

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 1<sup>st</sup> day of September 20 11

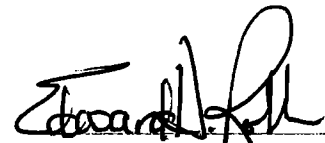
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby acknowledge the 2011 Tax Sale Surplus Report presented by the Boone County Collector in the amount of \$37,780.90.

Done this 1<sup>st</sup> day of September, 2011.

ATTEST:

Wendy S. Noren cc  
Wendy S. Noren  
Clerk of the County Commission

  
Edward H. Robb  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner



# Office of the Boone County Collector

Patricia S. Lensmeyer, Collector of Revenue  
801 East Walnut, Room 118  
Columbia, Missouri 65201-4890

Phone 573 886-4285  
Fax 573 886-4294

[www.showmeboone.com/collector](http://www.showmeboone.com/collector)

## 2011 BOONE COUNTY LAND SALE SURPLUS

Patricia S. Lensmeyer, Collector of Revenue, Boone County, Missouri, declares the sum of \$37,780.90 (Thirty-seven thousand, seven hundred eighty dollars and ninety cents) to be the surplus amount from the sale held August 22, 2011, for the purpose of satisfying taxes, interest and costs on lots and lands having more than one year delinquency on real estate taxes. Said sum shall be turned over to the Boone County Treasurer to be held for benefit of school fund unless claimed by owner prior to three years from date of sale. §140.230, RSMo

Owner: Jewell Thomas Parcel: 11-303-11-00-003.00 Purchaser: Andreu J. Faup	Sec 11 T49 R13 8739 Hwy VV  Deeded .23 Acres being a part of NE¼ NEF¼ of Sec 11 T49N R13W being Tracts 1 & 2 of Sur Book/Page 279-34. Also part of NE¼ NEF¼ Sec 11 T49N R13W, desc as: Beg at the NW cor of Tract 2 of Sur 279-34, thence from said NW cor Wly along property line of TT Fowler & Masonic & Oddfellows Lodge property of Hinton, a distance of 43' to the SW cor of the Masonic & Oddfellows Lodge property; thence Sly parallel with the W line of said Tract 2, 85.2'; thence Ely a distance of 43' to the SW cor of said Tract 2, thence with the W line of said Tract 2 Nly to POB as rec WD Book/Page 2851/105	Sold \$ 2,000.00 Taxes & Costs \$ 1,521.26 Surplus \$ 478.74
Owner: Murphy George A & Mary K Parcel: 11-400-19-00-005.06 Purchaser: Dawn M. Burnett	Sec 19 T49 R13 Hatton Chapel Rd  Deeded 0.27 Acres Tract in W½ NW¼ Sec 19 T49N R13W being desc as Tract 5C of Sur Book/Page 984-590	Sold \$ 500.00 Taxes & Costs \$ 224.39 Surplus \$ 275.61
Owner: Missouri River Duck Club Parcel: 15-400-17-00-007.00 Purchaser: Just Waved, LLC, Mark M. Stevenson	Sec 17 T48 R14 Roby Farm Rd  Deeded 30.0 Acres Calculated 15.6 & desc as: All that portion of Sec 17 lying S & W of the MKT Railroad tracks & W of ¼ sec line except the railroad ROW & consisting of 30 acres m/l as rec by WD Book/Page 628/396	Sold \$ 9,000.00 Taxes & Costs \$ 204.70 Surplus \$ 8,795.30
Owner: Hatton Betty Jane Parcel: 16-319-00-01-002.00 Purchaser: Mimi Libbert	Sec 12 T48 R13 409 N Providence Rd  L2 Douglass School Urban Renewal Area Replat #2 as shown in Plat Book/Page 6/49	Sold \$ 6,000.00 Taxes & Costs \$ 1,727.26 Surplus \$ 4,272.74
Owner: Benthall Marvin Dean & Lori Z Parcel: 16-501-00-07-018.00 Purchaser: Dean Andersen	Sec 16 T48 R13 3913 Gailcrest Dr  L18 Plat 1 West Lawn SD as shown in Plat Book/Page 36/30	Sold \$ 26,000.00 Taxes & Costs \$ 11,049.55 Surplus \$ 14,950.45

Owner: Renfro Saphronia N (Estate)      Sec 14 T48 R13      Sold      \$      4,250.00  
Parcel: 16-609-00-08-001.00      Planter Rd      Taxes & Costs      \$      470.96  
Purchaser: Julianne Ramsey      L1 Branham-Renfro SD as shown in Plat Book/Page 28/49      Surplus      \$      3,779.04

Owner: Furlong Louis Lavon and      Sec 03 T48 R12      Sold      \$      6,500.00  
Thelma Jean      13 Comanche Ct      Taxes & Costs      \$      1,270.98  
Parcel: 17-207-00-01-054.00      L52 B1 Indian Hills SD as shown in Plat Book/Page 9/19      Surplus      \$      5,229.02  
Purchaser: David M. Rocklitz

In witness whereof I have hereunto set my hand and seal, this \_\_\_\_\_ day of September 2011


\_\_\_\_\_  
Patricia S. Lensmeyer  
Collector of Revenue, Boone County, Missouri

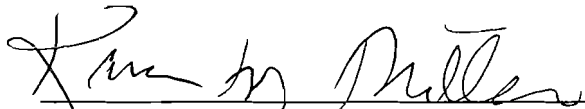
Subscribed and sworn to before me this \_\_\_\_\_ day of September 2011

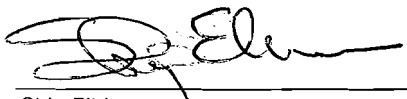
\_\_\_\_\_  
Wendy S. Noren  
County Clerk of Boone County, Missouri

We, the County Commission of Boone County, Missouri, certify that we have examined the above and foregoing statement of the surplus from sale of delinquent lands held the 22nd day of August, 2011, and approve same.

Signed the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

  
\_\_\_\_\_  
Ed Robb  
Presiding Commissioner, Boone County, Missouri

  
\_\_\_\_\_  
Karen M. Miller  
District I Commissioner, Boone County, Missouri

  
\_\_\_\_\_  
Skip Elkin  
District II Commissioner, Boone County, Missouri

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 1<sup>st</sup> day of September 20 11

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 36-04AUG11 – Pre-Printed Envelopes to Gibbs General Printing. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 1<sup>st</sup> day of September, 2011.

ATTEST:

Wendy S. Noren cc  
Wendy S. Noren  
Clerk of the County Commission

Edward H. Robb  
Edward H. Robb  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

**Tyson Boldan**  
Buyer



601 E. Walnut, Room 209  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Tyson Boldan, Buyer  
DATE: August 12, 2011  
RE: 36-04AUG11 – Pre-Printed Envelopes

The Bid for pre-printed envelopes closed on August 04, 2011. Eight bids were received. Purchasing and the Collector's Office recommend award to Gibbs General Printing, for offering the lowest and best bid for Boone County.

The estimated total for these items is \$8,367.94 and will be paid from department 1150 – Collector, account 23001 – Printing. \$10,160.00 was budgeted for these items.

Attached is the Bid Tabulation for your review.

cc: Contract File

# Boone County Purchasing

Tyson Boldan  
Buyer



601 E. Walnut, Rm. 209  
Columbia, MO 65201  
(573) 886-4392  
(573) 886-4390

TO: Pat Lensmeyer  
Collector

FROM: Tyson Boldan  
Buyer

DATE: August 10, 2011

RE: Bid Award Recommendation - # 36-04AUG11 - Pre-Printed Envelopes

Attached is the bid tabulation for the responses received for the above referenced bid. Please return this cover sheet with your recommendation by fax to 886-4390 after you have completed the evaluation of this bid. If you have any questions, please call or e-mail me.

**DEPARTMENT REPLY:**

Please complete the following:

Department Number: 1150

Account Number: 23001

Budgeted: \$ 10,160

Award Amount: \$ 8,367.94

Award Bid by low bid to Gibbs General Printing.

Recommend accepting the following bid(s) for reasons detailed on attached page. (Attach department recommendation).

Recommend rejecting bid for reasons detailed on attached page. (Attach department recommendation).

Administrative Authority Signature: Patricia S. Lensmeyer Date: 8-12-11

**36-04AUG Pre-Printed  
Envelopes**

**BID TABULATION**

4.8.	PRICING		Affordable Printing Solutions		ST LOUIS PRINT GROUP		K.C. ENVELOPE COMPANY		PEREGRINE CORPORATION		CURTIS 1000 INC.		MONARCH INDUSTRIES		GENERAL PRINTING		PRO FORM	
	Description	Quantity	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price
4.8.1.	#11 White Window Envelopes 24lb, Larger Window, Single Sided.	110,000	\$26.41	\$2,905.10	\$33.86	\$3,724.60	\$38.42	\$4,226.20	\$33.68	\$3,704.80	\$35.18	\$3,869.80	\$32.40	\$3,564.00	\$28.45	\$3,129.50	\$49.50	\$5,445.00
4.8.2.	#10 Blue Window Envelopes 24lb, Single Sided.	97,500	\$22.50	\$2,193.75	\$27.45	\$2,676.38	\$32.32	\$3,151.20	\$28.40	\$2,769.00	\$28.06	\$2,735.85	\$33.10	\$3,227.25	\$21.38	\$2,084.55	\$32.90	\$3,207.75
4.8.3.	#10 Yellow Insert Envelopes 24 lb, Double Sided.	92,500	\$22.50	\$2,081.25	\$26.75	\$2,474.38	\$29.89	\$2,764.83	\$28.40	\$2,627.00	\$25.27	\$2,337.48	\$28.70	\$2,654.75	\$18.92	\$1,750.10	\$29.50	\$2,728.75
4.8.4.	#10 White Insert envelopes 24 lb, Double Sided.	22,500	\$22.50	\$506.25	\$24.38	\$548.55	\$31.00	\$697.50	\$28.40	\$639.00	\$29.50	\$663.75	\$23.70	\$533.25	\$24.43	\$549.68	\$24.00	\$540.00
4.8.5.	#9 White Insert envelopes 24lb, Double Sided.	2,500	\$43.24	\$108.10	\$80.58	\$151.45	\$73.30	\$183.25	\$55.15	\$137.88	\$47.45	\$118.63	\$61.20	\$153.00	\$57.60	\$144.00	\$43.00	\$107.50
4.8.6.	9" x 12" Brown Kraft Window Envelopes, Single Sided.	1,500	\$421.00	\$631.50	\$492.00	\$738.00	\$486.49	\$729.74	\$473.65	\$710.48	N/A	N/A	\$506.65	\$759.98	\$473.41	\$710.12	\$443.00	\$664.50
4.9.	<b>TOTAL</b>			\$8,425.95		\$10,313.35		\$11,752.71		\$10,588.15		\$9,725.50		\$10,892.23		\$8,387.94		\$12,893.50

(add shipping cost as per bid deviations)  
\$575

No Bid  
Brake Printing

**PURCHASE AGREEMENT  
FOR  
Pre-Printed Envelopes Term and Supply**

**THIS AGREEMENT** dated the 17<sup>th</sup> day of Aug. 2011 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Gibbs General Printing**, herein "Contractor".

**IN CONSIDERATION** of the parties performance of the respective obligations contained herein, the parties agree as follows:

**1. Contract Documents** - This agreement shall consist of this Purchase Agreement for **Pre-Printed Envelopes Term and Supply**, County of Boone Request for Bid number **36-04AUG11**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response submitted **July 26, 2011** and executed by **Myrtle Gibbs**, on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchasing Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

**2. Contract Duration** - This agreement shall commence on the **date of award** and extend through **August 31, 2012** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County as per the bid specifications and responded to on the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

**4. Billing and Payment** - All billing shall be invoiced to the Boone County Collector's Office located at 801. E Walnut, Columbia, MO 65201, Office # 118. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

**5. Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

**6. Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

**7. Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or



- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**GIBBS GENERAL PRINTING**

**BOONE COUNTY, MISSOURI**

by *Myra Lipp*  
 title *Pres.*  
 address *1910 N. Providence*  
*Columbia, MO. 65205*  
*65202*

by: Boone County Commission  
*Edward H. Robb*  
~~Kenneth M. Pearson~~ Presiding Commissioner  
*Edward H. Robb*

APPROVED AS TO FORM:

ATTEST:

*[Signature]*  
 County Counselor

*Wendy S. Noren*  
 Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Departments: 1150  
 Account: 23001 Term and Supply

*Jane E. Pitchford*  
 Signature *by cy*

*8/22/11*  
 Date

*No Encumbrance Required*  
 Appropriation Account

Department

**4. Response Form**

- 4.1. Company Name: Gibbs General Printing
- 4.2. Address: 1910 N. Providence Rd.
- 4.3. City/Zip: Columbia, MO 65202
- 4.4. Phone Number: 573-443-8890
- 4.5. Fax Number: 573-874-3059
- 4.6. E-Mail Address: mgibbs@general-printing.com
- 4.7. Federal Tax ID: 43-1234565

- 4.7.1.  Corporation
- Partnership - Name \_\_\_\_\_
- Individual/Proprietorship - Individual Name \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

4.8. PRICING				
	Description	Unit Price (Per 1000)	Quantity	Extended Price
4.8.1.	#11 White Window Envelopes 24lb, Larger Window, Single Sided.	\$ 28.45	110,000	\$ 3,129.20
4.8.2.	#10 Blue Window Envelopes 24lb, Single Sided.	\$ 21.38	97,500	\$ 2,084.56
4.8.3.	#10 Yellow Insert Envelopes 24 lb. Double Sided.	\$ 18.92	92,500	\$ 1,749.75
4.8.4.	#10 White Insert envelopes 24 lb, Double Sided.	\$ 24.43	22,500	\$ 549.65
4.8.5.	#9 White Insert envelopes 24lb, Double Sided.	\$ 57.60	2,500	\$ 144.00
4.8.6.	9" x 12" Brown Kraft Window Envelopes, Single Sided.	\$ 473.41	1,500	\$ 710.11 <del>\$ 710.11</del>
4.9.	<b>TOTAL</b>			\$ 8,367.27

4.10. Describe Any Deviations

*\* Priced as Printing of all Item at same time and delivered at same time.*

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(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.

Myra Giff, Pres.  
Name and Title of Authorized Representative

Myra Giff                      7/26/11  
Signature    Date

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

4.11.1. Authorized Representative (Sign By Hand):

Myrtle Gibbs Date: 7/26/11

Print Name and Title of Authorized Representative

Myrtle Gibbs, Pres.

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

County of Boone )  
State of Missouri )ss )

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

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

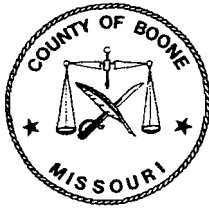
Myrta Gibbs 7/26/11  
Affiant Date

MYRTIE GIBBS  
Printed Name

Subscribed and sworn to before me this 26 day of July, 2011.

Patricia J. Palmer  
Notary Public

PATRICIA J. PALMER  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires May 18, 2015  
Commission # 11453058



**Request For Bid (RFB)**

**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201

**Tyson Boldan, Buyer**  
573/886-4392 - FAX 573/886-4390  
Email: [tboldan@boonecountymmo.org](mailto:tboldan@boonecountymmo.org)

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**Bid Data**

Bid Number: **36-04AUG11**  
Commodity Title: **Pre-Printed Envelopes**

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

**Bid Submission Address and Deadline**

Day / Date: **Thursday, August 04, 2011**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Room 209  
Columbia, MO 65201**

Directions: The Johnson Building is located on the Northeast corner at 6<sup>th</sup> St. and Walnut St. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

**Bid Opening**

Day / Date: **Thursday, August 04, 2011**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Address: **Boone County Johnson Building Conference Room  
601 E. Walnut, Room 213  
Columbia, MO 65201**

**Bid Contents**

- 1.0: **Introduction and General Terms and Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**  
**Envelope Printing Needs 2011**  
**Work Authorization Certification**  
**Certification of Individual Bidder**  
**Debarment Form**  
**Standard Terms and Conditions**  
**"No Bid" Form**

**1. Introduction and General Terms and Conditions of Bidding**

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
  - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:

*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department/s or Office/s* - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.  
*Designee* - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
  - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.

*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business/s entities which may provide the subject goods and/or services.
  - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
  - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or email, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
  - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
  - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to compare the lowest bid received with the current Cooperative contract pricing, and award in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Contract Duration** - The contract shall be effective from the date of award through August 31, 2012.
- 1.5.2. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
  - 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.



**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a contract for the furnishing and delivery of Pre-Printed Envelopes for the Boone County Collector’s Office.
- 2.2. **QUANTITY**
  - 2.2.1. The contractor must provide envelopes in the quantities outlined in the attached **Envelope Printing Needs 2011** (page 9). **Note: All envelopes provided must be Signet brand or equivalent.**
- 2.3. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.4. **ENVELOPE SIZE PARAMATERS**
  - 2.4.1. **Throat Depth** – Min 6.3 mm, Max 37.8mm, Throat Depth at 19mm in from edge of envelope.
  - 2.4.2. **Minimum Depth Clearance** – 3mm unfolded documents, 6mm folded documents.
  - 2.4.3. **Maximum Insert Thickness** – 6mm.
  - 2.4.4. **Maximum Envelope Size** – 266mm x 165mm Feed Tower, 266mm x 165mm HCEF.
  - 2.4.5. **Minimum Envelope Size** – 162mm x 85.3mm Feed Tower, 225mm x 85.3mm HCEF.
  - 2.4.6. **Flap Depth** – 30mm to 63mm at centre.
  - 2.4.7. **Minimum End Clearance** – 12mm Overall.
  - 2.4.8. **Substance** – 70 to 110 g/m2.
- 2.5. **PRINTING TECHNICAL REQUIREMENTS**
  - 2.5.1. #11 White Window Envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible) Window is 5.50” (5 ½”) wide within .25” tolerance by 1.5” (1 ½”) high within .15” tolerance) and located 7/8” from left edge and 9/16” from bottom edge within 1/16” tolerance both directions; will be printed single sided, with return address, Boone County Seal, and an information area on front.
  - 2.5.2. #10 Blue Window Envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed single sided, with return address, Boone County Seal, and an one sided line message on the front.
  - 2.5.3. #10 Yellow insert envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.
  - 2.5.4. #10 White insert envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.
  - 2.5.5. #9 White insert envelopes, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.
  - 2.5.6. 9” X 12” Window brown Kraft envelopes; will be printed single sided, with return address, Boone County Seal, flap on right 12” side, window size 4” X 2 ¼” in upper left corner, window placement ½” from left edge and 2 ¼” from top.
- 2.6. **ADDITIONAL INSTRUCTIONS**
  - 2.6.1. Original Boone County seal artwork is available through the Purchasing Department.
  - 2.6.2. The contractor **must** attach a sample envelope to the outside of each case prior to delivery in order to identify the contents of each case.
  - 2.6.3. Samples will be provided upon request. Please contact the Purchasing Department at 573-886-4392 in order to request sample envelopes. Please note the samples do not have the print

- quality and print information required by the County. The sample is merely provided to note the position and information to be included on each envelope.
- 2.6.4. All printing on the envelopes must adhere to the US Postal Service guidelines.
  - 2.6.5. The quality of all printing on the envelopes for this contract must be the equivalent of or better than the quality produced by the method known as Offset printing. The County reserves the right to request samples in order to verify the quality of print. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder's expense. A request for the return of samples must be made within ten days following receipt of the samples. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and number.
  - 2.6.6. All ink shall be black oil base ink.
  - 2.6.7. All prices for quantities and services described on the Response Form must also include ANY AND ALL fees associated with set-up, clean-up, labor, pick-up of job request, delivery of completed job, finishing services, etc. unless otherwise specified.
  - 2.6.8. The individual boxes of envelopes and the cartons/cases holding the individual boxes will be stored and stacked on top of one another in order to conserve space. Therefore, all individual boxes and cartons/ cases of envelopes must be constructed of a heavier material able to withstand the weight of other boxes.
  - 2.6.9. **DEVIATION(S)** - It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and clearly identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be sufficient or acceptable as proper identification of deviations from the written specifications.
  - 2.7. **DESIGNEE** – Boone County Collector's Office
    - 2.7.1. **Contact** - Tyson Boldan, Buyer, 601 E. Walnut, 2<sup>nd</sup> Floor, Columbia, MO 65201. Telephone (573) 886-4392 or Facsimile (573) 886-4390 or Email: [tboldan@boonecountymo.org](mailto:tboldan@boonecountymo.org)
  - 2.8. **DELIVERY** – Boone County Government Center 3<sup>rd</sup> Floor, 801 E. Walnut, Room 308, Columbia, MO 65201. **NOTE:** The contractor **MUST** ensure that all envelopes are delivered to the 3<sup>rd</sup> floor Government Center. Boone County employees **WILL NOT** be available to assist with unloading the truck. Please note that Boone County does not have an elevated loading dock; and, no pallets beyond the first floor.
    - 2.8.1. **Delivery Terms** – FOB-Destination. Inside delivery to the 3<sup>rd</sup> floor. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. The contractor must notify the Collector's Office a minimum of 5 business days in advance of the envelope delivery.
    - 2.8.2. **Delivery Dates** – The primary order shall be delivered on or between October 3 (third) and October 7 (seventh), 2011. The primary order will be based on the amounts in the attachment **Envelope Printing Needs 2011** (page 9).
  - 2.9. **PROOF PROCESSING** – The contractor must obtain the appropriate approvals of proofs from the Collector's Office. Fax transmitted proofs will not be accepted. It is the contractor's sole responsibility to obtain the required information in a timely fashion for meeting the agreed upon delivery deadline.
  - 2.10. **EVALUATION** – The bidder should submit one sample of each type of the envelopes listed in the attachment **Envelope Printing Needs 2011** (page 9). The cost for providing these samples is the responsibility of the bidder. Suitability of the products offered as it relates to the mail equipment and U.S. Postal Service color guidelines will be a large part of the bid award evaluation.
    - 2.10.1 The bidder that is awarded the contract must provide identical envelopes to those supplied as samples. In the event substitutes are provided, the County reserves the right to refuse the envelopes and request identical envelopes to be provided within the original timeframe as agreed upon by the Contractor and the Collector's Office.

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
  - 3.2.1. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may also be viewed on our web page [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
  - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
  - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
  - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
  - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

Department

**4. Response Form**

- 4.1. Company Name: \_\_\_\_\_
- 4.2. Address: \_\_\_\_\_
- 4.3. City/Zip: \_\_\_\_\_
- 4.4. Phone Number: \_\_\_\_\_
- 4.5. Fax Number: \_\_\_\_\_
- 4.6. E-Mail Address: \_\_\_\_\_
- 4.7. Federal Tax ID: \_\_\_\_\_
- 4.7.1. ( ) Corporation
- ( ) Partnership - Name \_\_\_\_\_
- ( ) Individual/Proprietorship - Individual Name \_\_\_\_\_
- ( ) Other (Specify) \_\_\_\_\_

<b>4.8. PRICING</b>				
	<b>Description</b>	<b>Unit Price (Per 1000)</b>	<b>Quantity</b>	<b>Extended Price</b>
4.8.1.	#11 White Window Envelopes 24lb, Larger Window, Single Sided.	\$ _____	110,000	\$ _____
4.8.2.	#10 Blue Window Envelopes 24lb, Single Sided.	\$ _____	97,500	\$ _____
4.8.3.	#10 Yellow Insert Envelopes 24 lb. Double Sided.	\$ _____	92,500	\$ _____
4.8.4.	#10 White Insert envelopes 24 lb, Double Sided.	\$ _____	22,500	\$ _____
4.8.5.	#9 White Insert envelopes 24lb, Double Sided.	\$ _____	2,500	\$ _____
4.8.6.	9" x 12" Brown Kraft Window Envelopes, Single Sided.	\$ _____	1,500	\$ _____
4.9.	<b>TOTAL</b>			<b>\$ _____</b>
4.10.	<b>Describe Any Deviations</b>			

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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

4.11.1. Authorized Representative (Sign By Hand):

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

Print Name and Title of Authorized Representative

\_\_\_\_\_

**BOONE COUNTY COLLECTOR'S  
Envelope Printing Needs 2011**

QTY	DESCRIPTION	SINGLE/ DOUBLE SIDED	WHITE/ COLORED PAPER	OTHER INSTRUCTIONS
A.	110,000 #11 window envelopes-24 lb. larger window (information area on front)	single	white	return address county seal information area on front
B.	97,500 #10 window envelopes-24 lb. (one line message on front)	single	blue	return address county seal one line message on front
C.	92,500 #10 insert envelopes-24 lb. (mailing instructions on back)	double	yellow	return address area mailing address stamp area w/usps info bar code mailing instructions on back
D.	22,500 #10 insert envelopes-24 lb. (mailing instructions on back)	double	white	return address area mailing address stamp area w/usps info bar code mailing instructions on back
E.	2,500 #9 insert envelopes-24 lb. (mailing instructions on back)	double	white	return address area mailing address stamp area w/usps info bar code mailing instructions on back
F.	1,500 9" x 12" window envelope	single	Brown Kraft	return address county seal flap on right 12" side Window - 4" x 2 1/4" in upper left corner - 1/2" from left edge and 2 1/4" from top

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

County of \_\_\_\_\_ )  
 )ss  
 State of \_\_\_\_\_ )

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

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

\_\_\_\_\_ Date

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

Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_ Notary Public

## CERTIFICATION OF INDIVIDUAL BIDDER

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

- \_\_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
  
- \_\_\_\_\_ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
  
- \_\_\_\_\_ 3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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



**(Please complete and return with Contract)**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

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Date



**Boone County Purchasing**

601 E. Walnut, Room 209

Columbia, MO 65201

**Tyson Boldan, Buyer**

573/886-4392 - FAX 573/886-4390

***Standard Terms and Conditions***

- 
1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
  2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
  3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
  4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
  5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
  6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
  7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
  8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
  9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
  10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
  11. No bid transmitted by fax machine or e-mail will be accepted. **U.S. mail only.**
  12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
  13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

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

**Boone County Purchasing**  
**Tyson Boldan**  
**Buyer**



601 E.Walnut-Room 209  
Columbia, MO 65201  
Phone:(573)886-4392  
Fax: (573) 886-4390

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**"NO BID" RESPONSE FORM**

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

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If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department. ***If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.***

If you have questions, please call the Purchasing Office at (573) 886-4392. Thank you for your cooperation.

**Bid Number 36-04AUG11-Pre-Printed Envelopes**

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

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

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

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

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

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

REASON(S) FOR NOT SUBMITTING A BID:

# CERTIFIED COPY OF ORDER

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STATE OF MISSOURI }  
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 1<sup>st</sup> day of September 20 11

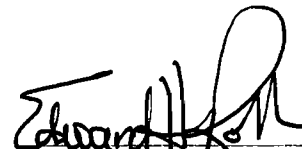
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, September 6, 2011, at 10:15 a.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by 610.021 (2) RSMo. to discuss the leasing, purchase or sale of real estate by a public government body where public knowledge of the transaction might adversely affect the legal consideration therefore.

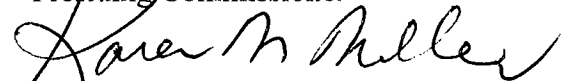
Done this 1<sup>st</sup> day of September, 2011.

ATTEST:

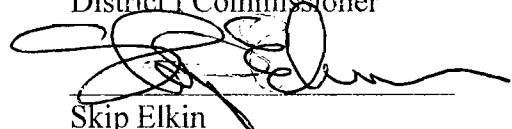
Wendy S. Noren  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Edward H. Robb

Presiding Commissioner



Karen M. Miller  
 District I Commissioner



Skip Elkin  
 District II Commissioner

# CERTIFIED COPY OF ORDER

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STATE OF MISSOURI }  
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 11

In the County Commission of said county, on the 1<sup>st</sup> day of September 20 11

the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, September 6, 2011, at 1:00 p.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by 610.021 (1) RSMo. to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 1<sup>st</sup> day of September, 2011.

ATTEST:

Wendy S. Noren  
 Wendy S. Noren  
 Clerk of the County Commission

Edward H. Robb  
 Edward H. Robb  
 Presiding Commissioner

Karen M. Miller  
 Karen M. Miller  
 District I Commissioner

Skip Elkin  
 Skip Elkin  
 District II Commissioner