

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 11

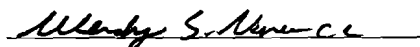
In the County Commission of said county, on the 20th day of December 20 11

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

Now on this day the County Commission of the County of Boone does hereby award bid 49-08NOV11 – Photocopier Maintenance: Auditor, Assessor, Prosecuting Attorney and Juvenile Office to Sumner Group Inc. dba Image Technologies, a Division of Datamx and Data Comm, Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign said contracts.

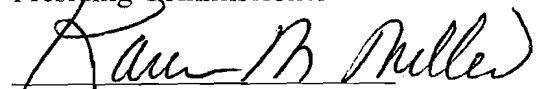
Done this 20th day of December, 2011.

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPB

Director



601 E. Walnut, Room 208

Columbia, MO 65201

Phone: (573) 886-4391

Fax: (573) 886-4390

MEMORANDUM

COPY

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: November 29, 2011
RE: 49-08NOV11 – Photocopier Maintenance: Auditor, Assessor, Prosecuting Attorney and Juvenile Office

Request for Quote 49-08NOV11 - Photocopier Maintenance closed on November 8, 2011. Two bids were received. Recommendation for award is:

Award to Sumner Group Inc. dba Image Technologies a Division of Datamx

Prosecuting Attorney: Image Technologies will replace their Gestetner 3235 with a Kyocera KM-5035 or similar Kyocera with the same functionality. Maintenance for 2012 for 10,000 copies is \$75.00 with overage billed at \$0.0075/copy. Staples are \$66.00 per box of 10,000. Invoice will be paid from 2630 – PA Bad Check Collections, account 60050 – Equipment Service Contract. \$502.00 was budgeted for 2012.

Juvenile Office: Maintenance for 2012 for 210,000 copies is \$1,575.00 with overage billed at \$0.0075/copy. Staples are \$66.00 per box of 25,000. Invoice will be paid from 1241 – Juvenile Office, account 60050 – Equipment Service Contract. \$1,700.00 was budgeted for 2012.

Award to Data Comm, Inc.

Auditor: Maintenance for 2012 for 40,000 copies is \$360.00 with overage billed at \$0.009/copy. Invoice will be paid from department 1110 - Auditor, account 60050 – Equipment Service Contract. \$550.00 was budgeted for 2012.

Assessor: Maintenance for 2012 for 100,000 copies is \$500.00 with overage billed at \$0.0075/copy. Invoice will be paid from 2010 – Assessment, account 60050 – Equipment Service Contract. \$726.00 was budgeted for 2012.

Four one-year optional renewals are also part of the contract.

att Bid Tab

cc: Contract File
June Pitchford, Auditor / Jacki Davidson, Assessor / Marsha Plank, Juvenile Office /
Bonnie Adkins, Prosecuting Attorney

**PURCHASE AGREEMENT FOR
Photocopier Maintenance for
Prosecuting Attorney and Juvenile Office**

THIS AGREEMENT dated the 6th day of December 2011 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Sumner Group Inc. dba Image Technologies a Division of Datamax** 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 a Term and Supply contract for **Photocopier Maintenance** in compliance with Request for Quote number **49-08NOV11** and the Contractor's quote response dated **October 28, 2011**, executed by **Kevin R. Laury** 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 quote response may be permanently maintained in the County Purchasing Office contract file for this quote if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Quote with the County's Standard Terms and Conditions shall prevail and control over the Contractor's quote response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following maintenance:

Prosecuting Attorney – 705 E. Walnut Street, Columbia, MO 65201. Contact: Bonnie Adkins: (573) 886-4112.

Maintenance: Image Technologies will replace the Gestetner 3235 (serial number 1B99840071) copier with a used Kyocera KM-5035 or similar Kyocera with the same functionality. Maintenance shall be provided on the Kyocera for 10,000 black and white prints for fiscal year 2012 for a cost of \$75.00. Black and white overage shall be billed at a cost of \$0.0075 per page. Staples are \$66.00 / box of 10,000 for the life of the contract.

Maintenance may be renewed yearly at the option of the County for up to four (4) years for the following pricing:

10,000 Copies:

January 1, 2013 – December 31, 2013 - \$75.00 with overage billed at \$0.0075 per page
January 1, 2014 – December 31, 2014 - \$75.00 with overage billed at \$0.0075 per page
January 1, 2015 – December 31, 2015 - \$83.00 with overage billed at \$0.0075 per page
January 1, 2016 – December 31, 2016 - \$91.00 with overage billed at \$0.0075 per page

Juvenile Office – 115 N. 8th Street, Columbia, MO 65201. Contact: Marsha Plank: (573) 886-4200.

Maintenance: shall be provided for the Kyocera 5035 (serial number M3023880) copier for 210,000 black and white prints for fiscal year 2012 for a cost of \$1,575.00. Black and white overage shall be billed at a cost of \$0.0075 per page. Staples are \$66.00 / box of 25,000 for the life of the contract.

Maintenance may be renewed yearly at the option of the County for up to four (4) years for the following pricing:

210,000 Copies:

January 1, 2013 – December 31, 2013 - \$1,575.00 with overage billed at \$0.0075 per page
January 1, 2014 – December 31, 2014 - \$1,575.00 with overage billed at \$0.0075 per page
January 1, 2015 – December 31, 2015 - \$1,732.00 with overage billed at \$0.0075 per page
January 1, 2016 – December 31, 2016 - \$1,732.00 with overage billed at \$0.0075 per page

Maintenance agreement is customized to meet County needs and volume can be changed any time. Maintenance pricing includes all labor, mileage, travel time, parts, toner, drums and other supplies (all other consumables), excluding staples and paper.

Contractor's on-site maintenance shall include preventative maintenance calls and all remedial service calls required by County and found to be necessary by the service representative to maintain the equipment in optimum operating condition (unlimited service calls). County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County. If the original equipment cannot be repaired to the satisfaction of the County, permanent replacement equipment with equal or greater specifications must be provided, at no cost to the County. The Contractor's responsibility for permanent replacement will be through December 31, 2016, provided County renews maintenance contract each year.

3. **Contract Duration** - This agreement shall commence on **January 1, 2012 and extend through December 31, 2012** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **four (4) additional one year periods** subject to the pricing clauses in the Contractor's quote response and thereafter 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.

4. **Billing and Payment** - All billing shall be invoiced to the offices detailed within this contract and billings may only include the prices listed within. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges specified in the Contractor's quote. The County agrees to pay all invoices within thirty days of receipt following successful installation and connectivity of copier(s); Contractor agrees to honor any cash or prompt payment discounts offered in its quote 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.

**SUMNER GROUP INC.
dba IMAGE TECHNOLOGIES
a DIVISION OF DATAMAX**

by *Ken R. [Signature]*
title *President*

BOONE COUNTY, MISSOURI

by: Boone County Commission
[Signature]
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren CC
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.)

2630 / 60050 / \$75.00
1241 / 60050 / \$1,575.00

Jane E. Pitchford *12/12/2011* _____
Signature by *jj* Date Appropriation Account

County of Boone

Purchasing Department

4. Revised Response Form - Submit your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the quote number and the due date and time. For this Request for Quote, quotes will also be accepted by fax or e-mail.

- 4.1. Company Name: Sumner Group Inc. dba Image Technoligies a Division of Datamax
- 4.2. Address: 2511 Broadway Bluffs Dr
- 4.3. City/Zip: Columbia, Missouri 65201
- 4.4. Phone Number: 573-499-5300
- 4.5. Fax Number: 573-875-6104
- 4.6. Fax Number: 573-875-6104
- 4.7. Federal Tax ID: 43-1332770

- 4.8. 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 Quote, FOB Destination, which has 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.

- 4.8.1. Authorized Representative (Sign By Hand):



- 4.8.2. Type or Print Signed Name:

Kevin R. Laury

- 4.8.3. Today's Date: 10/28/11

4.9.	Description	Annual Copies	Annual Maintenance Cost	Overage - Cost Per Copy
4.9.1.	Copier #1 - Canon Image Runner 2270: Auditor			
	IR2270 - fiscal year 2012	40,000	\$ 440.00	\$.011
	IR2270 - fiscal year 2013	40,000	\$ 440.00	\$.011
	IR2270 - fiscal year 2014	40,000	\$ 440.00	\$.011
	IR2270 - fiscal year 2015	40,000	\$ 484.00	\$.011
	IR2270 - fiscal year 2016	40,000	\$ 532.00	\$.011
4.9.2.	Copier #2 - Canon Image Runner 5000: Assessor			
	IR5000 - fiscal year 2012	100,000	\$ 900.00	\$.006
	IR5000 - fiscal year 2013	100,000	\$ 900.00	\$.006
	IR5000 - fiscal year 2014	100,000	\$ 900.00	\$.006
	IR5000 - fiscal year 2015	100,000	\$ 990.00	\$.006
	IR5000 - fiscal year 2016	100,000	\$ 1,089.00	\$.006

4.9.3.	Copier #3 – Gestetner 3235: Prosecuting Attorney			
	Gestetner 3235 – fiscal year 2012	10,000	\$ 75.00	\$.0075
	Gestetner 3235 – fiscal year 2013	10,000	\$ 75.00	\$.0075
	Gestetner 3235 – fiscal year 2014	10,000	\$ 75.00	\$.0075
	Gestetner 3235 – fiscal year 2015	10,000	\$ 83.00	\$.0075
	Gestetner 3235 – fiscal year 2016	10,000	\$ 91.00	\$.0075
			\$	\$
4.9.4.	Copier #4 – Kyocera 5035: Juvenile Office		\$ 1,575.00	\$.0075
	Kyocera 5035 – fiscal year 2012	210,000	\$ 1,575.00	\$.0075
	Kyocera 5035 – fiscal year 2013	210,000	\$ 1,575.00	\$.0075
	Kyocera 5035 – fiscal year 2014	210,000	\$ 1,575.00	\$.0075
	Kyocera 5035 – fiscal year 2015	210,000	\$ 1,732.00	\$.0075
	Kyocera 5035 – fiscal year 2016	210,000	\$ 1,732.00	\$.0075

4.10. Please state if staples are included with the maintenance pricing above: Yes No. If no, please complete the following:

Copier #1 – Canon Image Runner 2270: Auditor - \$ 56.00 / box of 15,000

Copier #2 – Canon Image Runner 5000: Assessor - \$50.00 / box of 15,000

** Copier #3 – ~~Gestetner 3235~~: Prosecuting Attorney - \$ 66.00 / box of 10,000 (Substituting-See Below)

Copier #4 – Kyocera 5035: Juvenile Office - \$66.00 / box of 25,000

What is the maximum percentage amount that staples would increase per year if contract renewed? 0 %

4.11. Describe any deviations from bid specifications:

Image Technologies will replace the Gestetner with a Used Kyocera KM-5035 or similar Kyocera with the same functionally.



BOONE COUNTY, MISSOURI
Request for Quote #: 49-08NOV11 – Photocopier Maintenance

ADDENDUM #1 - Issued October 25, 2011

This addendum is issued in accordance with the Introduction and General Conditions of Bidding and the Primary Specifications in the Request for Quote and is hereby incorporated into and made a part of the Request for Quote Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Revised Response Form*.

Specifications for the above noted Request for Quote 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:

I. The County is adding the following copier to the Photocopier Maintenance Request for Quote. Please replace the *Response Form* in the quote with the attached *Revised Response Form*.

Copier #4 – Kyocera 5035

Location: Juvenile Office, Marsha Plank, 115 N. 8th Street, Columbia, MO 65201. Phone: (573) 886-4200

Included With Copier: Fully networked, finisher with the capability to staple in multiple positions, puncher unit capable of making 2 or 3 hole punches.

Current Copy Count: 1,195,031

Serial #: M3023880

Original Purchase Date: May 25, 2005

Anticipated Copies Per Year: 210,000

II. Revise paragraph 2.3.6.4 and take out “staples” as a replacement part. Bidder shall complete paragraph 4.9 of the *Revised Response Form* and state if staples are included in the maintenance pricing.

III. The County received the following questions and is providing a response:

1. Is there a previous contract for this equipment?

Response: There were previous contracts, but the contracts will expire December 31, 2011.

2. Who is the vendor currently servicing the equipment?

Response: Copier #1 – Auditor – IR2270 – Ikon Office Solutions
Copier #2 – Assessor – IR5000 – Ikon Office Solutions
Copier #3 – Prosecuting Attorney – Gestetner 3235 – KOPI
Copier #4 – Juvenile Office – Kyocera 5035 – Image Technologies of Missouri

3. What was the cost of the last year's contract and is this the same equipment as last year's contract?

Response: Copier #1 – Auditor – IR2270 - \$0.011/copy
Copier #2 – Assessor – IR5000 - Maintenance for 150,000 copiers per year is \$726.00. Overage billed at \$0.00484 per copy.

Copier #3 – Prosecuting Attorney – Gestetner 3235 – Base \$350.00 + \$0.0085 per copy.

Copier #4 – Juvenile Office – Kyocera 5035 - \$2,412.19 for 300,000 copies/year

4. Is the contract available for viewing?

Response: Please e-mail: mbobbitt@boonecountymmo.org to make a request for a copy and I will e-mail copies of the following contracts: C20406001 - Auditor; 17-22MAR05 - Assessor and Juvenile Office; 21-23JUN99 - Prosecuting Attorney.

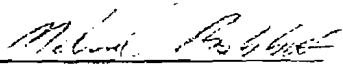
5. Is there a service history available?

Response: No

6. Is all the equipment up and running?

Response: Yes

By:


Melinda Bobbitt, CPPB
Director of Purchasing

Boone County Purchasing
613 E. Ash Street, Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymmo.org

OFFEROR has examined copy of Addendum #1 to Request for Bid # 49-08NOV11 – Photocopier Maintenance, receipt of which is hereby acknowledged:

Company Name: Sumner Group Inc dba Image Technologies a Division of Datamax

Address: 2511 Broadway Bluffs Dr

Columbia, MO 65201

Phone Number: 573-499-5300 Fax Number: 573-875-6104

Authorized Representative Signature:  Date: 10/28/11

Authorized Representative Printed Name: Kevin R. Laury

(Please complete and return with Bid Response)

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

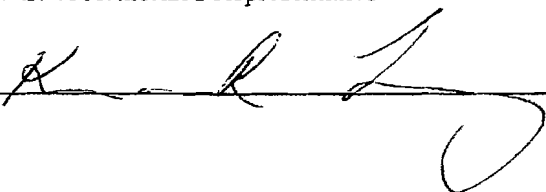
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Kevin R. Laury - Division President

Name and Title of Authorized Representative

Signature



10/28/11

Date

Company ID Number: 133457

**INFORMATION REQUIRED
FOR THE E-VERIFY PROGRAM**

Information relating to your Company:

Company Name: Sumner Group, Inc.

Company Facility Address: 2121 Hampton Avenue
St Louis, MO 63139

Company Alternate Address: _____

County or Parish: SAINT LOUIS CITY

Employer Identification Number: 431332770

North American Industry
Classification Systems Code: 424

Parent Company: Sumner Group, Inc.

Number of Employees: 100 to
499 Number of Sites Verified for: 1

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State.

- MISSOURI 1 site(s)

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: Jennifer M Johnson
Telephone Number: (314) 633 - 8041 Fax Number: (314) 633 - 8005
E-mail Address: jjohnson@sumner-group.com

Name: Terri L Hackmeyer
Telephone Number: (314) 633 - 8042 Fax Number: (314) 633 - 8005
E-mail Address: thackmeyer@sumner-group.com

Name: Robert N Brueggeman
Telephone Number: (314) 633 - 8040 Fax Number: (314) 633 - 8005
E-mail Address: bbrueggeman@sumner-group.com

Name: Pamela M Barton

Company ID Number: 133457

Telephone Number:	(314) 633 - 8043	Fax Number:	(314) 633 - 8005
E-mail Address:	pbarton@sumner-group.com		

October 27, 2011

Ms. Melinda Bobbitt, CPPB
Director
Boone County Purchasing Department
Boone County Johnson Building
613 E. Ash Street, Room 110
Columbia, MO 65201

Dear Ms. Bobbitt:

Sumner Group dba Datamax Office Systems, Inc. located at 2511 Broadway Bluffs Drive, Columbia, MO 65201, is a non-exclusive authorized Canon imageRUNNER, Color imageRUNNER, imageRUNNER ADVANCE C5000 series, imagePRESS, and Software Dealer.

Under the terms of the Canon (OI) Office Imaging Retail Dealer Agreement, this Dealer is presently authorized to sell and service the Canon imageRUNNER, Color imageRUNNER, imageRUNNER ADVANCE C5000 series, imagePRESS, and Software products listed on its Schedule A to the aforementioned Agreement, and related Canon imageRUNNER, Color imageRUNNER, imageRUNNER ADVANCE C5000 series, imagePRESS, and Software supplies and parts. In addition, the Dealer is obligated to perform such service within a four-hour response time.

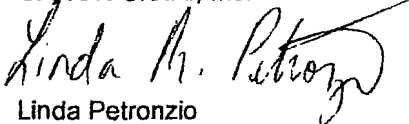
The Agreement requires that the Dealer enroll technicians in Canon service training programs to enable the Dealer to properly maintain each model of the products it is authorized to sell. The Agreement also provides that the Dealer shall maintain an adequate inventory of parts and supplies to service all the Canon imageRUNNER, Color imageRUNNER, imageRUNNER ADVANCE C5000 series, imagePRESS, and Software machines sold by it. The contractual commitments by the Dealer have been established by Canon to afford the user of the Canon imageRUNNER, Color imageRUNNER, imageRUNNER ADVANCE C5000 series, imagePRESS, and Software products adequate service facilities to maintain these products at high standard.

In the unlikely event that Sumner Group dba Datamax Office Systems, Inc. should not continue in business as an authorized Canon imageRUNNER, Color imageRUNNER, imageRUNNER ADVANCE C5000 series, imagePRESS, and Software Dealer, Canon U.S.A., Inc. will use its best efforts to make arrangements to find a suitable replacement service facility.

If there are further questions, please contact the Canon Regional Office.

Sincerely,

CANON U.S.A., Inc.



Linda Petronzio
Senior Manager
Marketing Operations Division
Imaging Systems Group

Systems & Technical Support Division
with the concurrence of the
Canon Educational Services Staff
hereby confers upon

The Canon logo is displayed in a bold, black, sans-serif font. It is positioned to the right of the text from the Systems & Technical Support Division. The background of the diploma features a complex, circular, textured pattern that resembles a fingerprint or a similar security feature.

JUSTIN KEMPKER

this diploma

in recognition of the successful completion of
ImageRUNNER 5000 Series Assessment on

4/20/2010.

Systems & Technical Support Division
with the concurrence of the
Canon Educational Services Staff
hereby confers upon



JUSTIN KEMPKER

this diploma

in recognition of the successful completion of
the imageRUNNER 4570 on

9/14/2007.

Systems & Technical Support Division
with the concurrence of the
Canon Educational Services Staff
hereby confers upon



ROBERT RAYL

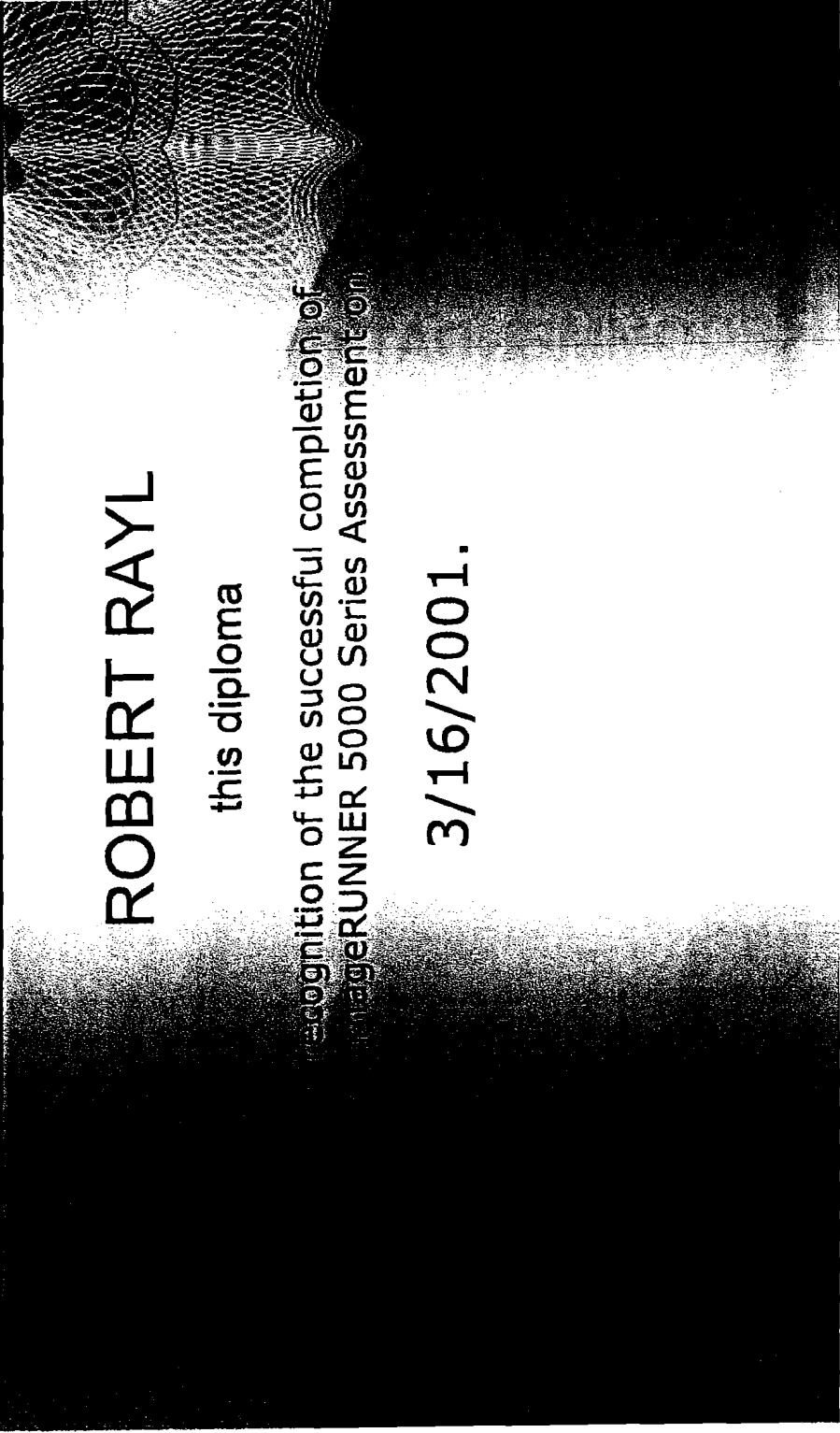
this diploma

in recognition of the successful completion of
the imageRUNNER 4570 Overview on

6/1/2009.



Systems & Technical Support Division
with the concurrence of the
Canon Educational Services Staff
hereby confers upon



ROBERT RAYL

this diploma

in recognition of the successful completion of
ImageRUNNER 5000 Series Assessment on

3/16/2001.

RECOMMENDATION FOR:

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

Attention: Melinda Bobbitt, CPPB, Director

PREPARED BY

SAM GERLING
SALES MANAGER
573.499.5300 x2132
10.28.11



Elite Partner
Office Printing Solutions



KONICA MINOLTA

HASLER

neopost

 KYOCERA

LEXMARK

Canon



Request for Quote (RFQ)

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201
Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymmo.org

Quote Data

Quote Number: 49-08NOV11

Commodity Title: *Photocopier Maintenance – Auditor, Assessor, & Prosecuting Attorney's Offices*

DIRECT QUOTE FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Quote Submission Address and Deadline

Day / Date: TUESDAY – November 8, 2011

Time: 10:30 A.M. (Quotes received after this time will be returned unopened)

Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
613 E. Ash Street, Room 110
Columbia, MO 65201**

Directions: The Building is located at the corner of Ash and 7th Street.

Quote Opening

Day / Date: TUESDAY – November 8, 2011

Time: 10:30 A.M. Central Time

Location / Address: **Purchasing Department - Conference Room
613 E. Ash Street, Room 110
Columbia, MO 65201**

Quote Contents

- 1.0: **Introduction and General Conditions of Bidding**
 - 2.0: **Primary Specifications**
 - 3.0: **Response Presentation and Review**
 - 4.0: **Response Form**
- Standard Terms and Conditions
Work Authorization Certification
"No Bid" Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Quote 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 Boone County. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Quote. Suppliers, which may be invited to respond, or which express interest in this quote, but which do not submit a response, have no obligations with respect to the quote requirements.
Contractor - The Bidder whose response to this quote 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 Quote.
Supplier - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Quote** - This entire document, including attachments. A Quote/Bid may be used to solicit various kinds of information. The kind of information this Quote seeks is indicated by the title appearing at the top of the first page. A "Request for Quote or Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **QUOTE CLARIFICATION** - Questions regarding this Quote should be directed in writing, preferably by fax or e-mail, 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 Quote 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 Quote. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Quote. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Quote.
 - 1.3.2. **Quote Amendment** - If it becomes evident that this Quote 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.
 - 1.4.1. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
 - 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **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** – For the furnishing of **photocopier maintenance for copiers** for offices of the County of Boone – Missouri, as detailed in the following specifications.
- 2.1.1. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidder desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. The County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 2.2. **BACKGROUND INFORMATION:**

Copier #1 – Auditor

Copier: Canon Image Runner 2270

Location: Boone County Auditor, June Pitchford, 801 E. Walnut St., Room 304, Columbia, MO 65201. Phone: (573) 886-4278

Included with Copier: document feeder, large capacity paper deck, finisher with staple, additional finisher tray for finisher, print/scan network card & memory, fax and cabinet.

Current Copy Count: 166,222

Serial #: SLH34145 / C10022530

Original Purchase Date: 2/22/07

Anticipated Copies Per Year: 40,000

Copier #2 – Assessor

Copier: Canon Image Runner 5000

Location: Boone County Auditor, Jacki Davidson, 801 E. Walnut St., Room 143, Columbia, MO 65201. Phone: (573) 886-4270

Included with Copier: fully networked, large capacity paper deck, finisher with staple, puncher unit.

Current Copy Count: 382,354

Serial #: MPL79956/ C10011108

Original Purchase Date: 5/24/2005

Anticipated Copies Per Year: 100,000

Copier #3 – Prosecuting Attorney

Copier: Gestetner 3235

Location: Boone County Prosecuting Attorney, Bonnie Adkins, 705 E. Walnut St., Columbia, MO 65201. Phone: (573) 886-4112

Included with Copier: paper deck, finisher with staple, puncher unit, network and scanning capabilities

Current Copy Count: 820,000

Serial #: 1b99840071

Original Purchase Date: 4/10/2003

Anticipated Copies Per Year: 10,000

2.3. **GENERAL REQUIREMENTS:**

- 2.3.1. **CONTRACT PERIOD** - The initial contract period shall be for the period **January 1, 2012 through December 31, 2012**. The maintenance agreement may be renewed in writing by the County for up to an additional four (4) one-year periods for the prices quoted within the Bidder's response to this quote. The County may adjust annual copies at renewal time.
- 2.3.2. The Contractor's on-site maintenance shall include preventative maintenance calls and all remedial

service calls required by using department and found to be necessary by the service representative to maintain the equipment in optimum operating condition. County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County.

- 2.3.3. Responding bidders must be authorized service representatives for their submitted bid machine make and models. **Bidders should submit a letter of authorization with the bid.**
- 2.3.4. Bidders must guarantee that all parts used are manufacturer approved parts and equipment.
- 2.3.5. **Additional Maintenance and Supply Contract Terms** - The contractor shall be responsible for providing all service and supplies as may be required to maintain the equipment in good working condition. Service/maintenance cost is based on the estimated annual cost for maintenance specified on the pricing page plus any applicable overage charges. Maintenance contracts should be billed annually prior to January 1 for the period January through December. Any overage shall be billed in arrears at the end of the fiscal year. If vendors are required to provide an annual cost increase for said service, percentage increases are not acceptable. The anticipated maximum percentage increase must be submitted in the form of a dollar amount for each year. Please feel free to use an additional sheet if enough room is not provided on the *Response Form*.
- 2.3.6. **Service/Supply agreements shall include, but not be limited to, the following:**
 - 2.3.6.1. All routine preventive maintenance service calls and/or addition of developer as well as regular inspection service calls. Each regularly scheduled preventive maintenance call shall include a complete inspection, essential cleaning, lubrication, replacement of worn or broken parts, and mechanical adjustments to accommodate for new parts or to compensate for wear.
 - 2.3.6.2. "Special service calls" (service calls made between the regularly scheduled routine preventative maintenance calls and regular inspection service calls) requested by the County.
 - 2.3.6.3. Emergency service calls
 - 2.3.6.4. The Contractor's on-site maintenance shall include all labor, mileage, travel time, and all replacement parts necessary to maintain said equipment in optimum operating condition for service calls listed above to County location of equipment. All replacement parts include but are not limited to: drum, fuser rollers, oil, staples, cleaning blades, toner, parts, labor, travel time and any accessories such as auto document feeder, stapler, sorters, etc.
 - 2.3.6.5. All Supplies, excluding paper, necessary for operation of the equipment including, but not limited to toner and developer shall be included in the maintenance cost. The County will assume responsibility for installing paper and staples in the copier. The installation of all other supplies will be the responsibility of the contractor. Supplies must be provided in sufficient quantities to prevent down time.
 - 2.3.6.6. The contractor shall have at least one service manager and one service technician duly trained by the manufacturer and authorized in the repair of the items offered for bid. A manufacturer's statement should be included as verification of training.
 - 2.3.7. The Contractor shall agree and understand that the County reserves the right to cancel maintenance on any equipment owned by the County, at no additional cost to the county. Such notification shall be provided, in writing, within thirty (30) days prior to the cancellation date.
 - 2.3.8. Contractor shall provide, with each machine, an on-site service log. This log shall be updated each time service is performed on the machine.
- 2.4. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.
 - 2.4.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the

subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

- 2.4.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

- 2.4.3. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.4.4. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.4.5. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.5. **If an inspection of the current copier is required, please contact the County Representative's name listed under paragraph 2.6 as soon as possible.**
- 2.6. **BID/CLARIFICATION CONTACT** - Melinda Bobbitt, CPPB, Director of Purchasing, 613 E.

Ash Street, Room 110, Columbia, MO 65201. Telephone: (573) 886-4391; Fax: (573) 886-4390;
E-mail: Mbobbitt@boonecountymo.org.

- 2.7. **Bids will be accepted by U.S. Mail, fax or e-mail. Please fax to (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org. Please call (573) 886-4391 to confirm the County's receipt of your quote. Bids may be mailed to: Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.**
- 2.8. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct invoice. Invoices shall be sent to the respective office detailed in paragraph 2.2.

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 here. Failure to adhere to all requirements may result in 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."
- 3.2 **SUBMITTAL OF RESPONSES** - Responses **MUST** be received by the date and time noted on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS**. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
 - 3.2.2. **Advice of Award** - The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing*.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** - The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** - The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** - The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
 - 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
 - 3.5.4. Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.



Boone County Purchasing

613 E. Ash Street, Room 110
Columbia, MO 65201

Melinda Bobbitt, Director

Phone: (573) 886-4391 - 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 shall 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. 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.

Boone County Purchasing



Melinda Bobbitt, CPPB, Director
613 E. Ash Street, Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xpreyprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling. The link for that form is:

<http://www.uscis.gov/files/native/documents/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/native/documents/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.



BOONE COUNTY, MISSOURI
Request for Quote #: 49-08NOV11 – Photocopier Maintenance

ADDENDUM #1 - Issued October 25, 2011

This addendum is issued in accordance with the Introduction and General Conditions of Bidding and the Primary Specifications in the Request for Quote and is hereby incorporated into and made a part of the Request for Quote Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Revised Response Form*.

Specifications for the above noted Request for Quote 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:

I. The County is adding the following copier to the Photocopier Maintenance Request for Quote. Please replace the *Response Form* in the quote with the attached *Revised Response Form*.

Copier #4 – Kyocera 5035

Location: Juvenile Office, Marsha Plank, 115 N. 8th Street, Columbia, MO 65201. Phone: (573) 886-4200

Included With Copier: Fully networked, finisher with the capability to staple in multiple positions, puncher unit capable of making 2 or 3 hole punches.

Current Copy Count: 1,195,031

Serial #: M3023880

Original Purchase Date: May 25, 2005

Anticipated Copies Per Year: 210,000

II. Revise paragraph 2.3.6.4 and take out “staples” as a replacement part. Bidder shall complete paragraph 4.9 of the *Revised Response Form* and state if staples are included in the maintenance pricing.

III. The County received the following questions and is providing a response:

1. Is there a previous contract for this equipment?

Response: There were previous contracts, but the contracts will expire December 31, 2011.

2. Who is the vendor currently servicing the equipment?

Response: Copier #1 – Auditor – IR2270 – Ikon Office Solutions
Copier #2 – Assessor – IR5000 – Ikon Office Solutions
Copier #3 – Prosecuting Attorney – Gestetner 3235 – KOPI
Copier #4 – Juvenile Office – Kyocera 5035 – Image Technologies of Missouri

3. What was the cost of the last year's contract and is this the same equipment as last year's contract?

Response: Copier #1 – Auditor – IR2270 - \$0.011/copy
Copier #2 – Assessor – IR5000 - Maintenance for 150,000 copiers per year is \$726.00. Overage billed at \$0.00484 per copy.

Copier #3 – Prosecuting Attorney – Gestetner 3235 – Base \$350.00 + \$0.0085 per copy.
Copier #4 – Juvenile Office – Kyocera 5035 - \$2,412.19 for 300,000 copies/year

4. Is the contract available for viewing?

Response: Please e-mail: mbobbitt@boonecountymo.org to make a request for a copy and I will e-mail copies of the following contracts: C20406001 - Auditor; 17-22MAR05 - Assessor and Juvenile Office; 21-23JUN99 - Prosecuting Attorney.

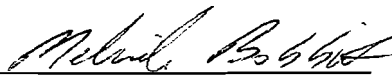
5. Is there a service history available?

Response: No

6. Is all the equipment up and running?

Response: Yes

By:


Melinda Bobbitt, CPPB
Director of Purchasing

Boone County Purchasing
613 E. Ash Street, Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

OFFEROR has examined copy of Addendum #1 to Request for Bid # **49-08NOV11 – Photocopier Maintenance**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

4. **Revised Response Form - Submit your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the quote number and the due date and time. For this Request for Quote, quotes will also be accepted by fax or e-mail.**

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Fax Number: _____
- 4.7. Federal Tax ID: _____

4.8. 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 Quote, FOB Destination, which has 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.

4.8.1. Authorized Representative (Sign By Hand):

4.8.2. Type or Print Signed Name:

4.8.3. Today's Date: _____

4.9.	Description	Annual Copies	Annual Maintenance Cost	Overage – Cost Per Copy
4.9.1.	Copier #1 – Canon Image Runner 2270: Auditor			
	IR2270 – fiscal year 2012	40,000	\$	\$
	IR2270 – fiscal year 2013	40,000	\$	\$
	IR2270 – fiscal year 2014	40,000	\$	\$
	IR2270 – fiscal year 2015	40,000	\$	\$
	IR2270 – fiscal year 2016	40,000	\$	\$
4.9.2.	Copier #2 – Canon Image Runner 5000: Assessor			
	IR5000 – fiscal year 2012	100,000	\$	\$
	IR5000 – fiscal year 2013	100,000	\$	\$
	IR5000 – fiscal year 2014	100,000	\$	\$
	IR5000 – fiscal year 2015	100,000	\$	\$
	IR5000 – fiscal year 2016	100,000	\$	\$

4.9.3.	Copier #3 – Gestetner 3235: Prosecuting Attorney			
	Gestetner 3235 – fiscal year 2012	10,000	\$	\$
	Gestetner 3235 – fiscal year 2013	10,000	\$	\$
	Gestetner 3235 – fiscal year 2014	10,000	\$	\$
	Gestetner 3235 – fiscal year 2015	10,000	\$	\$
	Gestetner 3235 – fiscal year 2016	10,000	\$	\$
			\$	\$
4.9.4.	Copier #4 – Kyocera 5035: Juvenile Office		\$	\$
	Kyrocera 5035 – fiscal year 2012	210,000	\$	\$
	Kyrocera 5035 – fiscal year 2013	210,000	\$	\$
	Kyrocera 5035 – fiscal year 2014	210,000	\$	\$
	Kyrocera 5035 – fiscal year 2015	210,000	\$	\$
	Kyrocera 5035 – fiscal year 2016	210,000	\$	\$

4.10. Please state if staples are included with the maintenance pricing above: ____ Yes ____ No. If no, please complete the following:

- Copier #1 – Canon Image Runner 2270: Auditor - \$ _____ / box of _____.**
- Copier #2 – Canon Image Runner 5000: Assessor - \$ _____ / box of _____.**
- Copier #3 – Gestetner 3235: Prosecuting Attorney - \$ _____ / box of _____.**
- Copier #4 – Kyocera 5035: Juvenile Office - \$ _____ / box of _____.**

What is the maximum percentage amount that staples would increase per year if contract renewed? _____ %

4.11. Describe any deviations from bid specifications:



Request for Quote (RFQ)

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201
Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

Quote Data

Quote Number: **49-08NOV11**

Commodity Title: **Photocopier Maintenance – Auditor, Assessor, & Prosecuting Attorney's Offices**

DIRECT QUOTE FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Quote Submission Address and Deadline

Day / Date: **TUESDAY – November 8, 2011**

Time: **10:30 A.M. (Quotes received after this time will be returned unopened)**

Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
613 E. Ash Street, Room 110
Columbia, MO 65201**

Directions: **The Building is located at the corner of Ash and 7th Street.**

Quote Opening

Day / Date: **TUESDAY – November 8, 2011**

Time: **10:30 A.M. Central Time**

Location / Address: **Purchasing Department - Conference Room
613 E. Ash Street, Room 110
Columbia, MO 65201**

Quote Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Standard Terms and Conditions
Work Authorization Certification
“No Bid” Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Quote 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 Boone County. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Quote. Suppliers, which may be invited to respond, or which express interest in this quote, but which do not submit a response, have no obligations with respect to the quote requirements.
Contractor - The Bidder whose response to this quote 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 Quote.
Supplier - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Quote** - This entire document, including attachments. A Quote/Bid may be used to solicit various kinds of information. The kind of information this Quote seeks is indicated by the title appearing at the top of the first page. A "Request for Quote or Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **QUOTE CLARIFICATION** - Questions regarding this Quote should be directed in writing, preferably by fax or e-mail, 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 Quote 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 Quote. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Quote. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Quote.
- 1.3.2. **Quote Amendment** - If it becomes evident that this Quote 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.
- 1.4.1. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **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** – For the furnishing of **photocopier maintenance for copiers** for offices of the County of Boone – Missouri, as detailed in the following specifications.
- 2.1.1. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidder desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. The County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 2.2. **BACKGROUND INFORMATION:**

Copier #1 – Auditor

Copier: Canon Image Runner 2270

Location: Boone County Auditor, June Pitchford, 801 E. Walnut St., Room 304, Columbia, MO 65201. Phone: (573) 886-4278

Included with Copier: document feeder, large capacity paper deck, finisher with staple, additional finisher tray for finisher, print/scan network card & memory, fax and cabinet.

Current Copy Count: 166,222

Serial #: SLH34145 / C10022530

Original Purchase Date: 2/22/07

Anticipated Copies Per Year: 40,000

Copier #2 – Assessor

Copier: Canon Image Runner 5000

Location: Boone County Auditor, ^{Assessor} Jacki Davidson, 801 E. Walnut St., Room 143, Columbia, MO 65201. Phone: (573) 886-4270

Included with Copier: fully networked, large capacity paper deck, finisher with staple, puncher unit.

Current Copy Count: 382,354

Serial #: MPL79956/ C10011108

Original Purchase Date: 5/24/2005

Anticipated Copies Per Year: 100,000

Copier #3 – Prosecuting Attorney

Copier: Gestetner 3235

Location: Boone County Prosecuting Attorney, Bonnie Adkins, 705 E. Walnut St., Columbia, MO 65201. Phone: (573) 886-4112

Included with Copier: paper deck, finisher with staple, puncher unit, network and scanning capabilities

Current Copy Count: 820,000

Serial #: 1b99840071

Original Purchase Date: 4/10/2003

Anticipated Copies Per Year: 10,000

- 2.3. **GENERAL REQUIREMENTS:**
- 2.3.1. **CONTRACT PERIOD** - The initial contract period shall be for the period **January 1, 2012 through December 31, 2012**. The maintenance agreement may be renewed in writing by the County for up to an additional four (4) one-year periods for the prices quoted within the Bidder's response to this quote. The County may adjust annual copies at renewal time.
- 2.3.2. The Contractor's on-site maintenance shall include preventative maintenance calls and all remedial

service calls required by using department and found to be necessary by the service representative to maintain the equipment in optimum operating condition. County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County.

- 2.3.3. Responding bidders must be authorized service representatives for their submitted bid machine make and models. **Bidders should submit a letter of authorization with the bid.**
- 2.3.4. Bidders must guarantee that all parts used are manufacturer approved parts and equipment.
- 2.3.5. **Additional Maintenance and Supply Contract Terms** - The contractor shall be responsible for providing all service and supplies as may be required to maintain the equipment in good working condition. Service/maintenance cost is based on the estimated annual cost for maintenance specified on the pricing page plus any applicable overage charges. Maintenance contracts should be billed annually prior to January 1 for the period January through December. Any overage shall be billed in arrears at the end of the fiscal year. If vendors are required to provide an annual cost increase for said service, percentage increases are not acceptable. The anticipated maximum percentage increase must be submitted in the form of a dollar amount for each year. Please feel free to use an additional sheet if enough room is not provided on the *Response Form*.
- 2.3.6. **Service/Supply agreements shall include, but not be limited to, the following:**
 - 2.3.6.1. All routine preventive maintenance service calls and/or addition of developer as well as regular inspection service calls. Each regularly scheduled preventive maintenance call shall include a complete inspection, essential cleaning, lubrication, replacement of worn or broken parts, and mechanical adjustments to accommodate for new parts or to compensate for wear.
 - 2.3.6.2. "Special service calls" (service calls made between the regularly scheduled routine preventative maintenance calls and regular inspection service calls) requested by the County.
 - 2.3.6.3. Emergency service calls
 - 2.3.6.4. The Contractor's on-site maintenance shall include all labor, mileage, travel time, and all replacement parts necessary to maintain said equipment in optimum operating condition for service calls listed above to County location of equipment. All replacement parts include but are not limited to: drum, fuser rollers, oil, staples, cleaning blades, toner, parts, labor, travel time and any accessories such as auto document feeder, stapler, sorters, etc.
 - 2.3.6.5. All Supplies, excluding paper, necessary for operation of the equipment including, but not limited to toner and developer shall be included in the maintenance cost. The County will assume responsibility for installing paper and staples in the copier. The installation of all other supplies will be the responsibility of the contractor. Supplies must be provided in sufficient quantities to prevent down time.
 - 2.3.6.6. The contractor shall have at least one service manager and one service technician duly trained by the manufacturer and authorized in the repair of the items offered for bid. A manufacturer's statement should be included as verification of training.
 - 2.3.7. The Contractor shall agree and understand that the County reserves the right to cancel maintenance on any equipment owned by the County, at no additional cost to the county. Such notification shall be provided, in writing, within thirty (30) days prior to the cancellation date.
 - 2.3.8. Contractor shall provide, with each machine, an on-site service log. This log shall be updated each time service is performed on the machine.
- 2.4. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.
 - 2.4.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the

subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

- 2.4.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

- 2.4.3. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.4.4. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.4.5. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.5. **If an inspection of the current copier is required, please contact the County Representative's name listed under paragraph 2.6 as soon as possible.**
- 2.6. **BID/CLARIFICATION CONTACT** - Melinda Bobbitt, CPPB, Director of Purchasing, 613 E.

Ash Street, Room 110, Columbia, MO 65201. Telephone: (573) 886-4391; Fax: (573) 886-4390;
E-mail: Mbobbitt@boonecountymo.org.

- 2.7. **Bids will be accepted by U.S. Mail, fax or e-mail. Please fax to (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org. Please call (573) 886-4391 to confirm the County's receipt of your quote.** Bids may be mailed to: Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.
- 2.8. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct invoice. Invoices shall be sent to the respective office detailed in paragraph 2.2.

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 here. Failure to adhere to all requirements may result in 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."
- 3.2 **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
 - 3.2.2. **Advice of Award** - The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing*.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
 - 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
 - 3.5.4. Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.

4. Response Form - Submit your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the quote number and the due date and time. For this Request for Quote, quotes will also be accepted by fax or e-mail.

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

4.7. 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 Quote, FOB Destination, which has 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.

4.7.1. Authorized Representative (Sign By Hand): _____

4.7.2. Type or Print Signed Name: _____

4.7.3. Today's Date: _____

4.8.	Description	Annual Copies	Annual Maintenance Cost	Overage – Cost Per Copy
4.8.1.	Copier #1 – Canon Image Runner 2270: Auditor			
	IR2270 – fiscal year 2012	40,000	\$	\$
	IR2270 – fiscal year 2013	40,000	\$	\$
	IR2270 – fiscal year 2014	40,000	\$	\$
	IR2270 – fiscal year 2015	40,000	\$	\$
	IR2270 – fiscal year 2016	40,000	\$	\$
4.8.2.	Copier #2 – Canon Image Runner 5000: Assessor			
	IR5000 – fiscal year 2012	100,000	\$	\$
	IR5000 – fiscal year 2013	100,000	\$	\$
	IR5000 – fiscal year 2014	100,000	\$	\$
	IR5000 – fiscal year 2015	100,000	\$	\$
	IR5000 – fiscal year 2016	100,000	\$	\$
4.8.3.	Copier #2 – Gestetner 3235: Prosecuting Attorney			
	Gestetner 3235 – fiscal year 2012	10,000	\$	\$
	Gestetner 3235 – fiscal year 2013	10,000	\$	\$

	Gestetner 3235 – fiscal year 2014	10,000	\$	\$
	Gestetner 3235 – fiscal year 2015	10,000	\$	\$
	Gestetner 3235 – fiscal year 2016	10,000	\$	\$

4.9. Describe any deviations from bid specifications:



Boone County Purchasing

613 E. Ash Street, Room 110
Columbia, MO 65201

Melinda Bobbitt, Director

Phone: (573) 886-4391 - 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 shall 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. 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.

(Please complete and return with Bid Response)

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the E-Verify Memorandum of Understanding that you completed when enrolling.** The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.



“No Bid” Response Form

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

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

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

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

Bid: 49-08NOV11 – Photocopier Maintenance – Auditor’s Office

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

**PURCHASE AGREEMENT FOR
Photocopier Maintenance for
Auditor and Assessor**

THIS AGREEMENT dated the 20 day of December 2011 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Data Comm, Inc.** 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 a Term and Supply contract for **Photocopier Maintenance** in compliance with Request for Quote number **49-08NOV11** and the Contractor's quote response dated **October 26, 2011**, executed by **John Knipfel** 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 quote response may be permanently maintained in the County Purchasing Office contract file for this quote if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Quote with the County's Standard Terms and Conditions shall prevail and control over the Contractor's quote response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following maintenance:

Auditor – 801 E. Walnut Street, Room 304, Columbia, MO 65201. Contact: June Pitchford: (573) 886-4275.

Maintenance: shall be provided for the Canon Image Runner IR2270 (serial number SLH34145 / C10022530) copier for 40,000 black and white prints for fiscal year 2012 for a cost of \$360.00. Black and white overage shall be billed at a cost of \$0.009 per page. Staples are included as supplies and are free of charge for life of contract.

Maintenance may be renewed yearly at the option of the County for up to four (4) years for the following pricing:

40,000 Copies:

January 1, 2013 – December 31, 2013 - \$378.00 with overage billed at \$0.0095 per page
January 1, 2014 – December 31, 2014 - \$396.90 with overage billed at \$0.010 per page
January 1, 2015 – December 31, 2015 - \$415.39 with overage billed at \$0.0105 per page
January 1, 2016 – December 31, 2016 - \$436.15 with overage billed at \$0.011 per page

Assessor – 801 E. Walnut Street, Room 143, Columbia, MO 65201. Contact: Jacki Davidson: (573) 886-4270.

Maintenance: shall be provided for the Canon Image Runner IR5000 (serial number MPL79956 / C10011108) copier for 100,000 black and white prints for fiscal year 2012 for a cost of \$500.00. Black and white overage shall be billed at a cost of \$0.005 per page. Staples are included as supplies and are free of charge for life of contract.

Maintenance may be renewed yearly at the option of the County for up to four (4) years for the following pricing:

100,000 Copies:

January 1, 2013 – December 31, 2013 - \$525.00 with overage billed at \$0.0053 per page
January 1, 2014 – December 31, 2014 - \$551.25 with overage billed at \$0.0056 per page
January 1, 2015 – December 31, 2015 - \$578.81 with overage billed at \$0.0059 per page
January 1, 2016 – December 31, 2016 - \$607.75 with overage billed at \$0.0062 per page

Maintenance agreement is customized to meet County needs and volume can be changed any time. Maintenance pricing includes all labor, mileage, travel time, parts, toner, drums, staples and other supplies (all other consumables), excluding paper.

Contractor's on-site maintenance shall include preventative maintenance calls and all remedial service calls required by County and found to be necessary by the service representative to maintain the equipment in optimum operating condition (unlimited service calls). County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County. If the original equipment cannot be repaired to the satisfaction of the County, permanent replacement equipment with equal or greater specifications must be provided, at no cost to the County. The Contractor's responsibility for permanent replacement will be through December 31, 2016, provided County renews maintenance contract each year.

3. **Contract Duration** - This agreement shall commence on **January 1, 2012 and extend through December 31, 2012** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **four (4) additional one year periods** subject to the pricing clauses in the Contractor's quote response and thereafter 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.

4. **Billing and Payment** - All billing shall be invoiced to the offices detailed within this contract and billings may only include the prices listed within. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges specified in the Contractor's quote. The County agrees to pay all invoices within thirty days of receipt following successful installation and connectivity of copier(s); Contractor agrees to honor any cash or prompt payment discounts offered in its quote 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.

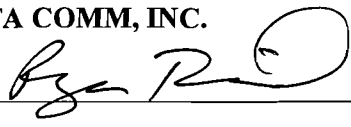
6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality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

DATA COMM, INC.

by 

title VP of Sales

BOONE COUNTY, MISSOURI

by: Boone County Commission


Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:


County Counselor

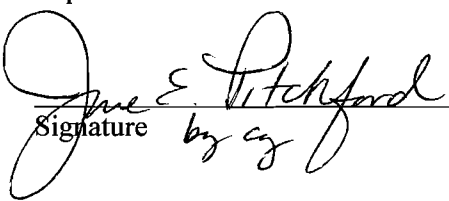
ATTEST:


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.)

2010 / 60050 / \$500.00
1110 / 60050 / \$360.00


Signature *by ag*

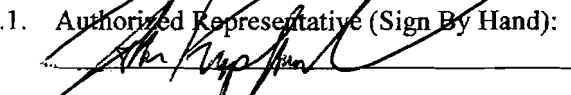
12/9/11
Date

Appropriation Account

4. **Revised Response Form** - Submit your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the quote number and the due date and time. For this Request for Quote, quotes will also be accepted by fax or e-mail.

- 4.1. Company Name: Data Comm Inc
- 4.2. Address: 211 Metro Dr
- 4.3. City/Zip: Jefferson City, MO 65102
- 4.4. Phone Number: 573-893-5800
- 4.5. Fax Number: 573-893-7145
- 4.6. Fax Number: 573-893-7145
- 4.7. Federal Tax ID: 43-0982940

4.8. 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 Quote, FOB Destination, which has 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.

4.8.1. Authorized Representative (Sign By Hand):


4.8.2. Type or Print Signed Name:
John Knipfel

4.8.3. Today's Date: 10-26-2011

4.9.	Description	Annual Copies	Annual Maintenance Cost	Overage - Cost Per Copy
4.9.1.	Copier #1 - Canon Image Runner 2270: Auditor			
	IR2270 - fiscal year 2012	40,000	\$ 360.00	\$.009
	IR2270 - fiscal year 2013	40,000	\$ 378.00	\$.0095
	IR2270 - fiscal year 2014	40,000	\$ 396.90	\$.010
	IR2270 - fiscal year 2015	40,000	\$ 415.39	\$.0105
	IR2270 - fiscal year 2016	40,000	\$ 436.15	\$.011
4.9.2.	Copier #2 - Canon Image Runner 5000: Assessor			
	IR5000 - fiscal year 2012	100,000	\$ 500.00	\$.005
	IR5000 - fiscal year 2013	100,000	\$ 525.00	\$.0053
	IR5000 - fiscal year 2014	100,000	\$ 551.25	\$.0056
	IR5000 - fiscal year 2015	100,000	\$ 578.81	\$.0059
	IR5000 - fiscal year 2016	100,000	\$ 607.75	\$.0062

4.9.3.	Copier #3 – Gestetner 3235: Prosecuting Attorney			
	Gestetner 3235 – fiscal year 2012	10,000	\$	\$
	Gestetner 3235 – fiscal year 2013	10,000	\$	\$
	Gestetner 3235 – fiscal year 2014	10,000	\$	\$
	Gestetner 3235 – fiscal year 2015	10,000	\$	\$
	Gestetner 3235 – fiscal year 2016	10,000	\$	\$
			\$	\$
4.9.4.	Copier #4 – Kyocera 5035: Juvenile Office		\$	\$
	Kyocera 5035 – fiscal year 2012	210,000	\$	\$
	Kyocera 5035 – fiscal year 2013	210,000	\$	\$
	Kyocera 5035 – fiscal year 2014	210,000	\$	\$
	Kyocera 5035 – fiscal year 2015	210,000	\$	\$
	Kyocera 5035 – fiscal year 2016	210,000	\$	\$

4.10. Please state if staples are included with the maintenance pricing above: Yes No. If no, please complete the following:

- Copier #1 – Canon Image Runner 2270: Auditor - \$ _____ / box of _____.
- Copier #2 – Canon Image Runner 5000: Assessor - \$ _____ / box of _____.
- Copier #3 – Gestetner 3235: Prosecuting Attorney - \$ _____ / box of _____.
- Copier #4 – Kyocera 5035: Juvenile Office - \$ _____ / box of _____.

What is the maximum percentage amount that staples would increase per year if contract renewed? N/A %

4.11. Describe any deviations from bid specifications:



BOONE COUNTY, MISSOURI
Request for Quote #: 49-08NOV11 – Photocopier Maintenance

ADDENDUM #1 - Issued October 25, 2011

This addendum is issued in accordance with the Introduction and General Conditions of Bidding and the Primary Specifications in the Request for Quote and is hereby incorporated into and made a part of the Request for Quote Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Revised Response Form*.

Specifications for the above noted Request for Quote 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:

I. The County is adding the following copier to the Photocopier Maintenance Request for Quote. Please replace the *Response Form* in the quote with the attached *Revised Response Form*.

Copier #4 – Kyocera 5035

Location: Juvenile Office, Marsha Plank, 115 N. 8th Street, Columbia, MO 65201. Phone: (573) 886-4200

Included With Copier: Fully networked, finisher with the capability to staple in multiple positions, puncher unit capable of making 2 or 3 hole punches.

Current Copy Count: 1,195,031

Serial #: M3023880

Original Purchase Date: May 25, 2005

Anticipated Copies Per Year: 210,000

II. Revise paragraph 2.3.6.4 and take out “staples” as a replacement part. Bidder shall complete paragraph 4.9 of the *Revised Response Form* and state if staples are included in the maintenance pricing.

III. The County received the following questions and is providing a response:

1. Is there a previous contract for this equipment?

Response: There were previous contracts, but the contracts will expire December 31, 2011.

2. Who is the vendor currently servicing the equipment?

Response: Copier #1 – Auditor – IR2270 – Ikon Office Solutions
Copier #2 – Assessor – IR5000 – Ikon Office Solutions
Copier #3 – Prosecuting Attorney – Gestetner 3235 – KOPI
Copier #4 – Juvenile Office – Kyocera 5035 – Image Technologies of Missouri

3. What was the cost of the last year's contract and is this the same equipment as last year's contract?

Response: Copier #1 – Auditor – IR2270 - \$0.011/copy
Copier #2 – Assessor – IR5000 - Maintenance for 150,000 copiers per year is \$726.00. Overage billed at \$0.00484 per copy.

Copier #3 – Prosecuting Attorney – Gestetner 3235 – Base \$350.00 + \$0.0085 per copy.
Copier #4 – Juvenile Office – Kyocera 5035 - \$2,412.19 for 300,000 copies/year

4. Is the contract available for viewing?

Response: Please e-mail: mbobbitt@boonecountymo.org to make a request for a copy and I will e-mail copies of the following contracts: C20406001 - Auditor; 17-22MAR05 - Assessor and Juvenile Office; 21-23JUN99 - Prosecuting Attorney.

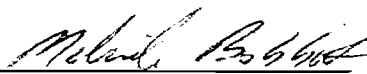
5. Is there a service history available?

Response: No

6. Is all the equipment up and running?

Response: Yes

By:


Melinda Bobbitt, CPPB
Director of Purchasing

Boone County Purchasing
613 E. Ash Street, Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

OFFEROR has examined copy of Addendum #1 to Request for Bid # **49-08NOV11 – Photocopier Maintenance**, receipt of which is hereby acknowledged:

Company Name: Data Comm Inc

Address: 2515 Bernadette Dr
Columbia, MO 65203

Phone Number: 573-893-5800 Fax Number: 573-893-7145

Authorized Representative Signature:  Date: 10-26-2011

Authorized Representative Printed Name: John Knipfel

(Please complete and return with Bid Response)

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

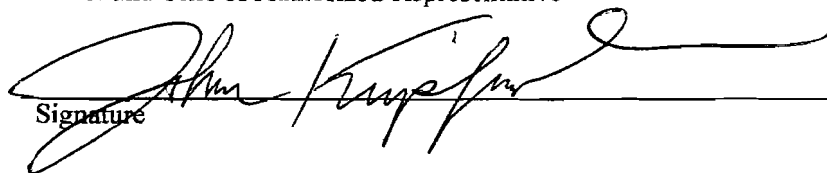
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

John Knippel, Executive Account Manager

Name and Title of Authorized Representative



Signature

10-25-2011

Date



Request for Quote (RFQ)

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201
Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

Quote Data

Quote Number: **49-08NOV11**

Commodity Title: ***Photocopier Maintenance – Auditor, Assessor, & Prosecuting Attorney's Offices***

DIRECT QUOTE FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Quote Submission Address and Deadline

Day / Date: **TUESDAY – November 8, 2011**
Time: **10:30 A.M. (Quotes received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
613 E. Ash Street, Room 110
Columbia, MO 65201**
Directions: **The Building is located at the corner of Ash and 7th Street.**

Quote Opening

Day / Date: **TUESDAY – November 8, 2011**
Time: **10:30 A.M. Central Time**
Location / Address: **Purchasing Department - Conference Room
613 E. Ash Street, Room 110
Columbia, MO 65201**

Quote Contents

- 1.0: Introduction and General Conditions of Bidding**
 - 2.0: Primary Specifications**
 - 3.0: Response Presentation and Review**
 - 4.0: Response Form**
- Standard Terms and Conditions
Work Authorization Certification
“No Bid” Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
 - Purchasing* - The Purchasing Department, including its Purchasing Director and staff.
 - Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Quote 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 Boone County. The term may apply differently to different classes of entities, as the context will indicate.
 - Bidder* - Any business entity submitting a response to this Quote. Suppliers, which may be invited to respond, or which express interest in this quote, but which do not submit a response, have no obligations with respect to the quote requirements.
 - Contractor* - The Bidder whose response to this quote 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 Quote.
 - Supplier* - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Quote** - This entire document, including attachments. A Quote/Bid may be used to solicit various kinds of information. The kind of information this Quote seeks is indicated by the title appearing at the top of the first page. A "Request for Quote or Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **QUOTE CLARIFICATION** - Questions regarding this Quote should be directed in writing, preferably by fax or e-mail, 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 Quote 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 Quote. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Quote. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Quote.
 - 1.3.2. **Quote Amendment** - If it becomes evident that this Quote 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.
 - 1.4.1. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
 - 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **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** – For the furnishing of **photocopier maintenance for copiers** for offices of the County of Boone – Missouri, as detailed in the following specifications.
- 2.1.1. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidder desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. The County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 2.2. **BACKGROUND INFORMATION:**

Copier #1 – Auditor

Copier: Canon Image Runner 2270

Location: Boone County Auditor, June Pitchford, 801 E. Walnut St., Room 304, Columbia, MO 65201. Phone: (573) 886-4278

Included with Copier: document feeder, large capacity paper deck, finisher with staple, additional finisher tray for finisher, print/scan network card & memory, fax and cabinet.

Current Copy Count: 166,222

Serial #: SLH34145 / C10022530

Original Purchase Date: 2/22/07

Anticipated Copies Per Year: 40,000

Copier #2 – Assessor

Copier: Canon Image Runner 5000

Location: Boone County Auditor, Jacki Davidson, 801 E. Walnut St., Room 143, Columbia, MO 65201. Phone: (573) 886-4270

Included with Copier: fully networked, large capacity paper deck, finisher with staple, puncher unit.

Current Copy Count: 382,354

Serial #: MPL79956/ C10011108

Original Purchase Date: 5/24/2005

Anticipated Copies Per Year: 100,000

Copier #3 – Prosecuting Attorney

Copier: Gestetner 3235

Location: Boone County Prosecuting Attorney, Bonnie Adkins, 705 E. Walnut St., Columbia, MO 65201. Phone: (573) 886-4112

Included with Copier: paper deck, finisher with staple, puncher unit, network and scanning capabilities

Current Copy Count: 820,000

Serial #: 1b99840071

Original Purchase Date: 4/10/2003

Anticipated Copies Per Year: 10,000

2.3. **GENERAL REQUIREMENTS:**

- 2.3.1. **CONTRACT PERIOD** - The initial contract period shall be for the period **January 1, 2012 through December 31, 2012**. The maintenance agreement may be renewed in writing by the County for up to an additional four (4) one-year periods for the prices quoted within the Bidder's response to this quote. The County may adjust annual copies at renewal time.
- 2.3.2. The Contractor's on-site maintenance shall include preventative maintenance calls and all remedial

service calls required by using department and found to be necessary by the service representative to maintain the equipment in optimum operating condition. County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County.

- 2.3.3. Responding bidders must be authorized service representatives for their submitted bid machine make and models. **Bidders should submit a letter of authorization with the bid.**
- 2.3.4. Bidders must guarantee that all parts used are manufacturer approved parts and equipment.
- 2.3.5. **Additional Maintenance and Supply Contract Terms** - The contractor shall be responsible for providing all service and supplies as may be required to maintain the equipment in good working condition. Service/maintenance cost is based on the estimated annual cost for maintenance specified on the pricing page plus any applicable overage charges. Maintenance contracts should be billed annually prior to January 1 for the period January through December. Any overage shall be billed in arrears at the end of the fiscal year. If vendors are required to provide an annual cost increase for said service, percentage increases are not acceptable. The anticipated maximum percentage increase must be submitted in the form of a dollar amount for each year. Please feel free to use an additional sheet if enough room is not provided on the *Response Form*.
- 2.3.6. **Service/Supply agreements shall include, but not be limited to, the following:**
 - 2.3.6.1. All routine preventive maintenance service calls and/or addition of developer as well as regular inspection service calls. Each regularly scheduled preventive maintenance call shall include a complete inspection, essential cleaning, lubrication, replacement of worn or broken parts, and mechanical adjustments to accommodate for new parts or to compensate for wear.
 - 2.3.6.2. "Special service calls" (service calls made between the regularly scheduled routine preventative maintenance calls and regular inspection service calls) requested by the County.
 - 2.3.6.3. Emergency service calls
 - 2.3.6.4. The Contractor's on-site maintenance shall include all labor, mileage, travel time, and all replacement parts necessary to maintain said equipment in optimum operating condition for service calls listed above to County location of equipment. All replacement parts include but are not limited to: drum, fuser rollers, oil, staples, cleaning blades, toner, parts, labor, travel time and any accessories such as auto document feeder, stapler, sorters, etc.
 - 2.3.6.5. All Supplies, excluding paper, necessary for operation of the equipment including, but not limited to toner and developer shall be included in the maintenance cost. The County will assume responsibility for installing paper and staples in the copier. The installation of all other supplies will be the responsibility of the contractor. Supplies must be provided in sufficient quantities to prevent down time.
 - 2.3.6.6. The contractor shall have at least one service manager and one service technician duly trained by the manufacturer and authorized in the repair of the items offered for bid. A manufacturer's statement should be included as verification of training.
- 2.3.7. The Contractor shall agree and understand that the County reserves the right to cancel maintenance on any equipment owned by the County, at no additional cost to the county. Such notification shall be provided, in writing, within thirty (30) days prior to the cancellation date.
- 2.3.8. Contractor shall provide, with each machine, an on-site service log. This log shall be updated each time service is performed on the machine.
- 2.4. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.
 - 2.4.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the



Boone County Purchasing

613 E. Ash Street, Room 110
Columbia, MO 65201

Melinda Bobbitt, Director

Phone: (573) 886-4391 - 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 shall 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. 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.



BOONE COUNTY, MISSOURI
Request for Quote #: 49-08NOV11 – Photocopier Maintenance

ADDENDUM #1 - Issued October 25, 2011

This addendum is issued in accordance with the Introduction and General Conditions of Bidding and the Primary Specifications in the Request for Quote and is hereby incorporated into and made a part of the Request for Quote Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Revised Response Form*.

Specifications for the above noted Request for Quote 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:

I. The County is adding the following copier to the Photocopier Maintenance Request for Quote. Please replace the *Response Form* in the quote with the attached *Revised Response Form*.

Copier #4 – Kyocera 5035

Location: Juvenile Office, Marsha Plank, 115 N. 8th Street, Columbia, MO 65201. Phone: (573) 886-4200

Included With Copier: Fully networked, finisher with the capability to staple in multiple positions, puncher unit capable of making 2 or 3 hole punches.

Current Copy Count: 1,195,031

Serial #: M3023880

Original Purchase Date: May 25, 2005

Anticipated Copies Per Year: 210,000

II. Revise paragraph 2.3.6.4 and take out “staples” as a replacement part. Bidder shall complete paragraph 4.9 of the *Revised Response Form* and state if staples are included in the maintenance pricing.

III. The County received the following questions and is providing a response:

1. Is there a previous contract for this equipment?

Response: There were previous contracts, but the contracts will expire December 31, 2011.

2. Who is the vendor currently servicing the equipment?

Response: Copier #1 – Auditor – IR2270 – Ikon Office Solutions
Copier #2 – Assessor – IR5000 – Ikon Office Solutions
Copier #3 – Prosecuting Attorney – Gestetner 3235 – KOPI
Copier #4 – Juvenile Office – Kyocera 5035 – Image Technologies of Missouri

3. What was the cost of the last year's contract and is this the same equipment as last year's contract?

Response: Copier #1 – Auditor – IR2270 - \$0.011/copy
Copier #2 – Assessor – IR5000 - Maintenance for 150,000 copiers per year is \$726.00. Overage billed at \$0.00484 per copy.

Copier #3 – Prosecuting Attorney – Gestetner 3235 – Base \$350.00 + \$0.0085 per copy.
Copier #4 – Juvenile Office – Kyocera 5035 - \$2,412.19 for 300,000 copies/year

4. Is the contract available for viewing?

Response: Please e-mail: mbobbitt@boonecountymo.org to make a request for a copy and I will e-mail copies of the following contracts: C20406001 - Auditor; 17-22MAR05 - Assessor and Juvenile Office; 21-23JUN99 - Prosecuting Attorney.

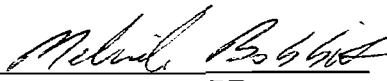
5. Is there a service history available?

Response: No

6. Is all the equipment up and running?

Response: Yes

By:


Melinda Bobbitt, CPPB
Director of Purchasing

Boone County Purchasing
613 E. Ash Street, Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

OFFEROR has examined copy of Addendum #1 to Request for Bid # 49-08NOV11 – Photocopier Maintenance, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

4. Revised Response Form - Submit your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the quote number and the due date and time. For this Request for Quote, quotes will also be accepted by fax or e-mail.

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Fax Number: _____
- 4.7. Federal Tax ID: _____

4.8. 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 Quote, FOB Destination, which has 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.

4.8.1. Authorized Representative (Sign By Hand): _____

4.8.2. Type or Print Signed Name: _____

4.8.3. Today’s Date: _____

4.9.	Description	Annual Copies	Annual Maintenance Cost	Overage – Cost Per Copy
4.9.1.	Copier #1 – Canon Image Runner 2270: Auditor			
	IR2270 – fiscal year 2012	40,000	\$	\$
	IR2270 – fiscal year 2013	40,000	\$	\$
	IR2270 – fiscal year 2014	40,000	\$	\$
	IR2270 – fiscal year 2015	40,000	\$	\$
	IR2270 – fiscal year 2016	40,000	\$	\$
4.9.2.	Copier #2 – Canon Image Runner 5000: Assessor			
	IR5000 – fiscal year 2012	100,000	\$	\$
	IR5000 – fiscal year 2013	100,000	\$	\$
	IR5000 – fiscal year 2014	100,000	\$	\$
	IR5000 – fiscal year 2015	100,000	\$	\$
	IR5000 – fiscal year 2016	100,000	\$	\$

4.9.3.	Copier #3 – Gestetner 3235: Prosecuting Attorney			
	Gestetner 3235 – fiscal year 2012	10,000	\$	\$
	Gestetner 3235 – fiscal year 2013	10,000	\$	\$
	Gestetner 3235 – fiscal year 2014	10,000	\$	\$
	Gestetner 3235 – fiscal year 2015	10,000	\$	\$
	Gestetner 3235 – fiscal year 2016	10,000	\$	\$
			\$	\$
4.9.4.	Copier #4 – Kyocera 5035: Juvenile Office		\$	\$
	Kyocera 5035 – fiscal year 2012	210,000	\$	\$
	Kyocera 5035 – fiscal year 2013	210,000	\$	\$
	Kyocera 5035 – fiscal year 2014	210,000	\$	\$
	Kyocera 5035 – fiscal year 2015	210,000	\$	\$
	Kyocera 5035 – fiscal year 2016	210,000	\$	\$

4.10. Please state if staples are included with the maintenance pricing above: ____ Yes ____ No. If no, please complete the following:

- Copier #1 – Canon Image Runner 2270: Auditor - \$ _____ / box of _____.**
- Copier #2 – Canon Image Runner 5000: Assessor - \$ _____ / box of _____.**
- Copier #3 – Gestetner 3235: Prosecuting Attorney - \$ _____ / box of _____.**
- Copier #4 – Kyocera 5035: Juvenile Office - \$ _____ / box of _____.**

What is the maximum percentage amount that staples would increase per year if contract renewed? _____ %

4.11. Describe any deviations from bid specifications:



Request for Quote (RFQ)

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201
Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymmo.org

Quote Data

Quote Number: **49-08NOV11**

Commodity Title: ***Photocopier Maintenance – Auditor, Assessor, & Prosecuting Attorney’s Offices***

DIRECT QUOTE FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Quote Submission Address and Deadline

Day / Date: **TUESDAY – November 8, 2011**
Time: **10:30 A.M. (Quotes received after this time will be returned unopened)**

Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
613 E. Ash Street, Room 110
Columbia, MO 65201**

Directions: **The Building is located at the corner of Ash and 7th Street.**

Quote Opening

Day / Date: **TUESDAY – November 8, 2011**
Time: **10:30 A.M. Central Time**
Location / Address: **Purchasing Department - Conference Room
613 E. Ash Street, Room 110
Columbia, MO 65201**

Quote Contents

- 1.0: Introduction and General Conditions of Bidding**
 - 2.0: Primary Specifications**
 - 3.0: Response Presentation and Review**
 - 4.0: Response Form**
- Standard Terms and Conditions
Work Authorization Certification
“No Bid” Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
 - Purchasing* - The Purchasing Department, including its Purchasing Director and staff.
 - Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Quote 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 Boone County. The term may apply differently to different classes of entities, as the context will indicate.
 - Bidder* - Any business entity submitting a response to this Quote. Suppliers, which may be invited to respond, or which express interest in this quote, but which do not submit a response, have no obligations with respect to the quote requirements.
 - Contractor* - The Bidder whose response to this quote 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 Quote.
 - Supplier* - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Quote** - This entire document, including attachments. A Quote/Bid may be used to solicit various kinds of information. The kind of information this Quote seeks is indicated by the title appearing at the top of the first page. A "Request for Quote or Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
 - 1.3. **QUOTE CLARIFICATION** - Questions regarding this Quote should be directed in writing, preferably by fax or e-mail, 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 Quote 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 Quote. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Quote. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Quote.
 - 1.3.2. **Quote Amendment** - If it becomes evident that this Quote 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.
 - 1.4.1. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
 - 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
 - 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **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** – For the furnishing of **photocopier maintenance for copiers** for offices of the County of Boone – Missouri, as detailed in the following specifications.

2.1.1. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidder desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. The County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.

2.2. **BACKGROUND INFORMATION:**

Copier #1 – Auditor

Copier: Canon Image Runner 2270

Location: Boone County Auditor, June Pitchford, 801 E. Walnut St., Room 304, Columbia, MO 65201. Phone: (573) 886-4278

Included with Copier: document feeder, large capacity paper deck, finisher with staple, additional finisher tray for finisher, print/scan network card & memory, fax and cabinet.

Current Copy Count: 166,222

Serial #: SLH34145 / C10022530

Original Purchase Date: 2/22/07

Anticipated Copies Per Year: 40,000

Copier #2 – Assessor

Copier: Canon Image Runner 5000

Location: Boone County Auditor^{Assessor}, Jacki Davidson, 801 E. Walnut St., Room 143, Columbia, MO 65201. Phone: (573) 886-4270

Included with Copier: fully networked, large capacity paper deck, finisher with staple, puncher unit.

Current Copy Count: 382,354

Serial #: MPL79956/ C10011108

Original Purchase Date: 5/24/2005

Anticipated Copies Per Year: 100,000

Copier #3 – Prosecuting Attorney

Copier: Gestetner 3235

Location: Boone County Prosecuting Attorney, Bonnie Adkins, 705 E. Walnut St., Columbia, MO 65201. Phone: (573) 886-4112

Included with Copier: paper deck, finisher with staple, puncher unit, network and scanning capabilities

Current Copy Count: 820,000

Serial #: 1b99840071

Original Purchase Date: 4/10/2003

Anticipated Copies Per Year: 10,000

2.3. **GENERAL REQUIREMENTS:**

2.3.1. **CONTRACT PERIOD** - The initial contract period shall be for the period **January 1, 2012 through December 31, 2012**. The maintenance agreement may be renewed in writing by the County for up to an additional four (4) one-year periods for the prices quoted within the Bidder’s response to this quote. The County may adjust annual copies at renewal time.

2.3.2. The Contractor’s on-site maintenance shall include preventative maintenance calls and all remedial

service calls required by using department and found to be necessary by the service representative to maintain the equipment in optimum operating condition. County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County.

- 2.3.3. Responding bidders must be authorized service representatives for their submitted bid machine make and models. **Bidders should submit a letter of authorization with the bid.**
- 2.3.4. Bidders must guarantee that all parts used are manufacturer approved parts and equipment.
- 2.3.5. **Additional Maintenance and Supply Contract Terms** - The contractor shall be responsible for providing all service and supplies as may be required to maintain the equipment in good working condition. Service/maintenance cost is based on the estimated annual cost for maintenance specified on the pricing page plus any applicable overage charges. Maintenance contracts should be billed annually prior to January 1 for the period January through December. Any overage shall be billed in arrears at the end of the fiscal year. If vendors are required to provide an annual cost increase for said service, percentage increases are not acceptable. The anticipated maximum percentage increase must be submitted in the form of a dollar amount for each year. Please feel free to use an additional sheet if enough room is not provided on the *Response Form*.
- 2.3.6. **Service/Supply agreements shall include, but not be limited to, the following:**
 - 2.3.6.1. All routine preventive maintenance service calls and/or addition of developer as well as regular inspection service calls. Each regularly scheduled preventive maintenance call shall include a complete inspection, essential cleaning, lubrication, replacement of worn or broken parts, and mechanical adjustments to accommodate for new parts or to compensate for wear.
 - 2.3.6.2. "Special service calls" (service calls made between the regularly scheduled routine preventative maintenance calls and regular inspection service calls) requested by the County.
 - 2.3.6.3. Emergency service calls
 - 2.3.6.4. The Contractor's on-site maintenance shall include all labor, mileage, travel time, and all replacement parts necessary to maintain said equipment in optimum operating condition for service calls listed above to County location of equipment. All replacement parts include but are not limited to: drum, fuser rollers, oil, staples, cleaning blades, toner, parts, labor, travel time and any accessories such as auto document feeder, stapler, sorters, etc.
 - 2.3.6.5. All Supplies, excluding paper, necessary for operation of the equipment including, but not limited to toner and developer shall be included in the maintenance cost. The County will assume responsibility for installing paper and staples in the copier. The installation of all other supplies will be the responsibility of the contractor. Supplies must be provided in sufficient quantities to prevent down time.
 - 2.3.6.6. The contractor shall have at least one service manager and one service technician duly trained by the manufacturer and authorized in the repair of the items offered for bid. A manufacturer's statement should be included as verification of training.
 - 2.3.7. The Contractor shall agree and understand that the County reserves the right to cancel maintenance on any equipment owned by the County, at no additional cost to the county. Such notification shall be provided, in writing, within thirty (30) days prior to the cancellation date.
 - 2.3.8. Contractor shall provide, with each machine, an on-site service log. This log shall be updated each time service is performed on the machine.
- 2.4. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.
 - 2.4.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the

subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

- 2.4.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

- 2.4.3. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.4.4. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.4.5. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.5. **If an inspection of the current copier is required, please contact the County Representative's name listed under paragraph 2.6 as soon as possible.**
- 2.6. **BID/CLARIFICATION CONTACT** - Melinda Bobbitt, CPPB, Director of Purchasing, 613 E.

Ash Street, Room 110, Columbia, MO 65201. Telephone: (573) 886-4391; Fax: (573) 886-4390;
E-mail: Mbobbitt@boonecountymo.org.

- 2.7. **Bids will be accepted by U.S. Mail, fax or e-mail. Please fax to (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org. Please call (573) 886-4391 to confirm the County's receipt of your quote.** Bids may be mailed to: Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.
- 2.8. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct invoice. Invoices shall be sent to the respective office detailed in paragraph 2.2.

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 here. Failure to adhere to all requirements may result in 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."
- 3.2 **SUBMITTAL OF RESPONSES** - Responses **MUST** be received by the date and time noted on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS**. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
 - 3.2.2. **Advice of Award** - The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing*.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
 - 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
 - 3.5.4. Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.

4. **Response Form** - Submit your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the quote number and the due date and time. For this Request for Quote, quotes will also be accepted by fax or e-mail.

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. Federal Tax ID: _____

4.7. 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 Quote, FOB Destination, which has 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.

4.7.1. Authorized Representative (Sign By Hand):

4.7.2. Type or Print Signed Name:

4.7.3. Today’s Date: _____

4.8.	Description	Annual Copies	Annual Maintenance Cost	Overage – Cost Per Copy
4.8.1.	Copier #1 – Canon Image Runner 2270: Auditor			
	IR2270 – fiscal year 2012	40,000	\$	\$
	IR2270 – fiscal year 2013	40,000	\$	\$
	IR2270 – fiscal year 2014	40,000	\$	\$
	IR2270 – fiscal year 2015	40,000	\$	\$
	IR2270 – fiscal year 2016	40,000	\$	\$
4.8.2.	Copier #2 – Canon Image Runner 5000: Assessor			
	IR5000 – fiscal year 2012	100,000	\$	\$
	IR5000 – fiscal year 2013	100,000	\$	\$
	IR5000 – fiscal year 2014	100,000	\$	\$
	IR5000 – fiscal year 2015	100,000	\$	\$
	IR5000 – fiscal year 2016	100,000	\$	\$
4.8.3.	Copier #2 – Gestetner 3235: Prosecuting Attorney			
	Gestetner 3235 – fiscal year 2012	10,000	\$	\$
	Gestetner 3235 – fiscal year 2013	10,000	\$	\$

	Gestetner 3235 – fiscal year 2014	10,000	\$	\$
	Gestetner 3235 – fiscal year 2015	10,000	\$	\$
	Gestetner 3235 – fiscal year 2016	10,000	\$	\$

4.9. Describe any deviations from bid specifications:



Boone County Purchasing

613 E. Ash Street, Room 110
Columbia, MO 65201

Standard Terms and Conditions

Melinda Bobbitt, Director
Phone: (573) 886-4391 - Fax (573) 886-4390

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 shall 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. 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.

(Please complete and return with Bid Response)

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Name and Title of Authorized Representative

Signature

Date



INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the E-Verify Memorandum of Understanding that you completed when enrolling.** The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.



“No Bid” Response Form

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

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

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

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

Bid: 49-08NOV11 – Photocopier Maintenance – Auditor’s Office

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

EPLS

Excluded Parties List System



Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates
- > Browse All Records

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Search Results

Search Results for Parties Excluded by

Firm, Entity, or Vessel : data comm
State : MISSOURI

As of 30-Nov-2011 10:31 AM EST

Save to MyEPLS

Your search returned no results.

[Back](#) [New Search](#) [Printer-Friendly](#)

Resources

- > Search Help
- > Advanced Search Tips
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News
- > System for Award Management (SAM)

Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates
- > Browse All Records

Contact Information

- > For Help: Federal Service Desk

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 20th day of December 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 50-11NOV11 – MKT Trail Grading Services Term and Supply to C.L. Richardson Co., Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 20th day of December, 2011.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
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

MEMORANDUM

TO: Boone County Commission
FROM: Tyson Boldan, Buyer
DATE: November 25, 2011
RE: 50-11NOV11 – MKT Trail Grading Services Term and Supply

The Bid for MKT Trail Grading Services Term and Supply closed on November 17, 2011. Four bids were received. Purchasing and Facilities Maintenance recommend award to C.L. Richardson Co., Inc., for offering the lowest and best bid for Boone County.

This will be a term and supply contract and will be paid from department 1610 –Parks and Recreation, account 60400 – Grounds Maintenance. \$20,0.00 is budgeted for this service.

20,000.00

Attached is the Bid Tabulation for your review.

cc: Contract File

File in Commission vers.

50-11NOV11 - Grading
MKT Trail

BID TABULATION		C. L. RICHARDSON			REMSEL CORPORATION			CHRISTENSEN CONSTRUCTION			FRECH PAVING		
Mobilization													
a	b	c	d	e	c	d	e	c	d	e	c	d	e
Equipment	Estimated Events per Year	Mileage - Round-trip to MKT Trail	\$ per mile	Total \$ (b x c x d)	Mileage - Round-trip to MKT Trail	\$ per mile	Total \$ (b x c x d)	Mileage - Round-trip to MKT Trail	\$ per mile	Total \$ (b x c x d)	Mileage - Round-trip to MKT Trail	\$ per mile	Total \$ (b x c x d)
Motor Grader	2	\$36.00	\$3.00	\$216.00	\$30.00	\$5.00	\$300.00	\$50.00	\$10.00	\$1,000.00	\$25.00	\$4.00	\$200.00
Tractor w/8' Box Blade	2	\$36.00	\$2.00	\$144.00	\$30.00	\$5.00	\$300.00	\$50.00	\$10.00	\$1,000.00	\$25.00	\$3.50	\$175.00
Compaction Roller	2	\$36.00	\$2.00	\$144.00	\$30.00	\$5.00	\$300.00	\$50.00	\$10.00	\$1,000.00	\$25.00	\$3.50	\$175.00
Backhoe	1	\$36.00	\$3.00	\$108.00	\$30.00	\$5.00	\$150.00	\$50.00	\$10.00	\$500.00	\$25.00	\$4.00	\$100.00
Skid Steer Loader Case 90XT	1	\$36.00	\$2.00	\$72.00	\$30.00	\$5.00	\$150.00	\$50.00	\$10.00	\$500.00	\$25.00	\$3.50	\$87.50
Bobcat	1	\$36.00	\$2.00	\$72.00	\$30.00	\$5.00	\$150.00	\$50.00	\$10.00	\$500.00	\$25.00	\$3.50	\$87.50
CAT D-5 Dozer/Loader	1	\$36.00	\$3.00	\$108.00	\$30.00	\$5.00	\$150.00	\$50.00	\$20.00	\$1,000.00	\$25.00	\$4.00	\$100.00
Single Axle Dump Truck (8-9 ton loads)	1	\$36.00	\$2.00	\$72.00	\$30.00	\$5.00	\$150.00	\$50.00	\$10.00	\$500.00	\$25.00	\$3.00	\$75.00
Tandem Axle Dump Truck (14-16 ton loads)	1	\$36.00	\$3.00	\$108.00	\$30.00	\$5.00	\$150.00	\$50.00	\$10.00	\$500.00	\$25.00	\$3.00	\$75.00
Flatbed Single Axle Dump Truck (5-7 ton loads)	1	\$36.00	\$2.00	\$72.00	\$30.00	\$5.00	\$150.00	\$50.00	\$10.00	\$500.00	\$25.00	\$3.00	\$75.00
One Ton Dually Flatbed Dump Truck (2-3 ton loads)	1	\$36.00	\$2.00	\$72.00	\$30.00	\$5.00	\$150.00	\$50.00	\$10.00	\$500.00	\$25.00	\$3.00	\$75.00
				\$1,188.00			\$2,100.00			\$7,500.00			\$1,225.00
Hourly Rates:													
a	b	c	d	e	c	d	e	c	d	e	c	d	e
Equipment	Estimated Hours per Year	Standard Rate \$/hour (equipment w/operator)	Premium Rate \$/hour (equipment w/operator)	Total \$ (b x c)	Standard Rate \$/hour (equipment w/operator)	Premium Rate \$/hour (equipment w/operator)	Total \$ (b x c)	Standard Rate \$/hour (equipment w/operator)	Premium Rate \$/hour (equipment w/operator)	Total \$ (b x c)	Standard Rate \$/hour (equipment w/operator)	Premium Rate \$/hour (equipment w/operator)	Total \$ (b x c)
Motor Grader	32	\$100.00	\$120.00	\$3,200.00	\$110.00	\$140.00	\$3,520.00	\$150.00	\$170.00	\$4,800.00	\$95.00	\$110.00	\$3,040.00
Tractor w/8' Box Blade	32	\$75.00	\$95.00	\$2,400.00	\$80.00	\$110.00	\$2,560.00	\$150.00	\$170.00	\$4,800.00	\$75.00	\$90.00	\$2,400.00
Compaction Roller	32	\$70.00	\$90.00	\$2,240.00	\$90.00	\$120.00	\$2,880.00	\$150.00	\$170.00	\$4,800.00	\$70.00	\$85.00	\$2,240.00
Backhoe	8	\$75.00	\$95.00	\$600.00	\$85.00	\$115.00	\$680.00	\$150.00	\$170.00	\$1,200.00	\$85.00	\$100.00	\$680.00
Skid Steer Loader Case 90XT	8	\$75.00	\$95.00	\$600.00	\$85.00	\$115.00	\$680.00	\$150.00	\$170.00	\$1,200.00	\$85.00	\$100.00	\$680.00
Bobcat	8	\$75.00	\$95.00	\$600.00	\$85.00	\$115.00	\$680.00	\$150.00	\$170.00	\$1,200.00	\$85.00	\$100.00	\$680.00
CAT D-5 Dozer/Loader	8	\$95.00	\$115.00	\$760.00	\$110.00	\$140.00	\$880.00	\$200.00	\$250.00	\$1,600.00	\$95.00	\$110.00	\$760.00
Single Axle Dump Truck (8-9 ton loads)	8	\$60.00	\$80.00	\$480.00	\$70.00	\$100.00	\$560.00	\$150.00	\$170.00	\$1,200.00	\$70.00	\$85.00	\$560.00
Tandem Axle Dump Truck (14-16 ton loads)	8	\$70.00	\$90.00	\$560.00	\$75.00	\$105.00	\$600.00	\$150.00	\$170.00	\$1,200.00	\$75.00	\$85.00	\$600.00
Flatbed Single Axle Dump Truck (5-7 ton loads)	8	\$60.00	\$60.00	\$480.00	\$70.00	\$100.00	\$560.00	\$150.00	\$170.00	\$1,200.00	\$70.00	\$85.00	\$560.00
One Ton Dually Flatbed Dump Truck (2-3 ton loads)	8	\$60.00	\$60.00	\$480.00	\$70.00	\$100.00	\$560.00	\$150.00	\$170.00	\$1,200.00	\$70.00	\$85.00	\$560.00
				\$12,400.00			\$14,160.00			\$24,400.00			\$12,760.00
				\$13,588.00			\$16,260.00			\$31,900.00			\$13,985.00
Maximum % Increase 1st Renewal Period				10						20			5
Maximum % Increase 2nd Renewal Period				10						30			5
Maximum % Increase 3rd Renewal Period				10						40			5
COOP? (Yes or No)				YES						NO			YES

Boone County Purchasing

Tyson Boldan
Buyer



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

TO: Bob Davidson
Facilities Maintenance Manager

FROM: Tyson Boldan
Buyer

DATE: November 22, 2011

RE: **Bid Award Recommendation # 50-11NOV11 – MKT Trail Grading Term
and Supply**

Attached is the bid tabulation for the four bid 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: 1610

Account Number: 60400

Budgeted: \$ 20,000.⁰⁰

Award Amount: _____

Award Bid by low bid to C.L. Richardson Construction Co., Inc.

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: 

Date: 11-22-11

**PURCHASE AGREEMENT
FOR
MKT TRAIL GRADING**

THIS AGREEMENT dated the 20 day of December 2011 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **C.L. Richardson Construction Co., Inc.**, 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 **MKT Trail Grading Services**, County of Boone Request for Bid number 50-11NOV11, 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 dated **November 17, 2011** and executed by **C.L. Richardson**, 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 Purchase 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 **January 01, 2012** and extend through **December 31, 2012** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the county for **three (3) additional one year periods** subject to the pricing clauses in the contractor's RFB response and thereafter 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 all items and services 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 Facilities Maintenance Department as outlined by the original Request For Bid and 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 invoices 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.

C.L. RICHARDSON CONSTRUCTION CO., INC. BOONE COUNTY, MISSOURI

by *C.L. Richardson*
C.L. Richardson
title President

by: Boone County Commission
Daniel K. Atwill
Daniel K. Atwill

address 15475 Highway 63 South
Ashland, MO 65010

APPROVED AS TO FORM:

E. J. Nourse
County Counselor

ATTEST:

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.)

James E. Fitchford
Signature

12/14/11
Date

1610/60400 Term/Supply

No Encumbrance Required
Appropriation Account

Department

4. Response Form

- 4.1. Company Name: C.L. Richardson Construction Co., Inc.
- 4.2. Address: 15475 Highway 63 South
- 4.3. City/Zip: Ashland, MO 65010
- 4.4. Phone Number: 573-657-9557
- 4.5. Fax Number: 573-657-1078
- 4.6. E-Mail Address: crumpd_clr@yahoo.com
- 4.7. Federal Tax ID: 43-1688255
- 4.7.1. Corporation
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____ (If Individual, Bidder must complete Certification of lawful presence in U.S. on attached form).
 Other (Specify) _____
- 4.8. We propose to furnish the equipment/material/service as indicated in this Bid Blank, provided to the County of Boone – Missouri, to include any and all labor, fuel, parts and equipment required to perform the work described in Section 2 of this bid request for the price(s) quoted below. All equipment/material/service to be furnished in accordance with the County of Boone – Missouri specifications attached hereto.

Mobilization	a	b	c	d	e
Equipment	Estimated Events per Year	Mileage – Round-trip to MKT Trail	\$ per mile	Total \$ (b x c x d)	
Motor Grader	2	36	3.00	216.00	
Tractor w/8' Box Blade	2	36	2.00	144.00	
Compaction Roller	2	36	2.00	144.00	
Backhoe	1	36	3.00	108.00	
Skid Steer Loader Case 90XT	1	36	2.00	72.00	
Bobcat	1	36	2.00	72.00	
CAT D-5 Dozer/Loader	1	36	3.00	108.00	
Single Axle Dump Truck (8-9 ton loads)	1	36	2.00	72.00	

Tandem Axle Dump Truck (14-16 ton loads)	1	36	3.00	108.00
Flatbed Single Axle Dump Truck (5-7 ton loads)	1	36	2.00	72.00
One Ton Dually Flatbed Dump Truck (2-3 ton loads)	1	36	2.00	72.00
Total \$ for Mobilization				
\$ 1,188.00				

Hourly Rates:

a	b	c	d	e
Equipment	Estimated Hours per Year	Standard Rate \$/hour (equipment w/operator)	Premium Rate \$/hour (equipment w/operator)	Total \$ (b x c)
Motor Grader	32	100.00	120.00	3,200.00
Tractor w/8' Box Blade	32	75.00	95.00	2,400.00
Compaction Roller	32	70.00	90.00	2,240.00
Backhoe	8	75.00	95.00	600.00
Skid Steer Loader Case 90XT	8	75.00	95.00	600.00
Bobcat	8	75.00	95.00	600.00
CAT D-5 Dozer/Loader	8	95.00	115.00	760.00
Single Axle Dump Truck (8-9 ton loads)	8	60.00	80.00	480.00
Tandem Axle Dump Truck (14-16 ton loads)	8	70.00	90.00	560.00

Flatbed Single Axle Dump Truck (5-7 ton loads)	8	60.00	80.00	480.00
One Ton Dually Flatbed Dump Truck (2-3 ton loads)	8	60.00	80.00	480.00
Total \$ for labor and equipment				
\$ 12,400.00				

TOTAL PRICE ALL WORK:
\$ 13,588.00

4.8. Statement of Bidder's Qualifications Included? Yes No

4.9. Maximum % Increase 1st Renewal Period: 10 %

Maximum % Increase 2nd Renewal Period: 10 %

Maximum % Increase 3rd Renewal period: 10 %

4.10. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?
 Yes No

4.11. **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 Invitation for Bid which have been read and understood, and all of which are made part of this order.** By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.11.1 **WORK AUTHORIZATION CERTIFICATION** – If Bid is in excess of \$5,000.00, Bidder must complete the Work Authorization Certification Form attached hereto.

4.11.2. Authorized Representative (Sign By Hand):

C.L. Richardson

4.11.3. Type or Print Signed Name:

C.L. Richardson
President

Date: 11/17/11

4.12. **References** – Bidder must provide three (3) references for services rendered to public/commercial clients who are similar in size and scope.

4.12.1. **Reference #1**

4.12.1.1. Individual Name: Marilyn Starke, Purchasing Agent
4.12.1.2. Company Name: City of Columbia, MO
4.12.1.3. Address: 701 East Bdwg., 5th Floor, Columbia, MO
4.12.1.4. Telephone: 874-7376

4.12.2. **Reference #2**

4.12.2.1. Individual Name: Barb Rorman, Procurement Officer
4.12.2.2. Company Name: City of Columbia, MO
4.12.2.3. Address: 701 East Bdwg., 5th Floor, Columbia, MO
4.12.2.4. Telephone: 874-7374

4.12.3. **Reference #3**

4.12.3.1. Individual Name: Ryan Manning, PE (Contact for City of Macon Project)
4.12.3.2. Company Name: Burns & McDonnell
4.12.3.3. Address: 9400 Ward Parkway, Kansas City, MO 64114
4.12.3.4. Telephone: 816-822-3806

(Please complete and return with bid)

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.

C. L. Richardson, President - C.L. Richardson Construction Co., Inc.
Name and Title of Authorized Representative

C. L. Richardson
Signature

11/17/11
Date

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

See Option 2

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

State of Missouri)
)SS.
County of Boone)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

11/17/11
Date

C.L. Richardson
Signature

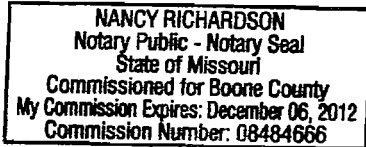
43-1688255
Social Security Number
or Other Federal I.D. Number

C.L. Richardson, President
Printed Name
C.L. Richardson Construction Co., Inc.

On the date above written C.L. Richardson appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Nancy Richardson
Notary Public

My Commission Expires:



STATEMENT OF BIDDER'S QUALIFICATIONS

(File with Bid Form in separate envelope appropriately designated.)

1. Number of years in business: 58 If not under present firm name, list previous firm names and types of organizations.

2. Contracts on hand: (Complete the following schedule)

Item	Purchaser	Amount of Contract	Percent Completed
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See Attached.

3. General type of product sold and manufactured:

Excavation, Grading, Water & Sewer, Demolition

4. There has been no default in any contract completed or un-completed except as noted below:

- (a) Number of contracts on which default was made: _____
(b) Description of defaulted contracts and reason therefor:

5. List banking references:

Boone County National Bank, Ashland, MO 65010
Contact: Donna Zumwalt
Phone: 657-2161

TOTAL	PROJECT	LOCATION	CONTACT - PHONE NO.	SCHEDULED COMPLETION
\$ 381,352.00	Sunnydale Adventist Academy Holding Cell Force Main (EX, SE, WA)	Centralia, MO	Erv Bales, Sunnydale Academy, 573-682-2164	Nov-11
\$ 264,692.00	Meadow Village Wastewater Treatment Plant	Boone County, MO	Tom Ratermann, Bo.Co.Reg. Sewer Dist., 572-443-2774	Nov-11
\$ 357,716.20	Hinkson Siphon Elimination Project (SE)	Columbia, MO	Melinda Pope, City of Columbia, 874-7375	Nov-11
\$ 15,880.00	DeWitt Levee Rehabilitation (SI, GR)	DeWitt, MO	James Campbell, USACE, 256-895-1809	Nov-11
\$ 542,674.62	Columbia Public Schools Admin. Bldg. Add.	Columbia, MO	Carmen Craddock, GBH Bldrs, 573-893-3633	Fall 2012
\$ 454,950.00	Southern Boone County R-1 School Additions	Ashland, MO	Wes Doerhoff, Septagon Const., 573-442-6187	Jul-12
\$ 592,618.15	Pro-Line Buildings (EX,GR,SE,WA,EC)	Columbia, MO	Jason LaRue, Pro-Line Building Co.,641-780-6092	Jun-12
\$ 2,609,882.97				
	Key: SI = Sitework, RC = Road Construction			
	WA = Water, SE = Sewer, GR = Grading			
	SD = Storm Drainage, CSR = Contaminated			
	Soil Removal, EC = Erosion Control			
	EW = Earthwork, EX - Excavation			

Dated at Ashland, MO

this 17th day of November, 2001.

C.L. Richardson Construction Co., Inc.
Name of Organization(s)

By C.L. Richardson
(Signature)

President
(Title of person signing)



BOONE COUNTY, MISSOURI
Request for Bid #: 50-11NOV11 – Grading MKT Trail Term and Supply

ADDENDUM #1 - Issued November 2, 2011

This addendum is issued in accordance with the Introduction and General Conditions of Bidding in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*.

Specifications for the above noted Request for Bid 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:

1. Please replace the Bid Submission Address and Deadline and the Bid Opening Date with the following:

Bid Submission Address and Deadline – Bid Closing

Day / Date: **Thursday – November 17, 2011**
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**

Location / Mail Address: Boone County Purchasing Department
Boone County Purchasing Office
613 E. Ash, Room 109
Columbia, MO 65201

Directions: The Purchasing Office is located on the Northeast corner at 7th and Ash Street. Enter the building from the South Side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Thursday – November 17, 2011**
Time: **10:30 A.M. C.S.T.**

Location / Address: Boone County Purchasing Department
Boone County Purchasing Office
613 E. Ash, Room 109
Columbia, MO 65201

By:


Tyson Boldan
Buyer

OFFEROR has examined copy of Addendum #1 to Request for Bid # 50-11NOV11 – Grading MKT Trail Term and Supply, receipt of which is hereby acknowledged:

Company Name: C.L. Richardson Construction Co., Inc.

Address: 15475 Highway 63 South, Ashland, MO 65010

Phone Number: 573-657-9557 Fax Number: 573-657-1078

Authorized Representative Signature: C.L. Richardson Date: 11/17/11

Authorized Representative Printed Name: C.L. Richardson



BOONE COUNTY, MISSOURI
Request for Bid #: 50-11NOV11 – Grading MKT Trail Term and Supply

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Time: **10:30 A.M. C.S.T.**

Location / Address: Boone County Purchasing Department
Boone County Purchasing Office
613 E. Ash, Room 109
Columbia, MO 65201

By:


Tyson Boldan
Buyer

OFFEROR has examined copy of Addendum #1 to Request for Bid # 50-11NOV11 – Grading MKT Trail Term and Supply, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ **Fax Number:** _____

Authorized Representative Signature: _____ **Date:** _____

Authorized Representative Printed Name: _____



Request for Bid (RFB)

Boone County Purchasing
613 E. Ash Street, Room 108
Columbia, MO 65201

Tyson Boldan, Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: tboldan@boonecountymo.org

Bid Number: 50-11NOV11
Commodity Title: Grading MKT Trail

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline – Bid Closing

Day / Date: **Friday – November 11, 2011**
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: Boone County Purchasing Department
Boone County Purchasing Office
613 E. Ash, Room 109
Columbia, MO 65201
Directions: The Purchasing Office is located on the Northeast corner at 7th and Ash Street. Enter the building from the South Side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Friday – November 11, 2011**
Time: **10:30 A.M. C.S.T.**
Location / Address: Boone County Purchasing Department
Boone County Purchasing Office
613 E. Ash, Room 109
Columbia, MO 65201

Bid Contents

- 1.0: Introduction & General Conditions of Bidding
- 2.0: Primary Specifications
- 3.0: Response Presentation and Review
- 4.0: Response Form
Debarment Certificate
Certification of Individual Bidder
Affidavit
Work Authorization Certification
Standard Terms and Conditions
Statement of Bidder's Qualifications

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone 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 e-mail, 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.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term from January 1, 2012 through December 31, 2012, and may be automatically renewed for an additional three (3) years unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the attached County's standard "boilerplate" Terms and Conditions for Contracts.

Department**2. Primary Specifications**

- 2.1. **ITEMS/SERVICES TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a Term and Supply contract for the furnishing of labor and equipment for grading of Boone County’s portion of the MKT Trail, 3662 Scott Boulevard, Columbia, Missouri, and occasional grading and excavating work at other Boone County Properties.
- 2.1.1. **Scope of Work** – Provide labor and equipment to perform grading leveling and compacting of surface rock and culvert work on the 4.2 miles of MKT trail and at other facilities owned by Boone County Government. The County estimates that grading of the trail will be required two times per year in the spring and in the fall. The County anticipates each occurrence to be approximately one to two days in duration. Ditching and other related work will be on an as needed basis. These estimates do not imply a guaranteed amount of work. The County will determine the frequency and extent of the work and reserves the right to use other methods to accomplish the work as it deems appropriate. The County will provide rock hauled by in-house staff or another vendor.
- 2.1.2. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted 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.
- 2.1.2.1. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the third contract renewal period expiration if it is deemed to be in the best interest of Boone County.
- 2.1.3.3. **Inspection of Facilities:** It is the bidder’s responsibility to become fully informed as to where services are to be provided and/or the nature and extent of the work required and its relation to any other work in the area include possible interference from other site activities.
- 2.1.4. **Sub-Contractors:** No subcontractors shall be used without prior approval of the Facilities Maintenance Manager.
- 2.1.5. **Contractor Qualifications and Experience:** The Contractor to whom a Grading Services contract is awarded must provide evidence that they have past experience in the type of work as outlined in the attached specifications for a minimum of three years.
- 2.2. **TECHNICAL SPECIFICATIONS:**
- 2.2.1. **Motor Grader and Operator** - Motor Grader shall be equivalent in size and performance to a Caterpillar 140 with a minimum 10’ blade.
- 2.2.2. **Tractor with 8-foot Box Blade and Operator** – Tractor shall be equivalent to a Ford 9N and shall be equipped with a 3-point hitch. The width of the Box Blade must be 8’ since the equipment must be able to cross narrow bridges.
- 2.2.3. **Roller and Operator** – Smooth drum vibratory roller shall be equivalent to a Dynapac CC122.
- 2.2.4. **Backhoe and Operator** – Backhoe shall be equivalent to a John Deere 310 with standard front loader and backhoe buckets.
- 2.2.5. **Mobilization** – Mobilization fees shall cover all costs associated with transporting scheduled labor and equipment to and from the site for each event. An event is work conducted within one day or consecutive workdays. Workdays planned to be consecutive but interrupted by weather, mechanical breakdown, contractor scheduling conflicts, or other occurrences beyond the control of the County will count as one event. Contractor shall bid a unit price per mile for mobilization. The County shall calculate the mobilization fee for

each piece of scheduled equipment by multiplying the contract rate and the round-trip mileage from contractor's shop to the job site. For purposes of this bid, contractor shall indicate the round-trip mileage to the MKT trail terminus at McBaine. If the work site is another County facility, the County shall calculate fees according to the bid unit price per mile and actual round-trip mileage. Equipment may be stored overnight on site by prior arrangement with the Manager of Facility Maintenance. County assumes no liability for equipment stored on site or while in use.

2.2.6. **Compensation** – Compensation at the hourly rate will begin when work commences on site. County will compensate for actual hours worked by each piece of equipment according to the contract rate. County will not compensate while equipment is on standby. Compensation for equipment in use will include time for delays incidental to the work such as waiting for materials or for staff to move signs. County will **guaranty a minimum payment of two hours** provided that the County requested the equipment to be on site and that the equipment and operator was available for service.

2.2.7. **Hours of Work** – Hours of work must be coordinated with the Manager of Facility Maintenance before commencement. Work will begin within seven calendar days of notification unless otherwise arranged. The County anticipates most work to be done between the hours of 6:00am to 6:00pm, Monday through Friday. The County will pay a premium rate for hours greater than eight hours in any given workday or for weekend work.

2.2.8. **Work Zone Signage** - Contractor is responsible for all signage or barriers. Minimum signage shall be 36" square with black letters placed on the diagonal on an orange field warning of work ahead placed on stands at each end of the trail and within 500 feet each direction of the work zone. County staff will be available to assist with the signage and flagging.

2.3. **CONTRACTOR'S RESPONSIBILITIES -**

2.3.1. Contractor shall provide well-maintained equipment and skilled operators.

2.3.2. Contractor shall provide all fuel for the equipment and all repair work to the equipment.

2.3.3. Contractor shall coordinate all work with the Manager of Facility Maintenance.

2.3.4. Contractor shall follow all state, federal, and local requirements unless these specifications note exceptions.

2.3.5. Contractor shall exercise caution when working near marked utilities. County will schedule underground utility locates before any excavation work.

2.3.6. Contractor shall repair or make satisfactory restitution for any damage to the property of others.

2.3.7. Contractor shall be aware that pedestrians and bicyclists will be using the trail and take necessary precautions and minimize inconvenience.

2.4. **PREVAILING WAGE** – This work is considered maintenance and is therefore not subject to the prevailing wage.

2.5. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

2.5.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in

hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

- 2.5.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

- 2.5.3. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.5.4. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.6. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.7. **SALES/USE TAX EXEMPTION:** County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies and taxable rentals shall be in the name of Boone County and contain the project number

assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to insure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. Not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.

- 2.8. **Invoices:** The County's purchase order number must appear on the invoice. All contracted work done for the County on a "time and material" basis must include the following information with all invoices:
1. Name of the County location where work was performed.
 2. Date(s) work performed.
 3. Itemized list of material, if any.
 4. Itemized cost of material, if any.
 5. Labor cost per hour.

If the above information is not noted on the invoice, it will be returned to Contractor for additional information before payment can be made.

- 2.8.1. Invoices should be submitted to Boone County Facilities Maintenance for payment which will be made 30 days after receipt of a correct and valid invoice. The billing address is Boone County Facilities Maintenance, 601 East Walnut, Room 205, Columbia, MO 65201.
- 2.9. **Bid Clarification** - Any questions or clarifications concerning bid documents should be addressed in writing, 4 days prior to bid opening, to Tyson Boldan, Buyer, Boone County Purchasing, 613 E. Ash, Room 109, Columbia, Missouri 65201. Phone: (573) 886-4392 Fax: (573) 886-4390 or Email: tboldan@boonecountymmo.org
- 2.10. **Designee** – Bob Davidson, Manager of Boone County Facilities Maintenance, 601 E. Walnut, Room 206, Columbia, MO 65201-4460
- 2.11 The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

3. Response Presentation and Review

- 3.1 **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your 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."
- 3.1.2 **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 United States Postal Service or any other mail carrier.
- 3.1.3 **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, **the bid number and the due date and time**.
- 3.1.4. **Advice of Award - Web Page:** Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.
- 3.1.5. **Bid Opening** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.2 **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.
 - 3.2.1 **Response Clarification** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.3 **ACCEPTANCE, REJECTION OR CORRECTION OF RESPONSES** – The County reserves the right to accept or reject any and all bids in the best interest of the County. 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.
 - 3.3.1. **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.
 - 3.3.2 **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.3.3 **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
- 3.4. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
- 3.5. **ENDURANCE OF PRICING** – Bidder's pricing must be held until award 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 _____ (If Individual, Bidder must complete Certification of lawful presence in U.S. on attached form).

Other (Specify) _____

4.8. **We propose to furnish the equipment/material/service as indicated in this Bid Blank, provided to the County of Boone – Missouri, to include any and all labor, fuel, parts and equipment required to perform the work described in Section 2 of this bid request for the price(s) quoted below. All equipment/material/service to be furnished in accordance with the County of Boone – Missouri specifications attached hereto.**

Mobilization				
a	b	c	d	e
Equipment	Estimated Events per Year	Mileage – Round-trip to MKT Trail	\$ per mile	Total \$ (b x c x d)
Motor Grader	2			
Tractor w/8' Box Blade	2			
Compaction Roller	2			
Backhoe	1			
Skid Steer Loader Case 90XT	1			
Bobcat	1			
CAT D-5 Dozer/Loader	1			
Single Axle Dump Truck (8-9 ton loads)	1			

Tandem Axle Dump Truck (14-16 ton loads)	1			
Flatbed Single Axle Dump Truck (5-7 ton loads)	1			
One Ton Dually Flatbed Dump Truck (2-3 ton loads)	1			
			Total \$ for Mobilization	
			\$	

Hourly Rates:

a	b	c	d	e
Equipment	Estimated Hours per Year	Standard Rate \$/hour (equipment w/operator)	Premium Rate \$/hour (equipment w/operator)	Total \$ (b x c)
Motor Grader	32			
Tractor w/8' Box Blade	32			
Compaction Roller	32			
Backhoe	8			
Skid Steer Loader Case 90XT	8			
Bobcat	8			
CAT D-5 Dozer/Loader	8			
Single Axle Dump Truck (8-9 ton loads)	8			
Tandem Axle Dump Truck (14-16 ton loads)	8			

Flatbed Single Axle Dump Truck (5-7 ton loads)	8			
One Ton Dually Flatbed Dump Truck (2-3 ton loads)	8			
Total \$ for labor and equipment				
\$ _____				
				TOTAL PRICE ALL WORK:
				\$ _____

4.8. *Statement of Bidder's Qualifications* Included? Yes No

4.9. Maximum % Increase 1st Renewal Period: _____ %
Maximum % Increase 2nd Renewal Period: _____ %
Maximum % Increase 3rd Renewal period: _____ %

4.10. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?
 Yes No

4.11. **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 Invitation for Bid which have been read and understood, and all of which are made part of this order.** By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.11.1 **WORK AUTHORIZATION CERTIFICATION** – If Bid is in excess of \$5,000.00, Bidder must complete the Work Authorization Certification Form attached hereto.

4.11.2. Authorized Representative (Sign By Hand):

4.11.3. Type or Print Signed Name: _____ Date: _____

4.12. **References** – Bidder must provide three (3) references for services rendered to public/commercial clients who are similar in size and scope.

4.12.1. **Reference #1**

4.12.1.1. Individual Name: _____

4.12.1.2. Company Name: _____

4.12.1.3. Address: _____

4.12.1.4. Telephone: _____

4.12.2. **Reference #2**

4.12.2.1. Individual Name: _____

4.12.2.2. Company Name: _____

4.12.2.3. Address: _____

4.12.2.4. Telephone: _____

4.12.3. **Reference #3**

4.12.3.1. Individual Name: _____

4.12.3.2. Company Name: _____

4.12.3.3. Address: _____

4.12.3.4. Telephone: _____

(Please complete and return with bid)

**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.

Name and Title of Authorized Representative

Signature

Date

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

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

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:



Standard Terms and Conditions

Tyson Boldan, Buyer
573/886-4392 - FAX 573/886-4390

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.

STATEMENT OF BIDDER'S QUALIFICATIONS

(File with Bid Form in separate envelope appropriately designated.)

1. Number of years in business: _____ If not under present firm name, list previous firm names and types of organizations.

2. Contracts on hand: (Complete the following schedule)

Item	Purchaser	Amount of Contract	Percent Completed
------	-----------	--------------------	-------------------

3. General type of product sold and manufactured:

4. There has been no default in any contract completed or un-completed except as noted below:

(a) Number of contracts on which default was made: _____

(b) Description of defaulted contracts and reason therefor:

5. List banking references:

Dated at _____

this _____ day of _____, 200 _____.

Name of Organization(s)

By _____
(Signature)

(Title of person signing)



"No Bid" Response Form

Boone County Purchasing
613 E. Ash, Room 108
Columbia, MO 65201
Tyson Boldan, Buyer
(573) 886-4392– Fax: (573) 886-4390

"NO BID RESPONSE FORM"

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

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

Bid: 50-11NOV11 – Grading of MKT Trail Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 11

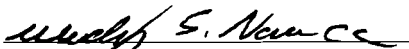
In the County Commission of said county, on the 20th day of December 20 11


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

Now on this day the County Commission of the County of Boone does hereby approve the request by Information Technology to use the Unanticipated Hardware Emergencies account to purchase three replacement monitors.

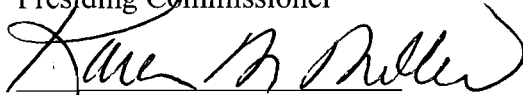
Done this 20th day of December, 2011.

ATTEST:



Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill

Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner



BOONE COUNTY
Department of Information Technology
ROGER B. WILSON GOVERNMENT CENTER
801 E. Walnut, Room 221
Columbia, MO 65201-4890
573-886-4319

Aron Gish

Director

DATE: Dec 20th, 2011

TO: Dan Atwill, Presiding Commissioner
Karen Miller, District I Commissioner
Skip Elkin, District II Commissioner

FROM: Aron Gish

SUBJECT: Fixed Asset Emergency Replacement – Failing Hardware - Monitors

cc: June Pitchford, County Auditor
Caryn Ginter, Budget Analyst

IT normally keeps replacement monitors in stock in the case a unit in service fails. For the last 9 months to a year the IT Department has been using monitors removed from Joint Communications and Ped Net to meet this need. The stock has been depleted and we are in need of backup / replacement monitors.

I would request that Commission allow the IT Department to purchase three (3) replacement monitors and maintain an inventory of two (2) replacement monitors moving forward. There is an immediate need for a replacement monitor in the Sheriff's Department Info Center at this time.

Moving forward with this request would allow the IT Department to perform quick replacements upon failure with very little down time for the end user. This would also allow for the end user to have a single interruption with a permanent replacement monitor. Currently without a stock of monitors, IT works with the offices to move a less used workstation's monitor until the replacement is ordered and delivered.

Since monitors are important to regular operations of Boone County Offices, I am requesting to move forward using "Unanticipated Hardware Emergencies" account 1170-92301 to purchase three (3) replacement monitors. I am also requesting the authority to keep a stock of two (2) monitors moving forward using the same funding source. The initial cost will be \$380.31 (\$126.77 each). This price includes three (3) 19" LCD Flat Panel monitors with 3 years manufacturer's warranty and shipping.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 20th day of December 20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase the principal retirement budget for payoffs received for the Country Squire and Brown Station NIDS:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
3890	84050	2010 GO Bonds-swr nid dnr	Debt Retirement-Principal		16,707.00

Done this 20th day of December, 2011.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner

SUBLSCR BOONE SUBSIDIARY LEDGER INQUIRY MAIN SCREEN 11/21/11 10:06:53

Year	<u>2011</u>	Original Appropriation	<u>100.00</u>
Dept	<u>3890 2010 GO BONDS - SEWER NID DNR</u>	Revisions	<u> </u>
Acct	<u>84050 DEBT RETIREMENT-PRINCIPAL</u>	Original + Revisions	<u>100.00</u>
Fund	<u>389 2010 GO BONDS-SEWER NID DNR</u>	Expenditures	<u>16,807.29</u>
		Encumbrances	<u> </u>
Class/Account	<u>A ACCOUNT</u>	Actual To Date	<u>16,807.29</u>
Account Type	<u>E EXPENSE</u>	Remaining Balance	<u>16,707.29-</u>
Normal Balance	<u>D DEBIT</u>	Shadow Balance	<u>16,707.29-</u>

Expenditures by Period

January	<u> </u>	July	<u> </u>
February	<u> </u>	August	<u> </u>
March	<u> </u>	September	<u> </u>
April	<u>100.00</u>	October	<u>16,707.29</u>
May	<u> </u>	November	<u> </u>
June	<u> </u>	December	<u> </u>

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions

11/23/2011

FY 2011
Budget Amendments/Revisions
2010 GO Bonds - SWR NID DNR (3890)

<u>Index #</u>	<u>Date Recd</u>	<u>Dept</u>	<u>Account</u>	<u>Dept Name</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>
1	11/23/2011	3890	84050	2010 GO Bonds - SWR NID DNR	Debt Retirement-Principal	16,707		Increase budget for principal retirement on NIDS

**Fund Statement - Series 2010 Neighborhood Improvement District Sewer
Bond Fund 389 (Nonmajor)**

	2010 Actual	2011 Budget	2011 Projected	2012 Budget
REVENUES:				
Property Taxes	\$ -	\$ -	\$ -	\$ -
Assessments *	-	-	9,458	9,458
Sales Taxes	-	-	-	-
Franchise Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Interest	-	-	-	-
Hospital Lease	-	-	-	-
Other	-	-	-	-
Total Revenues	-	-	9,458	9,458
EXPENDITURES:				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Dues Travel & Training	-	-	-	-
Utilities	-	-	-	-
Vehicle Expense	-	-	-	-
Equip & Bldg Maintenance	-	-	-	-
Contractual Services	-	-	-	-
Debt Service (Principal and Interest)	264	19,470	18,945	8,763
Emergency	-	-	-	-
Other	-	-	-	1,894
Fixed Asset Additions	-	-	-	-
Total Expenditures	264	19,470	18,945	10,657
REVENUES OVER (UNDER) EXPENDITURES	(264)	(19,470)	(9,487)	(1,199)
OTHER FINANCING SOURCES (USES):				
Transfer In	264	2,763	17,649	-
Transfer Out	-	-	-	-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease	-	-	-	-
Proceeds of Long-Term Debt	-	-	-	-
Retirement of Long-Term Debt	-	-	-	-
Total Other Financing Sources (Uses)	264	2,763	17,649	-
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	-	(16,707)	8,162	(1,199)
FUND BALANCE (GAAP), beginning of year	-	-	-	8,162
Less encumbrances, beginning of year	-	-	-	-
Add encumbrances, end of year	-	-	-	-
FUND BALANCE (GAAP), end of year	\$ -	\$ (16,707)	\$ 8,162	\$ 6,963
FUND BALANCE RESERVES AND DESIGNATIONS, end of year				
Reserved:				
Loan Receivable (Street NIDS/Levy District)	\$ -	\$ -	\$ -	\$ -
Prepaid Items/Security Deposits/Other Reserves	-	-	-	-
Debt Service/Restricted Assets	-	(16,707)	8,162	6,963
Prior Year Encumbrances	-	-	-	-
Designated:				
Capital Project and Other	-	-	-	-
Total Fund Balance Reserves and Designations, end of year	-	(16,707)	8,162	6,963
FUND BALANCE, end of year	-	(16,707)	8,162	6,963
FUND BALANCE RESERVES/DESIGNATIONS, end of year	-	16,707	(8,162)	(6,963)
UNRESERVED/UNDESIGNATED FUND BALANCE, end of year	\$ -	\$ -	\$ -	\$ -

* Neighborhood Improvement District special assessments.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

20th

day of

December

20 11

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment to increase revenue and expenditures for the DWI DCCC Grant for a payment sent to Boone County:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03411	Court Services Grants	Federal Grant Reimbursement		5,000.00
1243	71100	Court Services Grants	Outside Services		1,939.00
1243	71600	Court Services Grants	Equipment Lease & Rentals		1,026.00
1243	86300	Court Services Grants	Testing		2,035.00

Done this 20th day of December, 2011.

ATTEST:

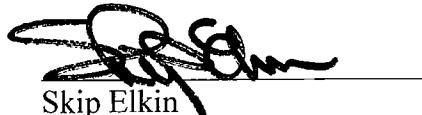
Wendy S. Noren cc
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

11/22/11
EFFECTIVE DATE

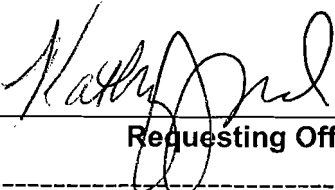
To: County Clerk's Office
Comm Order # 523-2011

FOR AUDITORS USE

Return to Auditor's Office
Please do not remove staple.

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	1	1	Court Services Grants	Federal Grant Reimbursement		\$5,000.00
1	2	4	3	7	1	1	0	0	Court Services Grants	Outside Services		\$1,939.00
1	2	4	3	7	1	6	0	0	Court Services Grants	Equipment Lease & Rentals		\$1,026.00
1	2	4	3	8	6	3	0	0	Court Services Grants	Testing		\$2,035.00


Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **To increase revenue and expenditures for the DWI DCCC Grant for payment sent to Boone County. (Please see attached memo.)**


Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments:

Agenda


Auditor's Office


PRESIDING COMMISSIONER


DISTRICT I COMMISSIONER


DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.



**OFFICE OF COURT ADMINISTRATOR
Thirteenth Judicial Circuit Court
Boone County Courthouse
705 E. Walnut St.
Columbia, Missouri 65201**

**Kathy S. Lloyd
Court Administrator**

**Tel: (573) 886-4050
Fax: (573) 886-4070**

MEMORANDUM

To: June Pitchford

From: Diana Vaughan

Subject: Budget Amendment for DWI DCCC Grant Monies

Date: November 22, 2011

In October, we switched funding streams from a reimbursable grant in which the county was paying the vendors and receiving 100% reimbursement to one in which the DCCC (Drug Court Coordinating Commission) pays the majority of the vendors directly. However, the invoices for the month of October were processed for reimbursement as was previously the practice. The state is agreeable to reimburse the county for the first month's expenditures. A reimbursement protocol will continue to be used for the sanctions category of expenditures which are included in the budget amendment in the amount of \$1,026.00. However, the future months' expenses for drug testing and tracking will be paid directly to the vendors of these services.



State of Missouri
Office of State Courts Administrator
Division of Administration

Issue Date

June 30, 2011

Award Amount

\$40,000.00

Contract Period

07/01/2011 to 6/30/2012

Treatment Court Funding FY 2012

In 2001, the Missouri General Assembly passed House Bill 471 creating this program. In accordance with state statute 478.009, the Drug Courts Coordinating Commission (DCCC) is allocating funding from the Missouri Drug Court Resources Fund through this competitive award contract. These funds are to be used to support treatment, testing and case management activities as approved by the commission in your approved proposal. Courts are encouraged to utilize these funds in conjunction with other federal, state and local resources to support the drug court efforts in your jurisdiction.

Contract Number

OSCA 12-001-16

Original Contract

Contract Amendment

Court/Recipient Information:

The Honorable Gary Oxenhandler
 Presiding Judge
 13th Judicial Circuit
 705 East Walnut Street
 Columbia, Missouri 65201

Project Director:

Stacey Langendoerfer
 DWI Court Coordinator
 13th Circuit DWI Treatment Court
 705 East Walnut
 Columbia, Missouri 65201

OSCA Program Contact

Angela Plunkett
 573-522-8242

OSCA Fiscal Contact

Tara Smith
 573-522-2616

Special Conditions of this award are attached.

There are no special conditions of this award. Original RFP requirements only.

The OSCA program staff and the Drug Court Coordinating Commission have completed the evaluation process and awarded funding as indicated below.

Requested Funding: \$191,706.68

Awarded Funding: \$40,000.00

Treatment Court Funding is awarded for the period July 1, 2011 through June 30, 2012. Invoices for services rendered during the prior contract period of July 1, 2010 through June 30, 2011 may be processed for payment during this new contract period. The Treatment Court will have 60 days after the start of this new contract period to submit invoices from the previous contract period. Expenditures reimbursed by OSCA during the new contract period will reduce the award amount of the contract.

Please Sign, Date and Return by Mail to:

Office of State Courts Administrator
 Attn: Contracts Unit
 PO Box 104480
 Jefferson City, MO 65110 - 4480

In witness thereof, the parties below hereby execute this agreement.

Appointing Authority Signature

OSCA Signature

Printed Name

Date

Printed Name

Gary Wait

Presiding Judge Signature

Title

Director, Court Programs, Research & Education

Printed Name

Date

Date

Certification of Compliance

MONTH October 2011

I, the undersigned, do hereby certify that all expenses have been incurred for the benefit of the

- Adult Court
- Family Court
- Juvenile Court
- DWI Court

I further certify that all of the attached invoices have been paid in full and reimbursement is due to the county or that the invoices are accurate and payment is due to the service provider.

I further certify that all expenses are in accordance with the program proposal approved by the Drug Court Coordinating Commission.

Circuit # 13th County Boone

No expenses incurred this month

Substance Abuse Treatment	\$	
Drug/alcohol Testing	\$	<u>2,034.75</u>
Contractual Services	\$	<u>1,939.00</u>
Wrap Around Services	\$	
Participant Education	\$	
Sanctions	\$	<u>270.94</u>
Total of Expenses Incurred	\$	<u>4,244.69</u>

Payment to Vendor or County Boone County
(Name of vendor or county to be paid)

(Note: If you are submitting multiple invoices to be paid to multiple vendors and/or the county, please fill out a Certification of Compliance sheet for each vendor to be paid and /or each county to be reimbursed.)

Return completed form and invoices no later than the 15th of each month to:

OSCA, Attn: Tara Smith, P.O. Box 104480, Jefferson City, MO 65110

I certify that the attached invoices are accurate and payment is due to the service provider. I further certify that all expenses are in accordance with the program approved by the Drug Court Coordinating Commission.

Stacy Langendorf DWI Administrator 11-15-2011
Authorized Signature Title Date

Amended FY 2011-2012 DWI Court Budget

7/2010	July	August	September	October	November	December	January	February	March	April	May	June	Total Budget	Total Available	Total In Excess	Class
Drug Testing	\$0.00	\$0.00	\$0.00	\$2,034.75									\$2,034.75	\$22,865.25	\$25,000.00	
Tracking	\$0.00	\$0.00	\$0.00	\$1,939.00									\$1,939.00	\$11,861.00	\$13,800.00	
Sanctions	\$0.00	\$0.00	\$0.00	\$270.94									\$270.94	\$929.08	\$1,200.00	
Participant Education	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$0.00	\$0.00	
Total Budget Required	\$0.00	\$0.00	\$0.00	\$4,244.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,244.69	\$35,755.34	\$40,000.00	

FY 2011
Budget Amendments/Revisions
Judicial Grants & Contracts (1243)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification	
1	1/11/2011	1243	3411	Judicial Grants/Contracts	Federal Grant Reimbursement	28,605		VAWA Grant for Domestic Assault Court Coordinator & MEND	
			10100	Judicial Grants/Contracts	Salary	22,305			
			10200	Judicial Grants/Contracts	FICA	1,706			
			10300	Judicial Grants/Contracts	Health Insurance	3,167			
			10350	Judicial Grants/Contracts	Life Insurance	35			
			10375	Judicial Grants/Contracts	Dental Insurance	237			
			10325	Judicial Grants/Contracts	Disability Insurance	83			
			10400	Judicial Grants/Contracts	Workers Comp	812			
			10500	Judicial Grants/Contracts	401A Match	260			
			3411	Judicial Grants/Contracts	Federal Grant Reimbursement	50,132			
			37220	Judicial Grants/Contracts	Travel to Training	89			
			37230	Judicial Grants/Contracts	Meals/Lodging	183			
			71100	Judicial Grants/Contracts	Outside Services	49,860			
2	5/5/2011	1243	92300	Judicial Grants/Contracts	Replacement Machine & Equipment	320		roll unspent 2010 budget for late invoice for Equipment Assistance Grant	
3	5/4/2011	1243	3451	Judicial Grants/Contracts	State Grant Reimbursement	9,720		additional funding for DRRF-Contact for Kids 7/1/10-6/30/11	
			1243	71101	Judicial Grants/Contracts	Professional Services	9,720		
4	6/20/2011	1243	71101	Judicial Grants/Contracts	Professional Services		1,000	Re-classify funds to cover the purchase of gift cards. Mo Dept of Public Safety approved incentive program. JDAI Grant	
			1243	23027	Judicial Grants/Contracts	Incentive Supplies	1,000		
5	6/20/2011	1243	3411	Judicial Grants/Contracts	Federal Reimbursement	3,261		Roll unspent 2010 Title II -JDAI grant fund to 2011	
			1243	37220	Judicial Grants/Contracts	Travel	6		
			1243	37230	Judicial Grants/Contracts	Meals & Lodging	324		
			1243	71101	Judicial Grants/Contracts	Professional Services	2,931		
6	8/10/2011	1243	3451	Judicial Grants/Contracts	State Reimb.-Grant	4,350		Increase funds for DRRF-Contact for Kids 07/01/11-12/31/11 Grant Award - total Grant \$8,700 from 07/01/11-06/30/12	
			1243	71101	Judicial Grants/Contracts	Professional Services	4,350		
7	8/12/2011	1243	3451	Judicial Grants/Contracts	State Reimbursement	40,498		To increase revenue and expenditures for the Probation Service grant from 07/11/11-12/31/11	
			1243	10100	Judicial Grants/Contracts	Salaries/Wages	31,720		
			1243	10200	Judicial Grants/Contracts	FICA	2,427		
			1243	10300	Judicial Grants/Contracts	Health Insurance	4,750		
			1243	10325	Judicial Grants/Contracts	Disability Insurance	117		
			1243	10350	Judicial Grants/Contracts	Life Insurance	53		
			1243	10375	Judicial Grants/Contracts	Dental Insurance	356		
			1243	10400	Judicial Grants/Contracts	Workers Comp.	1,075		
8	8/12/2011	1243	3451	Judicial Grants/Contracts	State Reimbursement	5,072		To increase revenue and expenditures for the Intensive Intervention grant from 07/1/11-12/31/11	
			10100	Judicial Grants/Contracts	Salaries/Wages	4,712			
			10200	Judicial Grants/Contracts	FICA	360			
9	9/21/2011	1242	71100	Juvenile Justice Center	Contractual Services		235	To transfer funds to cover county contribution portion for	

11/23/2011

		1243	91300	Judicial Grants/Contracts	Machinery & Equipment	211		
		1243	23050	Judicial Grants/Contracts	Other Supplies	24		FY11-12 JABG Grant
10	9/21/2011	1242	3411	Judicial Grants/Contracts	Federal Grant Reimbursement	5,545		Establish Budget for 2011 portion of JABG Grant for 2011-2012 Grant Year
		1243	10100	Judicial Grants/Contracts	Salaries	3,190		
		1242	10200	Judicial Grants/Contracts	Fica	244		
		1243	91300	Judicial Grants/Contracts	Machinery & Equipment	1,895		
		1243	23050	Judicial Grants/Contracts	Other Supplies	216		
11	10/6/2011	1243	91300	Judicial Grants/Contracts	Machinery & Equipment		60	60 Transfer of unused funds in 2010/2011 JABG Grant to purchase additional art supplies.
			23050	Judicial Grants/Contracts	Other Supplies		60	
12	11/14/2011	1243	3411	Judicial Grants/Contracts	Federal Grant Reimbursement	7,700		To establish budget for 2011 portion of Title II JDAI FY12 Grant
			37220	Judicial Grants/Contracts	Travel	100		
			37230	Judicial Grants/Contracts	Meals & Lodging	450		
			71101	Judicial Grants/Contracts	Professional Services	6,800		
			71600	Judicial Grants/Contracts	Equipment Lease & Rental	350		
13	11/14/2011	1243	3451	Judicial Grants/Contracts	State Reimbursement	525		To establish budget for 2011 portion of Fostering Court Improvement FY12 Grant
			22500	Judicial Grants/Contracts	Subscriptions	50		
			37230	Judicial Grants/Contracts	Meals	475		
14	11/21/2011	1243	10100	Judicial Grants/Contracts	Salary & Wages		473	473 Move funds to cover shortage in outside services in the VAWA Grant - Domestic Violence Program 259 63
			10200	Judicial Grants/Contracts	FICA		259	
			10500	Judicial Grants/Contracts	401(a) Match		63	
			71100	Judicial Grants/Contracts	Outside Services	795		
15	11/23/2011	1243	3411	Judicial Grants/Contracts	Federal Grant Reimbursement	5000		To increase revenues & expenses for DWI DCCC Grant
			71000	Judicial Grants/Contracts	Outside Services	1939		
			71600	Judicial Grants/Contracts	Equipment Lease & Rentals	1026		
			86300	Judicial Grants/Contracts	Testing	2035		
16	11/23/2011	1243	3411	Judicial Grants/Contracts	Federal Grant Reimbursement	4131		To transfer 2010 unused funds from DWI Grant to 2011
			71100	Judicial Grants/Contracts	Outside Services	2569		
			71600	Judicial Grants/Contracts	Equipment Leases & Rentals	557		
			86300	Judicial Grants/Contracts	Testing	1005		
17	11/23/2011	1243	86300	Judicial Grants/Contracts	Drug Testing		1060	1060 To move funds to cover shortage in Outside Services - DWI Court
			71100	Judicial Grants/Contracts	Outside Services		1060	