



TANEY COUNTY MISSOURI

Purchasing Department 132 David Street / P. O. Box 1630 Forsyth, Missouri 65653

REQUEST FOR PROPOSAL No. 201205-182

Taney County will accept separate sealed bids from qualified persons or firms interested in providing the following:

MANAGED PRINT SERVICES

As a Term & Supply Contract in Accordance With the Attached Specifications.

**BIDS *MUST* BE RECEIVED BY AND *WILL* BE OPENED AT:
9:00 A.M. LOCAL TIME ON Thursday June 21, 2012**

**PLEASE MARK YOUR ENVELOPE "SEALED PROPOSAL #201205-182"
RETURN ONE (1) ORIGINAL AND THREE (3) COPIES TO:**

Taney County Purchasing Department
Attn: Ron Erickson, Director of Purchasing
132 David Street / P. O. Box 1630
Forsyth, Missouri 65653

PHONE: 417-546-7281 / FAX: 417-546-3931
rone@co.taney.mo.us

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no bid." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of a bid/proposal. * An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address, not website, in order to receive results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at taneycounty.org.

_____		_____	
Company Name		Authorized Person (Print)	
_____		_____	
Address		Signature	
_____		_____	
City/County/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID #
_____		_____	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

BIDDER'S INITIALS: _____

RFP #201205-182 Managed Print Services

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NOTICE OF REQUEST FOR PROPOSAL

The Taney County Purchasing Department is seeking sealed Proposals for a “**MANAGED PRINT SERVICES**” system. The Proposal closing date and time is **9:00 AM on Thursday June 21, 2012**. Responses will be opened publicly at that time at the Taney County Courthouse Commission Hearing Room in Forsyth, MO 65653. This RFP is intended to cover all county departments.

Specifications may be obtained through the Purchasing Dept. at 417-546-7281, by email to rone@co.taney.mo.us, or on the county website at www.taneycounty.org.

Sealed Proposals **must** be clearly marked with the appropriate **RFP Number 201205-182** and submitted prior to opening time and date.

Proposals should be mailed to the Taney County Purchasing Department, PO Box 1630, Forsyth, MO 65653 or by hand delivery. The County Commission reserves the right to accept or reject any and/or all proposals, either in whole or in part.

Done by the order of the Taney County Commission.

Ron Erickson,
Director of Purchasing
Taney County
Purchasing Dept.

BIDDER'S INITIALS: _____

RFP #201205-182 Managed Print Services

SCOPE: The Taney County, Missouri Commission is soliciting bids from qualified persons or firms to provide: **Managed Print Services** for Taney County.

1.0 INSTRUCTIONS TO BIDDERS:

- 1.1 Completing Bid: **ALL BID DOCUMENTS MUST BE SUBMITTED IN FULL (ALL PAGES OF THE BID SHALL BE EITHER SIGNED OR INITIALED) TO BE CONSIDERED RESPONSIVE.** All information must be legible. Any and all corrections and/or erasures must be initialed. Each bid must be signed in ink by an authorized representative of the bidder and required information must be provided. The contents of the bid submitted by the successful bidder of this bid shall include **all** bid documents and will become a part of any contract award as a result of this solicitation. Bidder shall initial all pages where the document denotes "BIDDER'S INITIALS: ____". Any bids not complying to this condition may be considered non-responsive and rejected.
- 1.2 Direct all questions regarding this bid to the Director of Purchasing listed on page 1. The County reserves the right to reject any and all bids, to waive technical defects in bids, and to select the bid(s) deemed most advantageous to the County.
- 1.3 The Bidder **MUST** complete EVERY SPACE in the section marked "OFFEROR'S BID" through the use of either a "YES" to indicate that the item being bid is exactly as specified OR a description to indicate any deviation of item being bid from the specifications.
- 1.4 Bids submitted on separate forms are NOT acceptable unless specified in the bid document. Failure to complete bid forms to the satisfaction of the Taney County Director of Purchasing may result in rejection of your bid.
- 1.5 It is the responsibility of each bidder before submitting a bid to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Requests for clarification must be received no later than **June 14, 2012.**
- 1.6 Changes to the specifications will not be allowed except by written addendum issued by the Purchasing Department. Oral explanations or instructions given prior to award will not be binding.
- 1.7 Quantities stated herein represent an estimate for the period of time stated. Orders shall be placed for actual requirements as needed.
- 1.8 Bidder shall bid net costs of all goods and services requested and all bids shall include all F.O.B. to destination and inside delivery.
- 1.9 Bids will be publicly opened and read aloud at the time indicated on the Request for Proposal. The bidders and the public are invited but not required to attend the formal opening of bids. No decisions relating to the award of a contract will be made at the opening.
- 1.10 The County reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the County. The County may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
- 1.11 Acceptance of this bid or any part thereof in writing within ninety (90) days after the opening date by the Taney County Director of Purchasing shall constitute a legal and binding agreement; wherein, the supplier shall furnish the supplies or material, in accordance with the specifications and offeror's bid on the written order of the Taney County Director of Purchasing.
- 1.12 For prompt payment, all invoices must be sent directly to the Taney County Auditor P.O. Box 1407 Forsyth, Missouri 65653.

- 1.13 Whenever a material, article, or piece of equipment is identified on the plans or specifications by reference to a manufacturer's or vendor's name, trade name, catalog number, etc., it is intended merely to establish a standard. Any material or article or piece of equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the proposed material, article, or equipment is, in the opinion of the County, of equal substance and function. When the manufacturer is referenced and the words "or approved alternate" do not follow, it shall be deemed that the words "or approved alternate" shall follow such designations unless the material, article, or piece of equipment is identified as "no substitutes." The County, in its sole discretion, may reject proposed substitute items. Samples may be required for evaluation prior to award. **PLEASE SUBMIT DESCRIPTIVE LITERATURE WITH ALTERNATE BIDS.**

2.0 **SPECIFIC REQUIREMENTS:**

2.1 **Evaluation Criteria:** Award consideration will be based on:

- 2.1.1 Price: Lowest and best price for equipment, specified items, delivery terms/charges, time of completion and hourly rates for service, as specified that are in the best interest of the County will be considered in evaluating this bid. Optional components may be part of the evaluation. The award shall be made to that responsible and responsive bidder whose bid, conforming to this Request for Bid, will be most advantageous (lowest price and best value) to the County, price and other factors considered.
- 2.1.2 References and Experience: Consideration will be given to the length of time the company has been in operation, providing similar equipment and services; past performance history, references, and qualifications of technicians. The successful bidder shall employ service technicians with demonstrated qualifications and training to industry standards for technical support.
- 2.1.3 Inventory/Warehouse Availability for Equipment & Parts: The bidder shall state the availability of inventory and warehousing and the retail location. The County reserves the right to inspect the bidder's facilities as part of the evaluation for award.
- 2.1.4 Warranty: The County desires a minimum one-year warranty on all equipment.

2.2 **RENEWAL: (Optional)**

- 2.2.1 The County reserves the right to negotiate this contract for a one year renewal period.
- 2.2.2 Adjustments in cost at the beginning of each renewal period will be limited to the current Federal Consumer Price Index "CPI-U, All Items" (Urban Consumers) rate.
- 2.2.3 If the Contractor requests an increase in compensation for any renewal period, the Contractor shall notify the Purchasing Director no less than sixty (60) days prior to the end of the contract period and shall provide evidence to the satisfaction of the Taney County Director of Purchasing of increased costs incurred by the Contractor for any element of the bid for which an increase is requested.
- 2.2.4 The Taney County Director of Purchasing shall notify the Contractor in writing of the intent to exercise the renewal option. However, failure to notify the Contractor does not waive the County's right to exercise the renewal option.

2.3 DELIVERY AND BILLING:

2.3.1 Ordering Instructions:

Upon award, the Taney County Buildings & Grounds Department will place orders. The order will be faxed or emailed and confirmed with the successful bidder by the County. This Bid number will be referenced on the order, and MUST be referenced on all delivery tickets and invoices.

2.3.2 Delivery Instructions:

All materials specific to this Bid Award MUST be delivered to the Taney County location(s) as specified by the Buildings & Grounds Supervisor. As mentioned below any/all delivery costs MUST be included within the Bid response.

2.3.3 Contact persons, telephone numbers, project manager:

Details for this project may be obtained by contacting *Ron Erickson, Director of Purchasing for Taney County at: 417-546-7281.*

2.3.4 Tax Exempt: All or certain items required for this contract are for use by county employees, working for an exempt entity and qualify for exemption from State and local sales and use taxes under RSMo 144.062.

2.3.5 Overview of Project: This RFP will result in putting in place an MPS system to help improve printing services needs for all of the **21 departments** within Taney County Government. A detailed PQQ (Pre-Qualification Questionnaire) has been completed by each department to assist Vendors in delivering the best possible response to this RFP. That information as well as additional answers to any/all questions submitted from Vendors will be offered via addenda as needed.

3.0 PROJECT SCOPE / SPECIFICATIONS

Taney County is seeking to engage a provider to implement a Managed Print Service (MPS) solution to manage the network document Output Environment for an Initial Term of 5 years (60 months). This term will be from the execution date of the agreement. This proposal, at minimum, should encompass all Taney County Locations and all current copiers, network laser printers, and MFP devices. The agreement shall be non-exclusive and should take into account the existing fleet of equipment currently under lease and/or owned by Taney County. Vendors are welcomed to make an appointment, through the Purchasing Department, for an onsite visit between now and Bid Opening.

The following is a list of services that should be included as a part of the Price per Image (PPI):

- Asset Management Services
- Scope includes all MFPs and Network Printers
- Break/Fix Service Management
- Consumables Management
- Help Desk Services
- Supplier Consolidation Services
- Contract Management Services
- Move, Add, Change and
- Dispose End User Training
- Change Management

The following is a list of services that should be included in your response, but will be priced separately from the Price Per Image (PPI):

- All supply items required for inkjet printers, inkjet MFPs, and impact printers
- Break/fix for inkjet printers, inkjet MFPs, and impact printers

All vendor responses are to be completed directly under the bid requirement within this document. Additional supporting materials, if submitted, must be clearly identified and added to the back of your response as a labeled attachment.

3.1 Business Requirements- The following is a list of services that should be included in the RFP response:

- 3.1.1 Device Maintenance -** Maintenance should include normal Break Fix Management Services and parts that are required to maintain Devices in good working condition in accordance with OEM specifications. Services will include dispatch of a provider representative and/or third party vendors, tracking of all service calls through call resolution, and reporting of all associated maintenance Services. Essentially this should cover all device maintenance with the exception of changing a toner cartridge or loading the machine with paper. All other maintenance costs should be included in the PPI.
- 3.1.2 Move, Add, Change and Dispose (MACD) –** Provider will manage the process related to the Move, Add, Change and Disposal of both Taney County and Third Party Provider owned Devices. Any changes related to the Output Environment will be centrally managed to assure that Services are delivered by the appropriate support organization. Provider will integrate and add value to Taney County’s existing MACD procedures within Taney County in scope sites.
- 3.1.3 Asset Management –** Provider will create as well as maintain a centralized database to track the physical location of and all costs associated with a Device.
- 3.1.4 The Services require an integrated approach focusing on Taney County and provider working together to maintain the information.** Provider will implement technology to monitor network attached SNMP-Level 1 and Level 2 Devices and integrate this monitoring technology with a SQL-based Asset Management database. Information that will be maintained may include installation dates, book value or lease data and other asset information. Provider will use their own systemically installed tools to provide the Asset Management Services. The provider’s systemic tool must meet the information security standards set forth by Taney County.
- 3.1.5 Consumables Management –** The provider and Taney County will create a process for End Users to complete the ordering of appropriate Consumables. Provider will maintain the on-going evaluation of Consumables quality. All Consumables except paper for non- provider leased Devices will be provided by provider, where possible. Where consumables are not available through the provider and alternate method will be established.
- 3.1.6 Device Management –** The provider will review all requests with Taney County End Users and Taney County representatives and provide Devices as approved by Taney County. The provider will work with Taney County to maintain a list of approved Devices that can be used in Taney County Output Environment.
- 3.1.7 Help Desk Support/Integration –** The provider will integrate “Level 2 Support” Services into the existing Taney County Services Help Desk for the transfer of requests for Services and Consumables for all In-Scope Devices as well as any services agreed upon by the parties for Out-of-Scope Devices. The provider will dispatch appropriate Break Fix resources for In-Scope and agreed Out-of-Scope Devices.

- 3.1.8** End User Training – The provider will provide End User training for each Area that is In-Scope and agreed upon by Taney County and the provider. This training should be On-Site, instructor lead training based on the Output Category. In these cases, the provider shall make available access to all OEM training materials available with the Device. The provider will train all End Users that are able to attend the training class, on the use of the installed MFD Devices. Prior to introduction of any new Device, the provider will provide Taney County Services Help Desk representatives with training on each type of Device and will document scripts for the provider’s On-Site resource(s) for use in fielding calls on all Devices.
- 3.1.9** Change Management – The provider will create a Change Management process and proposed plan to be followed throughout the MPS implementation and transformation. The provider will work with Taney County appointed representatives to ensure that the Change Management plan is followed and implemented. The Change Management plan will focus on the issues of managing the resistance and discomfort experienced by End Users in an organization when new processes or technologies are introduced.

4.0 ADDITIONAL REQUIREMENTS

- 4.1** Explain the ownership structure of your company and include the following information:
- 4.2** Type of entity (corporation, partnership, Limited Liability Company, sole proprietorship, etc.)
- 4.3** full legal name of the entity
- 4.4** full legal name of the parent if the company is an affiliate of another company
- 4.5** state in which the company was incorporated or formed
- 4.6** primary location (city and state)
- 4.7** headquarters location of the parent if the company is an affiliate of another company
- 4.8** tax identification number
- 4.9** Provide a brief overview of your company including the length of time in business, its history, strategy, and markets.
- 4.10** Affirm that your company can meet TANEY COUNTY’s insurance requirements for suppliers.
- 4.11** Submit a profile of the individual who will be the major account executive responsible for TANEY COUNTY.
- 4.12** Provide profiles of other account managers, sales professionals, and other management within your company that would be assigned to the TANEY COUNTY account as well as the key executives of your company.
- 4.13** Describe how a TANEY COUNTY relationship would be managed if your firm were selected as the successful supplier.
- 4.14** Name the individual(s) in your company who is authorized to contractually commit your company for a contract of this magnitude.

- 4.15** Describe how you would support TANEY COUNTY's sustainability initiatives.
- 4.16** Provide a list of clients to whom you provide the products and/or services that are the same as or substantially similar to the products and/or services you are proposing to TANEY COUNTY. Include contact names and telephone numbers for each client.
- 4.17** Indicate if your proposal was prepared in conjunction with any other company or individual. If so, please explain.
- 4.18** Name and describe the product(s) and/or services you are proposing and explain how they will meet the business requirements outlined in this RFP.
- 4.19** What distinguishes your product(s) and/or services(s) from those of your competitors?
- 4.20** Will 3rd party subcontractors (including any temporary resources) be used to perform any portion of the services requested herein? If so, populate the below table with the requested details for each 3rd party that will be used.
- 4.21** How will you ensure that the subcontractors assigned have the necessary qualifications to perform their tasks?
- 4.22** How will the subcontractor's performance be evaluated/measured?
- 4.23** Describe your EDI invoicing capabilities.
- 4.24** Describe the amount, nature, and location of training you propose to provide to TANEY COUNTY staff.
- 4.25** Describe the training materials and documentation you would provide (e.g. user manuals, etc.), and submit current copies of each.
- 4.26** Describe your support structure for the product(s) and/or service(s) after implementation.
- 4.27** Describe your company's procedures for problem resolution including the escalation process for resolution of problems that are not resolved by the initial resolution attempt(s).
- 4.28** Describe the tracking tool that your company proposes to monitor the network environment as well as the technical requirements of your software.
- 4.29** Please describe any formal quality improvement process in place for your product(s) and/or service(s).
- 4.30** Provide any additional information or alternative solutions or suggestions that you believe further explains your proposal or better meets TANEY COUNTY's business requirements.
- 4.31** TANEY COUNTY will consider options for all scanned images to automatically erase from your equipment (Data Overwrite), in a specific time frame. Please provide your equipment's standard Data Overwrite ability and any options that apply. Provide all applicable charges if not a standard capability of your devices.
- 4.32** Describe how remote meter collection and other reporting will be implemented. Be specific as to the type of software and if server based. Provide examples of the reporting that will be available to the TANEY COUNTY leadership team.
- 4.33** Describe all software being proposed. Provide a brief outline of its functionality and network requirements.

- 4.34 Provide any additional technical information that you believe responds to or further explains your proposed solution to TANEY COUNTY's requirements.
- 4.35 Provide any additional information not already discussed that distinguishes your technical capabilities from that of your competitors.
- 4.36 Describe any alternative pricing scenarios under separate cover in your response. Please identify these alternatives as Attachment B labeled, "Alternative Pricing Scenarios".
- 4.37 Provide all pricing on the inks and ribbons required for the inkjet printers, inkjet MFPs, and impact printers. Pricing should be inclusive of any and all freight and/or shipping charges. (FOB)
- 4.38 Provide a detailed outline inclusive of pricing on how you would provide Break/fix support on the inkjet printers, inkjet MFPs, and impact printers.
- 4.39 Identify the type of supply items as OEM, Remanufactured, or Refill for all devices listed on Attachment A. No substitutions during the contract period will be accepted, unless the substitution is agreed to by Taney County.

5.0 PRICING

Please provide PPI for both color and black & white impressions using the chart below:

Contract Year	B/W Network Devices PPI	COLOR Network Devices PPI
Year 1:	.0	.0
Year 2:	.0	.0
Year 3:	.0	.0
Year 4:	.0	.0
Year 5:	.0	.0

NOTES:

5.1 BID PAGE

Bidder must complete the following section in its entirety, and sign and date where indicated. This agreement shall take effect upon the approval by the Taney County Commission.

- A. ACCEPTANCE OF BID BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.
- B. County standard payment terms are Net 30 after receipt of invoice.
State any discounts offered: _____
- C. Response time/delivery: _____
(After receipt of order)
- D. Submittals - The following must be submitted with bid:
 - 1. References and experience
 - 2. Key personnel
 - 3. List of machinery and equipment
 - 4. Return all parts of this complete bid document (bidders to keep copy of bid submitted)
 - 5. Bid Bond (Must be provided on the County's Form, required on projects over \$25,000.00)
 - 6. Warranty
 - 7. Descriptive literature
 - 8. List of suppliers

WEBSITE INFORMATION

- 1) Does your company have a website? YES _____ NO _____
- 2) If yes please provide the website address:

www. _____
- 3) Can product(s) be ordered from that website? YES _____ NO _____
- 4) Can we receive the pricing you have quoted us, when ordering from the website?

YES _____ NO _____

GENERAL DEFINITIONS

1.

- (a) **"County"** shall refer to: Taney County, Missouri, Who are the authorized representatives of the property, and their authorized representatives.
- (b) **"Contractor"** shall refer to the corporation, company, partnership, firm, or individual, named and designated in the contract agreement and who has entered into this contract for the performance of the work covered thereby, and its, or their duly authorized agents or other legal representatives.
- (c) The **"specifications"** include Instruction to Bidders, the Terms and Conditions of Purchase, the Definitions and the technical specifications of the work.
- (d) A **"sub-contractor"** is a person, firm or corporation supplying labor or materials, or only labor for work at the site of the project for, and under separate contract or agreement with the contractor.
- (e) The term **"sample"** as used herein includes natural materials, fabricated items, equipment, devices, appliances or parts thereof as called for in the specifications and any other samples as may be required by the County to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials, etc., proposed by the Contractor conform to the requirements of the contract documents. Samples approved by the County shall establish the kind, quality, and other required characteristics, and all work shall be in accordance with the approved samples. Samples, when requested, shall be supplied at no cost to the County.
- (f) The term **"estimated"** represents quantities estimated for the period of time stated. Purchase orders shall be placed for actual requirements as needed.
- (g) The term **"minimum"** means the County will order this quantity of supplies during the period of this contract at the price bid.
- (h) The term **"maximum"** means the County may order this quantity of supplies during the period of this contract and the bidder should be prepared to supply same at the price bid.

GENERAL TERMS & CONDITIONS

1.

PREPARATION OF BIDS:

- (a) Completing Bid: ALL BID DOCUMENTS MUST BE SUBMITTED IN FULL (**ALL PAGES OF THE BID SHALL BE EITHER SIGNED OR INITIALED**) TO BE CONSIDERED **RESPONSIVE**. All information must be legible. Any and all corrections and/or erasures must be initialed. Each bid must be signed in ink by an authorized representative of the bidder and required information must be provided. The contents of the bid submitted by the successful bidder of this bid shall include **all** bid documents and will become a part of any contract award as a result of this solicitation. Bidder shall initial all pages where the document denotes "BIDDER'S INITIALS: ____". Any bids not complying with this condition may be considered non-responsive and rejected.
- (b) Bidders are expected to examine the drawing, specifications, schedule and all instructions. Failure to do so will be at the bidder's risk.
- (c) Each bidder shall furnish the information required by the invitation. The bidder shall sign the invitation and print or type name on each bid sheet thereof on which bidder makes an entry. Erasures or other changes must be initialed by the person signing the offer. Bids signed by an agent are to be accompanied by evidence of authority unless such evidence has been previously furnished to the Purchasing Department.
- (d) Unit price for each unit bid shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the total column for each item bid. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
- (e) **Alternate bids for supplies or services other than those specified will not be considered unless authorized by the invitation.**
- (f) Bidder must state a definite time for delivery of supplies or services unless otherwise specified in the invitation.
- (g) Time, if stated as a number of days, will include Saturdays, Sundays, and holidays.
- (h) If the item has a trade name, brand and/or catalog number, such must be stated in the bid.
- (i) Prices are to be firm and final.
- (j) In submitting bids, Vendor agrees that Taney County shall have 90 days in which to accept or reject any of the bids submitted unless otherwise specified on the bid page.

BIDDER'S INITIALS: ____

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- (k) Specification sheets **MUST** be returned with bids with the page initialed by authorized agent.
- (l) One (1) original clearly marked "**Original**", and three (3) copies, clearly marked "**Copy**", must be submitted. The completed response should be sealed in an envelope or box for delivery to the Office of the Taney County Purchasing Director. "Copy" documents must be identical to Original Response submitted. Taney County will not be held responsible for pricing sheets or materials left out of "Copy" or "Original" submittals. Further, responses announced at the Public Opening will be read from the Original" document.
- (m) Vendors are responsible for including all pertinent product data in the returned bid response package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid response package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the vendor wishes to include as a condition of the bid response, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid response. **PLEASE INCLUDE A COMPLETED AND SIGNED W9.**

2. **EXPLANATION TO BIDDERS:**

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation, drawing, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. Oral explanation or instruction given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an invitation will be furnished to all prospective bidders as an addendum to the invitation, if such information is necessary to bidders in submitting bids on the invitation or if the lack of such information would be prejudicial to uninformed bidders.

3. **ACKNOWLEDGMENT OF ADDENDUM TO INVITATIONS:**

Receipt of an addendum to an invitation by a bidder must be acknowledged (a) by signing and returning the addendum **with bid response.**

4. **SUBMISSION OF BIDS:**

- (a) Bids and modification thereof shall be enclosed in sealed envelopes and addressed to:

Taney County Purchasing Department
 ATTN: Ron Erickson, Director of Purchasing
 132 David Street / P. O. Box 1630
 Forsyth, Missouri 65653

The bidder shall show the hour and date specified in the Request For Proposal, the RFP number, and the name and address of the bidder on the face of the envelope.

- (b) Electronic or faxed bids will not be considered unless authorized by the invitation.
- (c) Samples of items, when required, must be submitted within the time specified and unless otherwise specified by the County, at no expense to the County. If not consumed by testing, samples will be returned at bidders request and expense, unless otherwise specified by the invitation.
- (d) Bids will be publicly opened and read aloud as stipulated in the "Request For Proposal".
- (e) Submission of a bid constitutes an assignment by you of any and all anti-trust claims that you may have under the Federal and/or State laws resulting from this Contract.

5. **FAILURE TO SUBMIT BID:**

If no bid response is submitted, do not return the invitation unless otherwise specified. A letter or postcard should be sent to the issuing office advising whether future invitations for the type of supplies or services covered by this invitation are desired. Failure of the recipient to bid or to notify the issuing office that future invitations are desired may result in removal of the name of such recipient from the mailing list for the type of equipment/service/materials covered by the invitation.

6. **MODIFICATION OR WITHDRAWAL OF BIDS:**

Bids may be modified or withdrawn, by written or electronic notice received, prior to the exact hour and date specified for receipt of bids, provided the County is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the bid receipt deadline. The electronic communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the County until the sealed bid is opened. A bid also may be withdrawn in person by a bidder or an authorized representative provided proof of identity is made known and he signs a receipt for the invitation, but only if the withdrawal is made prior to the exact hour and date set for receipt of bids. Telephone requests to withdraw a bid will be considered only if confirmed by letter or telegram.

7. **LATE BIDS AND MODIFICATIONS:**

It is the responsibility of the bidder to deliver their bid or bid modifications on or before the date and time of the bid receipt deadline. Bids will NOT be accepted after the date and time of opening under any circumstances. Late bids received will NOT be opened. They will be returned, filed, or destroyed.

8. **ALTERNATE BIDS:**

Bidders must submit complete specifications on all alternate bids. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.

9. **BONDS:**

Bonds shall be executed with the proper sureties, through a company licensed to operate in the State of Missouri, and hold a current Certificate of Authority as an acceptable surety under 31 CFR Part 223 (and be listed on the current U.S. Department of the Treasury Circular 570 and have at least A Best's rating and a FPR9 or better financial performance rating per the current A.M. Best Company ratings.)

A. **BID DEPOSITS (BONDS):**

Bid Deposit Not Required Bid Deposit Required as stipulated in the "Request for Bid".

Note the following:

Bid Deposit.

The Bidder will furnish a bid deposit in the form of a bond, certified check, or money order in the amount of 5% of base bid made payable to Taney County, Missouri, for the measure of liquidated damages which the County will sustain and the proceeds thereof will become the property of the County if for any reason the bidder (Personal or company checks will not be accepted):

- (a) Withdraws bid after the opening of the bids and prior to the time a formal written agreement evidencing the contract has been signed and delivered to the County whether or not the bidder at the time of such withdrawal has been designated as the successful bidder, or
- (b) Upon written notification of the award of contract to awardee, they fail to properly sign and deliver to the County within 10 days Labor and Materials and Performance Bonds, if required; Certificate of Insurance, and the written Agreement, formally evidencing the terms of this Request For Bid as submitted.
- (c) The bidder further agrees the County will have the right to retain the bid deposit for a period of ninety (90) days from the date of opening of the bids. At the expiration of said time, or earlier at the option of the County, said bid deposit will be returned to the bidder unless said bid deposit has become the property of the County as liquidated damages for one of the reasons stipulated.

B. PERFORMANCE BONDS

Performance Bond Not Required Performance Bond Required as stipulated in the "Request For Bid".

Note the following:

- (a) Coincident with the execution of the Contract, Contractor shall furnish to the County a Performance Bond and a Labor and Material Payment Bond drawn upon the forms included in these Contract Documents.
- (b) Date of bonds shall be the same as the date of County's execution of the contract.
- (c) Performance Bond shall be in the amount of the full contract price, guaranteeing the payment of all bills and obligations arising from the performance of the contract, and otherwise conditioned as required by law.
- (d) The bonds shall be automatically increased in amount and extended in time without formal and separate amendments to cover full and faithful performance of the contract in the event of Change Orders regardless of the amount of time or money involved. It shall be Contractors' responsibility to notify their surety of any changes affecting the general scope of the work or change in the Contract Price.
- (e) At any time during the continuance of the Contract that the surety on any bond becomes unacceptable to the County, the County shall have the right to require additional and sufficient sureties which Contractor shall furnish to the satisfaction of the County within ten (10) days after notice to do so.

10. EVALUATION OF BIDS:

- 1. The evaluation of bids will include consideration of prior experience, financial statements, if requested, sub-contractors, suppliers, and manufacturers to be used in the work and manufacturers' data on the materials and equipment to be incorporated. Time of completion or delivery will also be a factor in the award.
- 2. "Or Approved Equal" Clause.
Whenever a material, article, or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vender's names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and, any material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or equipment so proposed, is, in the opinion of the County, of equal substance and function. Substitute items may be rejected at the discretion of Taney County.
- 3. Whenever the name of a manufacturer is mentioned on the face hereof and the words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designations unless the face hereof specifies "no substitutes". The County may assume that items bid are equal or it may request samples and proof thereof unless approved before shipment. County reserves the right to return at bidder's expense all items that are not acceptable as equals, said items to be replaced by bidder with satisfactory items at the original price.
- 4. By virtue of statutory authority, the Purchasing Director shall give preference to all commodities manufactured, mined, produced, or grown within the State of Missouri, and to all firms, corporations or individuals, when quality is equal or better and the delivered price is the same or less. Similar preference will be given to Taney County products and supplies.

11. QUALIFICATIONS OF BIDDERS:

The County may make such investigations as are deemed necessary to determine the ability of the bidder to perform the work and the bidder shall furnish all such information and date for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

12. **NEGOTIATION:**
- (a) The County reserves the right to award a contract based on the initial Responses received, without engaging in discussions or negotiations. Accordingly, a Vendor should submit its initial Bid on the most favorable terms possible to the County. However, should only one Bid be received by the County, the County may, but is not obligated to, conduct negotiations with this vendor whose Response, in the opinion of the County, is competitive or may best meet the needs of the County.
 - (b) The County may, but is not obligated to, seek clarification of a Response submitted by a Vendor.
 - (c) If the County chooses to negotiate, negotiation may involve any issue bearing on the Response and may take place after submission of Response and before an award is made. The County reserves the right to follow negotiations with a request for submission of a best and final Response.
13. **NON-EXCLUSIVE SERVICES AGREEMENT:**
- The parties agree that no terms of the above-attached Agreement and/or Contract and the Attached Exhibits shall be deemed to create an exclusive services agreement and/or contract. Taney County retains the discretionary right to elect to bid or negotiate with other contractors for any project or services.
14. **AWARD:**
- The right is reserved, as the interest of the County may require, to reject any or all bids and to waive any minor informality or irregularity in bids received. The County may accept any item or group of items of any bid unless qualified by specific limitation of the bidder. **UNLESS OTHERWISE PROVIDED IN THE SCHEDULE, BIDS MAY BE SUBMITTED FOR ANY QUANTITIES LESS THAN THOSE SPECIFIED; AND THE COUNTY RESERVES THE RIGHT TO MAKE AN AWARD ON ANY ITEM FOR A QUANTITY LESS THAN THE QUANTITY BID UPON AT THE UNIT PRICE OFFERED UNLESS THE BIDDER SPECIFIED OTHERWISE IN BID.** The Contract shall be awarded to that responsible and responsive bidder whose bid, conforming to the Request For Taney County Director of Purchasing, will be most advantageous (lowest price and best value) to the County, price and other factors considered. An award mailed (or otherwise furnished) to the successful bidder within the time for acceptance specified in the bid, results in a binding contract without further action by either party.
15. **NOTICE OF AWARD:**
- After considering the basis of award and evaluation of bids, County will within ninety (90) days after the date of opening bids, notify the successful bidder of acceptance of bid.
16. **AWARD OF CONTRACT:**
- (a) **BASIS OF AWARD**
- 1. Only firm bids will be considered.
 - 2. Bidders may be requested to submit financial statements subsequent to the bid opening. Such statements shall be submitted to County within three (3) days after being so requested.
 - 3. The award of the Contract, if it is awarded, will be to the lowest responsible and responsive bidder whose qualifications indicate the award will be in the best interest of the County and whose bid complies with all prescribed requirements.
 - 4. County reserves the right to reject any and all bids, and waive any and all informalities, and the right to disregard all non- conforming or conditional bids or counter-bid responses.
17. **CONTRACT TERMS:**
- The performance of this contract shall be governed solely by the terms and conditions as set forth in this contract and any specifications or bid documents notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished by the Seller at any time and the acceptance by the County of any terms or conditions contained in such document which is inconsistent with the terms and conditions set forth in the contract. Any different or additional terms other than those herein contained in Seller's acceptance are hereby objected to.

18. **CONTRACT DURATION:**

This Bid shall be in effect from the date of the Taney County Commission approval for a period of five years with the option to extend for a one year period. The County will notify the successful vendor(s). The County shall reserve the right to terminate the current contract without cause and solicit new Bids.

19. **EXECUTION OF CONTRACT:**

The successful Vendor ("Contractor") shall, if its Response is accepted, execute a contract, or accept a purchase order, with the County within ten (10) days after receipt of such acceptance or within such longer period as may be permitted by the County. The purchase order or contract shall be in a form prescribed by or acceptable to the County and shall incorporate the terms of this Bid, any amendment(s) to this Bid, and the terms of the Contractor's written Bid Response that are consistent with and do not add to this Bid (the foregoing are hereafter collectively referred to as the "Contract").

20. **EXECUTION OF CONTRACT:**

Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:

- (a) The Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- (b) The contract shall consist of a **YEARLY CONTRACT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the contract and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- (c) () copies of the Contract.
1. County will furnish () copies of the Bid Documents to the successful Bidder who shall prepare () counterpart copies, each containing an exact copy of the Bid Form as submitted, required insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and contract signed with the date of Awardees signature.
 2. The prepared counterpart copies shall be delivered to County within ten days after the date of Notice of Award.
 3. County will sign the contract, insert the date of awardees signature at the beginning of the contract, and return one copy to Contractor after receiving the counterpart copies.
 4. The Contract shall be in effect from the date of County Commission approval for one year.

21. **INTERPRETATION OF CONTRACT AND ASSIGNMENTS:**

This contract shall be construed according to all applicable laws of the State of Missouri, Federal Government, and County of Taney including all applicable statutes, resolutions and ordinances. This contract, or any rights, obligations, or duties hereunder may not be assigned by Seller without County's written consent and any attempted assignment without such consent shall be void.

22. **NOTICE AND SERVICE THEREOF:**

Any notice to any Contractor from the County relative to any part of this contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the said Contractor's last given address or delivered in person to said Contractor or authorized representative on the work.

23. **PROVISIONS REQUIRED BY LAW DEEMED INSERTED:**

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such insertion or correction.

24. **SUB-CONTRACTS:**

- (a) The Contractor shall not execute an agreement with any sub-contractor to perform any work until Contractor has written the County of Taney to determine any disapproval of the use of such sub-contractor.
- (b) The Contractor shall be fully responsible to the County for the acts and omissions of sub-contractors, and of persons either directly or indirectly employed by them, as the acts and omissions of persons directly employed by awardee.
- (c) The Contractor shall cause appropriate provisions to be inserted in all sub-contracts relative to the work to require compliance by each sub-contractor with the applicable provisions of the contract.
- (d) Nothing contained in the Conditions shall create any contractual relationship between any sub-contractor and the County.

25. **TERMINATION OF CONTRACT:**

This contract may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The County may terminate this contract in whole or in part immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the County may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.

- (A) After receipt of a termination letter the applicable party/parties will:
 - 1. Stop stated contracted function on the date and to the extent specified in the letter.
 - 2. Place no further orders for materials or render services except as may be necessary to complete any portions of the contract identified as not being terminated.
 - 3. Complete on schedule said work identified under the contract that is not being terminated.

26. **BREACH, RIGHT TO CURE AND TERMINATION:** In addition to other remedies available to the parties pursuant to this Bid and/or the contract, the parties may address the breach of this agreement in the following manner:

- (A1) **TERMINATION FOR CONVENIENCE.** Notwithstanding any other provision of this contract, upon seven (7) calendar days written notice to Contractor, the County may, at its' sole and absolute discretion, without cause and without prejudice to any other right or remedy of the County, elect to terminate the contract in whole or in part if determined to be in the best interest of the County. In such case, Contractor shall, within thirty (30) calendar days of receipt of termination notice under this paragraph, submit to the County its' statement of costs and expenses and shall be paid for:
 - 1. Completed and County accepted work executed in accordance with the contract documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such work:
 - 2. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract documents in connection with uncompleted work.
 - 3. All costs, losses and damages incurred in settlement of terminated contracts with subcontractors, suppliers and others; and
 - 4. Reasonable expenses directly attributable to termination if approved in advance by the County.
- (A2) Any work or service hereunder that is in progress, but not completed as of the date of termination may be extended upon written approval of the County until said work or services are completed and accepted.
- (A3) Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.
- (A4) Contractor waives any costs not submitted to the County for approval within the thirty (30) calendar days after receiving notice.
- (A5) County shall, within thirty (30) calendar days after receipt of Contractor's statement, pay Contractor all amounts the County determines to be applicable.
- (A6) Contractor agrees it has no right to terminate this contract for convenience.

- (B) **BREACH AND RIGHT TO CURE.** If, in the sole discretion and judgment of the County, the County believes that the Contractor is in breach of this agreement, including a breach of the terms and conditions of this agreement, the filing of a petition in bankruptcy or any conduct which affects the County's property or the health, safety or well-being of any person, the following terms shall apply:
 - i. The County shall send written notice to the Contractor setting forth the breach and requesting that such breach be cured.
 - ii. Contractor shall have 30 days from the date of the notice to cure such breach to the satisfaction of the County.
 - iii. If, after sending such written notice, the breach has not been cured within 30 days to the satisfaction of the County, the County may then send a written notice of default to Contractor.
- (C) **NOTICE OF DEFAULT.** If the County sends a notice of default to Contractor, Contractor shall have 10 days from the date of the notice to cure such breach to the satisfaction of the County. In the event Contractor fails to cure the breach to the satisfaction of County within 10 days, the County may elect to do all or any of the following:
 - i. The County may elect to remedy the default by curing the default with department/office staff or contracting with another firm to do the work in question. In this event, the Contractor shall be invoiced the costs incurred by the County plus an additional fifty percent (50%).
 - ii. The County may immediately prohibit Contractor from having access to the property or conducting business on the property.
 - iii. The County Commission, after consideration of the default, may terminate the agreement. In this event, Contractor shall be required to immediately vacate the premises, shall not be entitled to any additional opportunities to remedy the default and shall not be entitled to any compensation.
- (D) **IMMEDIATE TERMINATION.** Nothing contained herein shall limit the County's ability to immediately terminate this contract in whole or in part upon a determination that a significant breach of this agreement has occurred, including, but not limited to, the cessation of business on the property; creation of significant damage or risk of damage to the County's property; creation of a significant harm or risk of harm to the health, safety or well-being of any person; engaging in criminal conduct; negligently allowing criminal conduct to occur on the property, violation of any terms and conditions or failing to maintain required levels of insurance as set forth in the agreement between the parties. In the event of immediate termination, Contractor shall be required to immediately vacate the premises, shall not be entitled to any opportunity to remedy the default and shall not be entitled to any compensation. The Purchasing Director shall determine that such termination is in the best interest of the County.

27. **ANTI-TRUST:**

Submission of a bid constitutes an assignment by you of any and all anti-trust claims that you may have under the Federal and/or State laws resulting from this contract.

28. **GUARANTEE:**

All customary guarantees for workmanship, quality and performance specific by the Manufacturer for any or all items shall apply to the items offered under this bid response.

29. **EXPERIENCE STATEMENT:** (if required).

Only those bids will be considered which are submitted by bidders who submit with their bid an Experience Statement listing projects and showing satisfactory completion of work of type and size comparable to the work required by these contract documents. A list of comparable projects, including pertinent information and identification of the public entities contracted with shall be submitted with the bid. Similar Experience Statements shall be included for any subcontractors named in the bid.

30. **REFUND OF DEPOSIT ON BID DOCUMENTS:** (if required)

Deposits on bid documents and contract drawings will be refunded to all prospective bidders, subcontractors, suppliers and manufacturers who return the documents in good condition to County before the date set for opening bids or within ten days thereafter (unless otherwise stated in the invitation to bid).

BIDDER'S INITIALS: _____

31. **PURCHASE ORDERS:**
The County will not be responsible for articles or services furnished without a purchase order unless otherwise set forth in the Bid Documents.
32. **FUND ALLOCATION:**
Continuance of any resulting Agreement, Contract, or issuance of Purchase Orders is contingent upon the available funding and allocation of County funds.
33. **TAX EXEMPT:**
Do not bill tax. Taney County is exempt from payment of the Missouri Sales Tax in accordance with Section 39 (10), Article 3, of the Missouri Constitution and is exempt from payment of Federal Excise Taxes in accordance with Title 26, United States Code annotated.
34. **SUPPLEMENTAL PURCHASE:**
Taney County may require additional equipment/services/materials as specified within this document. During the 2012-2013 calendar year, the County reserves the right to purchase from the accepted bidder, additional equipment/services/materials at this herein proposed bid price. Either the County or the vendor may refuse this right for additional purchase.
35. **TIME OF DELIVERY:**
The County requires that all materials ordered will be delivered when specified. Time is therefore of the essence of this purchase order. If deliveries are not made at the time agreed upon, County reserves the right to cancel or to purchase elsewhere and hold Seller accountable for any damages sustained as a result thereof.
36. **TRANSPORTATION CHARGES:**
When terms of delivery or conditions of this order are F.O.B. destination, all transportation charges shall be paid by Seller.
37. **PACKAGING:**
The County will not be liable for any charges for drayage, packing, cartage, boxing, crating or storage in excess of the purchase price of this order unless stated otherwise herein.
38. **TRAINING AND REPAIR MANUALS: (if applicable.)**
Vendor shall supply a knowledgeable representative to provide training in proper maintenance and operation. In addition, the vendor will include any video and/or written instructional material marketed for this equipment by their company as part of the bid price.
A parts and repair manual that would be available to a dealer for shop repairs is to be included in the bid price. Any video or written training material available from the manufacturer is to be included in the bid price.
39. **INSPECTION AND ACCEPTANCE:**
No material received by the County pursuant to the purchase order issued under the terms and conditions of this bid document shall be deemed accepted until the County has had reasonable opportunity to inspect said material. All material which is discovered to be defective or which does not conform to any warranty of the Seller herein, upon initial inspection, or at any later time if the defects contained in the material were not reasonably ascertainable upon the initial inspection, may be returned at the Seller's expense for full credit or replacement.
- No goods returned as defective shall be replaced without Buyer's written authorization. Such return shall in no way affect the County's discount privileges. Such right to return, offered to the County arising from the County's receipt of defective goods, shall not exclude any other legal, equitable or contractual remedies the County may have therefore.

40. **MATERIAL AVAILABILITY:**
Bidders must accept responsibility for verification of material availability, production schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the bidder to notify Taney County immediately if materials specified are discontinued, replaced, or not available for an extended period of time.
41. **QUANTITIES:**
County assumes no obligation for articles or materials shipped in excess of the quantity ordered hereunder. Any unauthorized quantity is subject to County's rejection and return at Seller's expense.
42. **RESPONSIBILITY FOR SUPPLIES:**
The Contractor shall be responsible for supplies until they are delivered and accepted at the designated delivery point; and the Contractor shall bear all risks for rejected supplies after notice of rejection.
43. **GENERAL GUARANTY AND WARRANTY:**
The Contractor warrants that all materials, fixtures, and equipment furnished by the Contractor and sub-contractors shall be new, of good quality, and of good title, and that the work will be done in a neat and workmanlike manner. The Contractor also guarantees the workmanship and materials for a period of one year from the date of final acceptance of all the work required by the Contract. Furthermore, he shall furnish the County with all manufacturers' and suppliers' written guarantees and warranties covering materials and equipment furnished under the Contract.
44. **PATENTS:**
Seller warrants that the articles described herein and the sale or use of them will not infringe upon any U.S. or foreign patent and Seller covenants that awardee will at their own expense, defend every suit which may be brought against the County, or those selling or using County's product (provided Seller is promptly notified of such suit and all papers therein are delivered to Seller) for any alleged infringement of any patent by reason of the sale or use of such articles and Seller agrees that they will pay all cost, damages and profits recoverable in any such suit.
45. **ACTS OF GOD:**
Neither party shall be liable for delays, or defaults in the performance of this contract due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action of any kind or any other causes of a similar character beyond its control and without its fault or negligence.
46. **BANKRUPTCY OR INSOLVENCY:**
In the event of any proceedings by or against either party, voluntary or involuntary, in bankruptcy or insolvency, or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, of the property of Seller, or in the event of breach of any of the terms hereof including the warranties of the Seller, County may cancel this contract or affirm the contract and hold Seller responsible for damages.
47. **COMPLIANCE WITH APPLICABLE LAWS:**
Contractor shall comply with all federal, state or local laws, resolutions, ordinances, rules, regulations and administrative orders, including but not limited to Wage, Labor, Unauthorized Aliens, Immigration Reform and Control Act (IRCA), EEO and OSHA- type requirements which are applicable to Contractor's performance under this contract. Contractor shall indemnify and hold the County harmless on account of any violations thereof relating to Contractor's performance under this contract, including imposition of fines and penalties which result from the violation of such laws, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
48. **INDEMNITY AND HOLD HARMLESS:**
Contractor agrees to indemnify, release, defend, and forever hold harmless the County, its officers, agents, employees, and elected officials, each in their official and individual capacities, from and against all claims, demands, damages, loss or liabilities, including costs, expenses, and attorneys fees incurred in the defense of such claims, demands, damages, losses or liabilities, or incurred in the establishment of the right to indemnity hereunder, caused in whole or in part by Service Provider, sub-contractors, employees or agents, and arising out of services performed by Service Provider, sub-contractors, employees or agents under this contract.

49. **UNIFORM COMMERCIAL CODE:**
This contract is subject to the Uniform Commercial Code and shall be deemed to contain all the provisions required by said Code that apply to said Contract.
50. **CHANGES:**
The Purchasing Director may at any time, by written order, without notice to any surety, make changes or additions, within the general scope of this contract to drawings, designs, specifications, instructions for work, methods of shipment or packing or place of delivery. If any such change causes an increase or decrease in the cost of or in the time required for performance of this contract or purchase order, the Contractor shall notify the Purchasing Director in writing immediately and an appropriate equitable adjustment will be made in the price or time of performance, or both, by written modification of the contract. Any claim by the Contractor for such adjustment must be asserted within 30 days or such other period as may be agreed upon in writing by the parties after the contractor's receipt of notice of the change. Nothing herein contained shall excuse the Contractor from proceeding with the contract as changed.
51. **NON-DISCRIMINATION IN EMPLOYMENT:**
In connection with the furnishing of supplies or performance of work under this contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, equal employment opportunity act, Missouri Human Rights Act, and all other applicable Federal and State Laws, Statutes; and County ordinances and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
52. **DOMESTIC PRODUCTS:**
It is the policy of this County that each contract for the purchase or lease of manufactured goods or commodities involving an expenditure of \$1,000.00 or more shall be for goods or commodities manufactured, assembled or produced in the United States. This policy shall not apply where the cost of the contract would be increased by more than ten percent, when only one line of a particular good or product is manufactured, assembled or produced in the United States, or when the specified products are not in sufficient quantities to meet the County's needs. The Purchasing Director shall give preference to all commodities and tangible personal property manufactured, mined, produced, processed or grown within the state of Missouri and/or the County of Taney when quality is equal or better and delivered price is the same or less. The Purchasing Agent/Director may also give such preference whenever competing bids, in their entirety, are comparable.
Editors Note: Ord. No. 2010-ORD-55 adopted Dec. 30, 2010 revised section 37.08 to reflect current statutes, laws, internal processes and procedures and enacted new provisions to read as herein set out. Reference: RSMo 34.070; (Ord. GO-91-126, passed 10-17-91)
53. **REGULATIONS PURSUANT TO SO-CALLED "ANTI-KICKBACK ACT":**
The Contractor shall comply with the applicable regulations of the Secretary of Labor, United States Department of Labor, made pursuant to the so-called "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 862; Title 18 U.S.C., Section 874 and Title 40 U.S.C.; Section 276c). and any amendments or modifications thereof, shall cause appropriate provisions to be inserted in sub-contracts to insure compliance therewith by all sub-contractors subject thereto, and shall be responsible for the submission of statements required of sub-contractors there under, except as said Secretary of Labor may specifically provide for reasonable limitations, variations, tolerances, and exemptions from the requirements thereof.
54. **CONFLICTS:**
No salaried officer or employee of the County and no member of the County Commission shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 – 105.496 shall not be violated. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.

55. **INTEREST OF CERTAIN FEDERAL AND OTHER OFFICIALS:**

No member of, or delegate to the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this Contract or to any benefit to arise from the same; provided, that the foregoing provision of the Section shall not be construed to extend to this Contract if made with a corporation for its general benefit.

56. **ASSIGNMENTS:**

Neither County nor Contractor shall, without the prior written consent of the other, assign in whole or in part their interest under any of the Contract Documents and, specifically the Contractor shall not assign any moneys due or to become due without the prior written consent of the County.

57. **DEBARMENT:**

By submission of its response, the Contractor certifies that neither it, nor its principals or subcontractor(s) receiving sub awards is presently debarred, suspended, proposed for debarment, declared ineligible, not in good standing or voluntarily excluded from participation in this transaction by any Federal/State Department and/or Agency, including listing in the U.S. General Services Administrations List of Parties Excluded from Federal Procurement or Non-Procurement programs or provision of law. If the Contractor is unable to certify any of the statements in this certification, the responder must attach an explanation to its response. If Contractor/Subcontractors are deemed to be non-compliant with any of the conditions stated above, they may not be considered for award recommendation.

NO BID RESPONSE FORM

NOTE: Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFP, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

RFP# 201205-182 Managed Print Services

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	

MISCELLANEOUS BIDDING PROCESS INFORMATION

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the bid tabulation they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Bids cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

Bid Response Tips:

1. Read ALL bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid 7 days prior to the bid opening. (Email works faster than calling and is more efficient)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies. (When asked for.)
5. Turn your bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late bids. In the event of only one bid response the County may reject the entire bid and re-let it hoping for more participation.
6. Attend pre-bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must, shall, should* or *may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid Proposal sheet as this is mandatory.
11. Requests for copies of Bid / Proposal Responses must be made through the County Clerk's Office through use of a PSR (Public Service Request), after award. 417-546-7202...

Please Note...

There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid or Proposal Request. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.

Thank you for your interest in Taney County Missouri.

Sincerely,



A handwritten signature in blue ink that reads "Ron Erickson".

RON ERICKSON
Director of Purchasing
Taney County Missouri
rone@co.taney.mo.us
www.taneycounty.org
417-294-7863 (Cell)



Taney County, Missouri
RFP#201205-182 Managed Print Services
ADDENDUM #1 - Issued June 7, 2012

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This information is being sent out as a courtesy in an effort to help explain – as well as - prepare all Vendors who are, or plan on, participating fully in this Managed Print Services Request for Proposal.

After opening all RFP responses On **Thursday June 21, 2012 at 9:00 AM** a request will be made for the Taney County Commission to set a time certain for the Director of Purchasing to review all responses and thereafter return at said time with an update. This initial review process will be to verify that all responses include the minimum requirements as listed within the RFP and establish a list of those Vendors who will continue on to a final evaluation process.

We will put together an Employee Panel to evaluate those "Finalist" Vendor responses and use the below Points based Worksheet, *for the Panel only*, to help complete our proposed recommendation. This panel will be filled by 7–8 employees who represent the highest volume usage areas across all county departments, as well as our IS department.

If there are any additional questions please email them to me as soon as possible. As a reminder the deadline for submitting questions is; **Thursday June 14, 2012 at 9:00 AM...**
-Thank you for your interest in Taney County Missouri

Does Vendor; _____ include / offer the following within submitted RFP – on a scale of 1-5...Maximum Points Poss. = 50

#	Evaluation Items (For Taney County Employee Panel Only)	Yes / No	Points
1	Identify, quantify, and reduce total cost for the entire County.		
2	Eliminate multiple Vendors, establish one Vendor who will be responsible for all devices. (Supplies & Service.)		
3	Implement a strategic approach for document management.		
4	Address all printer related issues.		
5	Establish a price per image system which makes sense including everything. (Toner, Service, Emergency Repair, Loaners)		
6	Total PPI Black & White ()		
7	Total PPI Color ()		
8	Local service technician.		
9	Implementation timeframe.		
10	Equipment relocation assistance. (Assist when offices have to be moved?)		
TOTAL POINTS:			

By,
Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #1 to **RFP#201205-182 Managed Print Services**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Taney County, Missouri
RFP#201205-182 Managed Print Services
ADDENDUM #2 - Issued June 7, 2012

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This information is being sent out as a courtesy in an effort to help explain – as well as - prepare all Vendors who are, or plan on, participating fully in this Managed Print Services Request for Proposal. I have received the following questions from more than one Vendor. Please see answers in RED.

Thank you for your interest in Taney County Missouri

- 1) Are **all** the printers and copiers on the network? If not, which ones are not on the network? (Not all are... Exact number is not available.)
- 2) Why is **paper**, a major part of any MPS program, not included in this RFP? (Separate budget item.)
- 3) Can the county provide a **floor plan** showing exactly where every printing device is located? (No. Too spread out.)
- 4) Would Taney County seriously consider utilizing printing equipment with **no capital outlay**? In other words, MPS program would be on a **usage CPC basis** (only pay for what you print) departments print to a **central location** and therefore have the lowest cost possible? (Yes. By definition the word "Proposal" allows one to make suggestions which cover several options.)
- 5) I am looking at 26 mid to large machines, and 85 printers. Will you confirm my evaluation? (Sorry there is no way I can confirm. If I could, or if I had a master list, I would have already put it out. On site visits and/or the PQQ will have to stand.)
- 6) Six departments are not declaring volumes. Will the departments give you a paper volume? (On site visits and/or the PQQ will have to stand or feel free to contact those areas between now and Bid opening.)
- 7) How many leases are open? If machines are owned, when were they purchased? (N/A. On site visits and/or the PQQ will have to stand or feel free to contact those areas between now and Bid opening.)

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #2 to RFP#201205-182 Managed Print Services, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Taney County, Missouri
RFP#201205-182 Managed Print Services
ADDENDUM #3 - Issued June 8, 2012

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This information is being sent out as a courtesy in an effort to help explain – as well as - prepare all Vendors who are, or plan on, participating fully in this Managed Print Services Request for Proposal. I have received further questions regarding volume and in response we are offering the following:

More than one participating Vendor has suggested that if we could calculate the amount of paper we have purchased during the course of the last 15-16 months that this would allow for a fairly useful determining factor toward estimated volume.

*In response to that I have taken the time to research all purchase orders back to February 16, 2011, with the last purchase being as recent as May 20, 2012, calculated that information as well as discussed the results with the Department Head responsible for copy paper and after accounting for "paper on shelf" - we submit that we are averging **between 27 and 30 cases** of copy paper per month.*

*At the high range about **150,000 images, faxes, etc. – combined – ALL DEPARTMENTS, per month.***

I hope this information will be helpful. Thank you for your continued interest in Taney County...

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #3 to **RFP#201205-182 Managed Print Services**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Taney County, Missouri
RFP#201205-182 Managed Print Services
ADDENDUM #4 - Issued June 12, 2012

This addendum is issued in accordance with the Introduction and General Information in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This information is being sent out as a courtesy in an effort to help explain – as well as - prepare all Vendors who are, or plan on, participating fully in this Managed Print Services Request for Proposal. I have received the following questions and in response we are offering the following:

- 1.) The Sheriff's office is only reporting having 1 copier and 4 printers, but the "printers" they have listed, best I can decipher are 42 PPM MFPs. Do they have the wrong model #s or do they really have 5 copiers in the SO? *(They have 5 copiers. Also, like most other departments – numerous printers, etc.)*
- 2.) Emergency Management has no volume estimate that I can find. *(They have one small machine very low volume. Use the information in the previous addendum to cover departments with very low volume. The 150,000 estimate for the entire County.)*
- 3.) I may have more Q's as this unfolds. *(As a reminder there had been a set deadline for questions as listed within the RFP on page #4 – item 1.5. Given the fact that it takes time to research questions and thereafter distribute addenda, and the fact that the RFP has been out since May 16 – I would normally have had to enforce the set deadline of June 14th at 9:00 AM. This factor has been mentioned in previous emails However, given the fact that I have made appointments for onsite visits after that deadline – I am extending the date and time cutoff for questions to Friday June 15, 2012 @ 5:00 PM. Friday will be the last date as well for onsite visits.)*

I hope this information will be helpful. Thank you for your continued interest in Taney County...

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

OFFEROR has examined copy of Addendum #4 to **RFP#201205-182 Managed Print Services**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____