100DN	2,988	0
451432LM0Y8R5	Lexmark	MS410DN	1,844	0
701531LM01V18	Lexmark	MX310DN	7,429	0
792R0RP	Lexmark	T640	3,308	0
USGV084397	HP	2100M	0	0
USGV037161	HP	2100M	0	0
USBC042069	HP	4050	2,922	0
JPSC78J0B0	HP	5550	23	327
9812DBB	Lexmark	C544DN	146	475
LQP6X17063	Kyocera	FS4100DN	442	0
LPD5631885	Kyocera	FS-4200DN	5,530	0
LQA5828492	Kyocera	FS-2100DN	1,779	0
9813PDK	Lexmark	C543DN	1,348	3,681
LPD5634526	Kyocera	FS-4200DN	4,506	0
451431LM08Z5B	Lexmark	MS410DN	15,628	0
7922CHD	Lexmark	T430	4,595	0
50272694500MN	Lexmark	CS410N	2,026	4,871
LQA5827915	Kyocera	FS-2100DN	7,921	0
LQA5827925	Kyocera	FS-2100DN	20,644	0
LQA5930827	Kyocera	FS-2100DN	40,979	0
LQA5933087	Kyocera	FS-2100DN	58,107	0
LQA6436246	Kyocera	FS-2100DN	2,354	0
LQA6941253	Kyocera	FS-2100DN	33,300	0
LQA6941251	Kyocera	FS-2100DN	76,409	0
LQA6941256	Kyocera	FS-2100DN	129,217	0
LQA6941264	Kyocera	FS-2100DN	72,640	0
451420LM03KYL	Lexmark	MS410DN	32,994	0
451444HH1CK51	Lexmark	MS510DN	4,531	0
451444HH1CK5K	Lexmark	MS510DN	4,981	0
VM38823771	Kyocera	P3045DN	12,990	0
V5Q6402966	Kyocera	P6130CDN	7,613	15,938
V5Q6403142	Kyocera	P6130CDN	1,003	1,022
V5Q6403116	Kyocera	P6130CDN	626	1,265
V5Q6503322	Kyocera	P6130CDN	1,470	3,783
V5Q5500526	Kyocera	P6130CDN	795	3,551
7927Z2B	Lexmark	T430	3,307	0
9905F2P	Lexmark	T520	32,439	0
9916T7C	Lexmark	T630	6,224	0
9916T7N	Lexmark	T630	24,288	0
XVK1631635	Kyocera	FS4020DN	5,941	0
Q552Y06190	Kyocera	FSC5250DN	943	6,028
CNDCJ6708N	HP	M604DN	4,851	0
451432LM106BB	Lexmark	MS410DN	6,299	0
VM38924504	Kyocera	P3045DN	12,926	0
QVQ2506958	Kyocera	FSC5350DN	5,211	12,021
451431LM092FZ	Lexmark	MS410DN	7,122	0
451432LM106B4	Lexmark	MS410DN	8,821	0

Serial Number	Model	Make	2019 Page Counts	
			BW Annually	Color Annually
7929XMN	Lexmark	T430	8,434	0
USQL059059	HP	4050	4,493	0
9441C3B	Lexmark	C734N	68	437
72N96B6	Lexmark	E360DN	657	0
LQP6X17399	Kyocera	FS4100DN	1,949	0
7927Z62	Lexmark	T430	2,928	0
99042LF	Lexmark	T520	1,098	0
7932WH7	Lexmark	T650DN	4,144	0
7938H24	Lexmark	T650DN	9,983	0
USDNL20314	HP	4200	199	0
LQA5Y35359	Kyocera	FS-2100DN	1,445	0
VM38118883	Kyocera	P3045DN	1,863	0
79299LH	Lexmark	T430	1,020	0
792RORR	Lexmark	T640	2,156	0
VCJ8316668	Kyocera	M2540DW	2,032	0
USGV086415	HP	2100	8,557	0
USGV084372	HP	2100	709	0
72BFFP8	Lexmark	E260D	0	0
72MWC69	Lexmark	E360DN	13,486	0
72N7Z7C	Lexmark	E360DN	1,821	0
72N7Z7W	Lexmark	E360DN	1,721	0
72N7Z7G	Lexmark	E360DN	8,223	0
72N7Z7R	Lexmark	E360DN	1,258	0
NR41X02273	Kyocera	FS1135	31,435	0
LQA5827926	Kyocera	FS-2100DN	9,963	0
LQA5827959	Kyocera	FS-2100DN	111,490	0
LQA5933078	Kyocera	FS-2100DN	4,267	0
LQA5Y35083	Kyocera	FS-2100DN	18,494	0
LQA6435689	Kyocera	FS-2100DN	22,489	0
LQA6941248	Kyocera	FS-2100DN	102,268	0
LQA6941257	Kyocera	FS-2100DN	45,625	0
LQA6941266	Kyocera	FS-2100DN	122,704	0
LQA6941259	Kyocera	FS-2100DN	24,339	0
XVK2141041	Kyocera	FS4020DN	19,331	0
NU42800558	Kyocera	FS-4200DN	20,645	0
Q552Z06334	Kyocera	FSC5250DN	3,625	10,120
XVG0705944	Kyocera	FSC5300DN	373	2,451
VCE8502687	Kyocera	M2040DN	33,784	0
VCJ8719826	Kyocera	M2540DW	2,891	0
VCJ8719863	Kyocera	M2540DW	47,287	0
451420LM05NMB	Lexmark	MS410DN	10,027	0
451432LM106B2	Lexmark	MS410DN	2,764	0
701520LM016BF	Lexmark	MX310DN	15,183	0
VM37Z15922	Kyocera	P3045DN	10,095	0
VM38118863	Kyocera	P3045DN	12,113	0
VM38117662	Kyocera	P3045DN	10,871	0
VM38117592	Kyocera	P3045DN	11,945	0
VM38924526	Kyocera	P3045DN	2,817	0
VM38823739	Kyocera	P3045DN	1,054	0
V5Q7Z06312	Kyocera	P6130CDN	1,175	1,164
7922CY6	Lexmark	T430	2,065	0
7921N5V	Lexmark	T430	1,636	0
7923WX7	Lexmark	T430	11,008	0

Serial Number	Model	Make	2019 Page Counts	
			BW Annually	Color Annually
7923WXP	Lexmark	T430	3,662	0
7923ZVT	Lexmark	T430	4,524	0
7923ZY3	Lexmark	T430	1,662	0
79299NV	Lexmark	T430	1,091	0
79298CV	Lexmark	T430	2,281	0
79299LT	Lexmark	T430	4,791	0
7929D47	Lexmark	T430	4,745	0
7928CL6	Lexmark	T430	8,074	0
USBRB01005	HP	2200	0	0
USGV086409	HP	2100	3,260	0
134706	IBM	4317-001	0	0
991PV8Y	IBM	IP1332	14,331	0
79269CC	Lexmark	T430	19,816	0
7929PV9	Lexmark	T430	4,404	0
		2019 Totals:	1,943,784	69,589



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

Standard Terms and Conditions

Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 - Fax (573) 886-4390

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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
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 bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **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.
20. **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.

Revised 1/17/2018



Boone County Purchasing
613 E. Ash St., Room 110
Columbia, MO 65201

“No Bid” Response Form

Liz Palazzolo, CPPO, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
lpalazzolo@boonecountymo.org

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If the vendor does 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 this form and return it to the Purchasing Department by mail, e-mail or fax.

Bid: 12-23MAR20 – Managed Print Services – Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

