



May 18, 2021

NOTICE

The Boone County Fiscal Court invites the submittal of pricing bids for the **Annual Commodity Supplies**.

Items to be opened on **June 8, 2021**:

Sign Plot & Print Materials, Storm Sewer Pipe, Ground Supplies, & Custodial Supplies

Electronic submission of offers will be accepted through the Negometrix Platform until **JUNE 08, 2021, 2:00 p.m.** ("local time"), for the **Annual Commodity Supplies** listed above.

Specifications may be obtained via our publications page at <https://platform-us.negometrix.com>

- **Intent:** It is the intent of this bid process to establish contractual source (s) for the furnishing and delivery of Boone County.
- **Term:** The term of this contract shall be for the Fiscal Year beginning **July 1, 2021 to June 30, 2022.**
- **Award:** The award will be made to the lowest responsive, responsible bidder.
- **Boone County Occupational License:** The successful bidder maybe required to obtain a Boone County Occupational License. If required and bidder fails to obtain, it may result in termination of the contract.
- Any purchase made by Boone County must be made with a valid purchase order number. The purchasing representative of each department issues these numbers. If there is any question as to who this person is, please contact the Finance Office at 859-334-3545. It is the vendor's responsibility to insure they have an authorized number prior to placing an order or rendering goods or services and to ensure that the purchase order number is listed on the invoice.
- **Any purchase made without the proper purchase order number will not be paid.** Also, quantities must not exceed the amount listed on the order, with the exception of bulk products such as gravel, sand or asphalt. These products will be allowed a maximum of ten (10) percent overage.
- Vendor is responsible to ensure correct billing of materials provided to the County. Improper billing procedures and/or billing errors may result in contract termination.