

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

December Session of the October Adjourned

Term. 20 11

County of Boone

} ea.

In the County Commission of said county, on the

27th

day of December

20 11


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

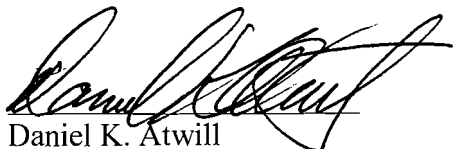
Now on this day the County Commission of the County of Boone does hereby **approve** the request by T-Vine Enterprises, Inc to renew a Review Plan for **Settlers Ridge** Planned Development on 90.59 acres, located at 8000 N. Rte B with the following conditions:

1. A revised review plan and final plan meeting the requirements of the Boone County Zoning Regulations must be submitted prior to any building construction within each planned district.
2. Off-site road improvements shall be built by the developer in accordance with the phasing plan and offsite improvement schedule attached to the Preliminary Plat/Review Plan.
3. The review plan approval shall be extended by 3-years for a total of 5-years from the date of approval.

Done this 27th 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

Settlers Ridge Review Plan

The minutes for the Planning and Zoning Commission meeting of December 15, 2011 along with the Boone County Zoning Regulations and Subdivision Regulations are entered into the record of this meeting.

The subject property is located north of Columbia on State Highways B and HH. This 90.59 acre parcel is bisected by Route B. A Review Plan and Preliminary Plat were first approved for this project in February, 2001. The planned zoning districts included 4.97 acres RS-P, 21.07 acres RM-P and 28.43 acres CG-P. Several tracts were rezoned to straight zoning districts including 47.82 acres of RS and 14.73 acres of RD. One final plat has been approved and one final plat is pending. One final development plan has been approved that established CG-P zoning for two lots at the intersection of Settlers Ridge Drive and Route HH. The Preliminary Plat and Review Plan were re-approved in January 2007 but will expire in January 2012. The applicant has resubmitted the Review Plan and Preliminary Plat for re-approval.

Since the January 2007 approval, the County has adopted stormwater and stream buffer regulations. Changes have been made to the Plat and Plan to provide stream buffers and set aside areas for stormwater treatment.

A traffic impact analysis was completed in 2000, which identified several offsite road improvements. Those improvements were linked to a development phasing plan so that construction of the improvements would occur concurrently with the phase of the development that created the impact that was being mitigated. The original traffic study has been reviewed by Allstate Consultants for the purpose of determining whether additional mitigation may be required at this time. According to that review the base traffic projections, from the original report, of 3% annual growth were higher than the actual observed increase in traffic on Route B. Therefore, the conditions outlined by the original traffic study are anticipated to be conservative in terms of background traffic. The original traffic study remains valid. All of the previously identified off-site improvements will be adequate to mitigate impacts created by the development.

The original plat and review plan were approved with three conditions. One of those conditions required the developer to abide by the development phasing plan that was proposed in the traffic impact study. In 2006 the developer submitted an updated phasing plan along with a schedule of required offsite improvements. That plan was approved and was re-submitted with this request.

Review Plans have a 2-year expiration date under the current zoning regulations unless otherwise approved. A condition of approval will be included in the recommendation section of this report to grant a 3-year extension to the review plan due to the size and complexity of this project. If granted the review plan and preliminary plat will both have a five year lifespan.

The development will receive sewer service from the City of Columbia via a sewer main that was constructed for this project. A revised annexation agreement was executed on November 25, 2011. The agreement dictates conditions under which sewer service will be provided to the property.

The property scored 71 points on the point rating system. Staff notified 80 property owners about this request.

Staff recommended approval of this request with the following conditions:

1. A revised review plan and final plan meeting the requirements of the Boone County Zoning Regulations must be submitted prior to any building construction within each planned district.
2. Off-site road improvements shall be built by the developer in accordance with the phasing plan and offsite improvement schedule attached to the Preliminary Plat/Review Plan.
3. The review plan approval shall be extended by 3-years for a total of 5-years from the date of approval.

The Planning & Zoning Commission conducted a public hearing on this request during their December 15, 2011 regular meeting. There were seven members of the commission present.

Following the public hearing, a motion was made to recommend approval of the request subject to staff conditions. That motion received unanimous support and so comes forward with a recommendation for approval.

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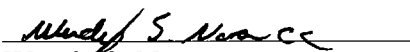
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby receive and accept the following subdivision plats and authorize the presiding commissioner to sign them:

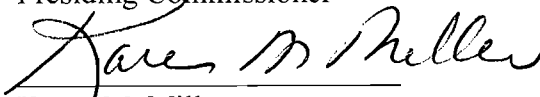
1. Sotta. S20-T50N-R12W. A-2. Robert T. Sotta, Sr., owner. Steven R. Proctor, surveyor.
2. Sunrise Estates Block 12. S12-T48N-R12W. R-S. Kenneth and Velma Epperson, owners. James V. Patchett, surveyor.

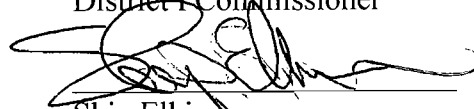
Done this 27th day of December, 2011.

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

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

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December Session of the October Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

27th

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 attached proposal from Allstate Consultants, LLC for professional services for platting the Meyer Industrial Boulevard Extension. It is further ordered the Presiding Commissioner is hereby authorized to sign said proposal.

Done this 27th 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

APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES

Effective the 27th day of December, 2011, Boone County, Missouri, a political subdivision of the State of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified herein.

Consultant Name: Allstate Consultants, LLC 3312 LeMone Industrial Blvd, Columbia, MO 65201

Project/Work Description: professional services for platting of Meyer Industrial Boulevard Extension

Proposal Description: to provide preliminary plat and final plats as described in the attached proposal for engineering services dated December 22, 2011 and submitted by Allstate Consultants, LLC. Including all necessary meetings with the public, the Boone County Commission and Boone County Staff.

Modifications to Proposal: Fees and expenses shall not exceed \$14,000.00 without prior written approval of Owner.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Resource Management Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall be in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the General Consultant Services Agreement, or the inclusion of additional terms in the Consultant's proposal not found in the General Consultant Services Agreement, the terms and conditions of the General Consultant Services Agreement shall control unless the proposal approved herein specifically identifies a term or condition of the General Consultant Services Agreement that shall not be applicable or this Approval of Proposal indicates agreement with a specific term or terms of Consultant's proposal not found in the General Consultant Services Agreement.

BOONE COUNTY, MISSOURI

By [Signature]
Title PRESIDENT
Dated: 12/27/2011

By [Signature]
Presiding Commissioner
Dated: 12/27/2011

APPROVED AS TO FORM:
[Signature]
County Attorney

ATTEST:
[Signature]
County Clerk

APPROVED:
[Signature]
Resource Management Director

Certification:
I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriations sufficient to pay the costs arising from this contract.

[Signature] 12/27/11 2045-71102
Auditor Date

PROPOSAL FOR ENGINEERING SERVICES

CLIENT: BOONE COUNTY PUBLIC WORKS
801 E. WALNUT
COLUMBIA, MISSOURI 65201-7730

BILLING: SAME AS CLIENT

DATE: DECEMBER 22, 2011

PROJECT #: 10002.01

PROJECT NAME AND LOCATION:

MEYER INDUSTRIAL BOULEVARD EXTENSION
COLUMBIA, MO

SCOPE OF SERVICES / FEE FOR SERVICES:

Allstate Consultants LLC, 3312 LeMone Industrial Blvd., Columbia, MO agrees to provide engineering services related to the above named project at the above listed location. These services will be provided for on a **not-to-exceed fee** basis as defined herein and as defined in the standard terms and conditions in Addendum A of this agreement.

The scope of this project is to provide Preliminary Plat/Final Plats and Review/Final Plans for Lots 1&2 of Ponderosa Subdivision (Cunningham and Gibbs Property) and Lots 72& 73 of Prairie Meadow Estates Plat 8 (Turnberry Properties). The intent of the Final Plan and Plat is to create the Right of Way for Meyer Industrial Blvd., adjust the lot lines for the property owners according to the Memorandum of Understanding created by the county, and establish M-LP zoning for all three tracts (except the residential portion of existing Lot 72 of Prairie Meadow Estates Plat 8). This scope does not include any Traffic Studies, Geotechnical Studies, or Final Site Plans for construction.

Allstate Consultants LLC will complete all of the work for a not-to-exceed fee of **FOURTEEN THOUSAND DOLLARS (\$14,000.00)**.

BILLING:

An invoice will be sent at the first of each month reflecting the services performed. Payment is due in 30 days and delinquent in 45 days.

CONTRACT:


Acceptance of this agreement will serve as Allstate Consultant's notice to proceed and together with the standard terms and conditions attached hereto represent the formal contractual agreement.

Proposed By:



Allstate Consultants LLC

Accepted By:



Signature Date

Daniel K. Atwill Presiding Commissioner

Print Name / Title

ADDENDUM A – STANDARD TERMS AND CONDITIONS

Allstate Consultants LLC (the Firm) shall perform the professional services outlined in this agreement for the stated fee agreement. The Firm will perform the services in a timely manner with due and reasonable diligence consistent with sound professional practices. The Firm will perform services under this Agreement in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Access to Site: Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damages due to these activities but have not included in the fee the cost of restoration of any resulting damage.

Fee:

A **Fixed fee**, if stated, shall constitute the total compensation due.

A **Percentage fee**, if stated, shall be calculated on the basis of the total cost of the work designed and specified by the firm.

An **Estimated fee**, if stated, will be calculated on an hourly basis, and the estimate shall not be exceeded by more than twenty percent without written approval of the Client.

A **Not-To-Exceed fee**, if stated, will be calculated on an hourly basis, and will not be exceeded without prior written approval of the Client.

An **Hourly fee**, if stated, will be based on the actual hours expended on the project and will be calculated on an hourly basis.

Hourly Rate: Where the fee is to be calculated on an hourly basis, the rates shall be as follows:

PRINCIPAL	\$125.00
ENGINEER III	\$115.00
ENGINEER II	\$105.00
ENGINEER I	\$95.00
INVESTIGATIVE ENGINEER III.....	\$175.00
INVESTIGATIVE ENGINEER II.....	\$150.00
INVESTIGATIVE ENGINEER I.....	\$125.00
TECHNICIAN VI/SURVEYOR III.....	\$100.00
TECHNICIAN V/SURVEYOR II.....	\$90.00
TECHNICIAN IV/SURVEYOR I.....	\$75.00
TECHNICIAN III.....	\$65.00
TECHNICIAN II.....	\$45.00
TECHNICIAN I.....	\$32.00
CREW (1 MAN)	\$100.00
CREW (2 MEN)	\$120.00
CREW (3 MEN)	\$130.00
INVESTIGATOR IV.....	\$105.00
INVESTIGATOR III.....	\$100.00
INVESTIGATOR II.....	\$70.00
INVESTIGATOR I.....	\$55.00
EXPERT TESTIMONY II	\$250.00
EXPERT TESTIMONY I	\$175.00
GPS RECEIVERS (PER UNIT).....	\$111.00/day
TRAFFIC COUNTERS (PER UNIT).....	\$35.00/day
MILEAGE	IRS Rate
ATV (PER UNIT).....	\$111.00/day
EXPENSES (Lodging, Meals, Printing, Research, & etc.).....	Actual Cost

Annual Rate Increase: Rates will be adjusted annually. Adjusted rates will be incorporated and billed into applicable agreements and contracts.

Reimbursable Expenses: The Client shall reimburse the Firm to direct expenses incurred during performance of the service, including printing charges, taxes, mileage, public transportation cost, tolls, permit fees, equipment rentals, long distance communication, and other miscellaneous expenses.

Billing/Payments: Statements for the Firm's services shall be submitted at the completion of the project. Statements shall be due upon receipt and payable within 30 days after their date. Payments shall not be contingent upon any other payments to the Client by others. If not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of all services. Payments to the Firm shall not be withheld, postponed or made contingent on the construction, completion or success of the project. No withholdings, deductions or offsets shall be made from the Firm's compensation for any reason.

Indemnification: The Client shall indemnify and hold harmless the Firm and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of the services, provided that any such claim, damage, loss, or expense is caused in whole or in part by the negligent act, omission and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except the firm), or anyone for whose acts they may be liable.

Project Responsibilities: Neither the professional activities of the Firm nor the presence of the employees at a construction site, shall relieve any Contractor or any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Client agrees his Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the Client's agreement with the Contractor.

Termination of Services: The Agreement may be terminated by the Client or the Firm after seven days written notice should the other fail to perform its obligation hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and termination expenses.

Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm. The "original" plat shall be returned to the firm after recording in the Boone County records.

Applicable Laws: Unless otherwise specified, this agreement shall be governed by the laws of the State of Missouri.

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 County of Boone } ea.

December Session of the October Adjourned

Term. 20 11


In the County Commission of said county, on the 27th 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 51-09NOV11 – Vehicle Preventative Maintenance Term & Supply to Big O Tires as the primary provider, and Jiffy Lube as the secondary provider. It is further ordered the Presiding Commissioner is hereby authorized to sign said contracts.

Done this 27th 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

Tyson Boldan
Buyer



613 E. Ash St., Room 108
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Tyson Boldan
DATE: December 22, 2011
RE: 51-09NOV11 – Vehicle Preventative Maintenance Term & Supply

The bid for Vehicle Preventative Maintenance Term & Supply closed on November 09, 2011. Three bids were received. Purchasing and the Boone County Sheriff Department recommend award (by low bid) to Big O Tires as the primary and MFA Petroleum Company dba Jiffy Lube as secondary for this service.

This is a term and supply contract. Invoices will be paid from departments 1251 – Sheriff, 1255 - Corrections, and account 59100 – Vehicle Repairs/Maintenance.

Attached are the Bid Tabulation and a department memo for your review.

ATT: Bid Tabulation

cc:

Bid File
Chad Martin, Sheriff Department



BOONE COUNTY SHERIFF'S DEPARTMENT
Sheriff Dwayne Carey
2121 County Drive, Columbia, MO 65202
573/875-1111 Fax 573/874-8953

MEMORANDUM

DATE: November 30, 2011
TO: Tyson, Boone County Purchasing
FROM: Chad, Boone Co SD
SUBJECT: Bid Award Recommendation for 51-09NOV11

Tyson,

I am recommending we award a primary and secondary vendor to this contract. I am requesting Big O' Tire be awarded primary, and MFA (Jiffy Lube) be awarded as secondary.

The reason for this request is due to a historical perspective I have from previously awarding (years ago) a tire shop to our oil change bid. Due to the design of the shop and their company scheduling policies we had to dissolve the contract with them. Big O' is not the same company, however is similar in design and function and raises the same concerns.

Having the above concerns in mind I met with the operations manager of Big O' tire. I explained my concerns about his lack of numerous locations and scheduling policies due to our time constraints. I further explained to him why I was recommending a dual award of this contract and he told me he understood and did not have a problem with it. He is willing to work with us to try to make it work and understands that if we can't make it work we will be using the secondary vendor.

Please let me know if you need any additional information.

Thanks,

A handwritten signature in black ink, appearing to read "Chad Martin".

Chad Martin

**51-09NOV11 -
Vehicle
Preventative
Maintenance Term
and Supply**

BID TABULATION		BIG O			BOB MCCOSH			MFA		
4.7. PRICING		Original Contract Period	1 st Renewal Period	2 nd Renewal Period	Original Contract Period	1 st Renewal Period	2 nd Renewal Period	Original Contract Period	1 st Renewal Period	2 nd Renewal Period
4.7.1.	Maintenance Cost Per Vehicle Per Visit using 5 Qts. of Oil	\$22.50	\$	\$	\$35.70	\$35.70	\$36.70	\$26.95	\$27.45	\$27.95
4.7.2.	Maintenance Cost Per Vehicle Per Visit using 6 Qts of Oil	\$25.08	\$	\$	\$39.62	\$39.62	\$40.62	\$28.95	\$29.45	\$29.95
4.7.3.	Maintenance Cost Per Vehicle Per Visit using 7 Qts of Oil	\$27.66	\$	\$	\$43.54	\$43.54	\$44.54	\$30.95	\$31.45	\$31.99
4.7.4.	Price Increase Per Qt of DEXOS Oil Used	\$0.63			\$1.02			\$35.95		
4.7.4.	Tire Rotation	No Charge	\$	\$	\$18.95	\$	\$	\$12.95	\$	\$
4.10.	COOP? (Yes or No)	YES			YES			YES		

Boone County Purchasing

Tyson Boldan,
Buyer



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

TO: Chad Martin
Sheriffs Department, Captain

FROM: Tyson Boldan,
Buyer

DATE: March 14, 2011

RE: Bid Award Recommendation – 51-09NOV11 – Vehicle Preventative
Maintenance

Attached is the bid tabulation for the three bid response was 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: 1251 + 1255

Account Number: 59100

Budgeted: \$ 90,800.00

Award Bid by low bid to Big O Tires.

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: 11-30-11



BOONE COUNTY SHERIFF'S DEPARTMENT
Sheriff Dwayne Carey
2121 County Drive, Columbia, MO 65202
573/875-1111 Fax 573/874-8953

MEMORANDUM

DATE: November 30, 2011
TO: Tyson, Boone County Purchasing
FROM: Chad, Boone Co SD
SUBJECT: Bid Award Recommendation for 51-09NOV11

Tyson,

I am recommending we award a primary and secondary vendor to this contract. I am requesting Big O' Tire be awarded primary, and MFA (Jiffy Lube) be awarded as secondary.

The reason for this request is due to a historical perspective I have from previously awarding (years ago) a tire shop to our oil change bid. Due to the design of the shop and their company scheduling policies we had to dissolve the contract with them. Big O' is not the same company, however is similar in design and function and raises the same concerns.

Having the above concerns in mind I met with the operations manager of Big O' tire. I explained my concerns about his lack of numerous locations and scheduling policies due to our time constraints. I further explained to him why I was recommending a dual award of this contract and he told me he understood and did not have a problem with it. He is willing to work with us to try to make it work and understands that if we can't make it work we will be using the secondary vendor.

Please let me know if you need any additional information.

Thanks,

A handwritten signature in black ink, appearing to read "Chad Martin".

Chad Martin

**PURCHASE AGREEMENT
FOR
VEHICLE PREVENTATIVE MAINTENANCE – TERM & SUPPLY**

THIS AGREEMENT dated the 27 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 **MFA Petroleum Company dba Jiffy Lube**, 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, County of Boone Request for Bid for **Vehicle Preventative Maintenance Term & Supply**, bid number **51-09NOV11**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, any applicable addenda, the unexecuted Response Form, Standard Terms and Conditions, as well as the Contractor's bid response dated **November 03, 2011** and executed by **Edward J. Harper** 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, the Introduction and General Conditions of Bidding, this Purchases Agreement, the Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms and Conditions, and applicable Addenda shall prevail and control over the Contractor's bid response.

2. 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 **two (2) additional one-year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis for a maximum of six (6) months 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. Basic Services - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with **Vehicle Preventative Maintenance**. Items/service will be provided as required in the bid specifications 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. Delivery - Contractor agrees to provide the items and service as specified and as agreed to in the bid specifications.

5. Billing and Payment - All billing shall be invoiced to Boone County Sheriff Department, 2121 County Dr. Columbia, MO 65202. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements within thirty days of receipt, all monthly statements must also have copies of applicable invoices; 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.

6. **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.

7. **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.

8. **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.

MFA PETROLEUM COMPANY dba
JIFFY LUBE

by Edith J. Hansen

title Director of Operations

address On Ray Young Drive
Columbia MO, 65201

BOONE COUNTY, MISSOURI

by: Boone County Commissioner

[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.)

Jane Pitchford by jgj
Signature

1251/59100 and 1255/59100 Term and Supply
12/20/2011
Date

Appropriation Account

Phone Number: 442-0171 Fax Number: 876-0321

Authorized Representative Signature: Edward J. Harper Date: 11/03/2011

Authorized Representative Printed Name: Edward J. Harper
County of Boone Purchasing
Department

4. Revised Response Form

- 4.1. Company Name: MFR Petroleum Company dba Jiffy Lube
- 4.2. Address: ONE RAY YOUNG DRIVE
- 4.3. City/Zip: Columbia, MO 65201
- 4.4. Phone Number: (573) 442-0171
- 4.5. Fax Number: (573) 876-0321
- 4.6. Federal Tax ID: 43-0718638

- 4.6.1. Corporation
- Partnership - Name _____
- Individual/Proprietorship - Individual Name _____
- Other (Specify) _____

4.7. PRICING

DESCRIPTION	Original Contract Period	1 st Renewal Period	2 nd Renewal Period
4.7.1. Maintenance Cost Per Vehicle Per Visit using 5 Qts. of Oil	\$ <u>26.95</u>	\$ <u>27.45</u>	\$ <u>27.95</u>
4.7.2. Maintenance Cost Per Vehicle Per Visit using 6 Qts of Oil	\$ <u>28.95</u>	\$ <u>29.45</u>	\$ <u>29.95</u>
4.7.3. Maintenance Cost Per Vehicle Per Visit using 7 Qts of Oil	\$ <u>30.95</u>	\$ <u>31.45</u>	\$ <u>31.99</u>
4.7.4. Price Increase Per Qt of DEXOS Oil Used	\$ <u>35.95</u>		
4.7.5. Tire Rotation	\$ <u>12.95</u>		

4.8. MISCELLANEOUS INFORMATION

4.8.1. List the address/addresses of all locations where service will be provided:

2107 W. Worley, 18 N. Providence, 11013 E Nitong,
3101 Paris Road, 809 Stadium, Jeff City, 611
Dix Road Jeff City, 1403 N. 131st, Felton

4.8.2. Are Appointments necessary? NO 2801 W Broadway, Sedalia MO

4.8.3. If YES, how far in advance must an appointment be scheduled? —

4.8.4. If NO, what is the average wait from time of delivery to the beginning of actual servicing? 5 minutes

4.8.5. What is the average amount of time to perform all service functions required? 15 minutes

Does your firm provide this type of service to other large customers on a term and supply type contract? YES

4.8.7. If YES, please provide the company name, address, telephone number and the name of the company representative who is familiar with the contract and the services you provide.

Enterprise Rental 573 256-8000 Chris Carnichael
Constal Electric 573 875-2200 Nancy Palmer
Avis Rental 573 442-6945 Amina Hassan

4.8.8. What are your business hours? 7:30 - 6:00 pm M-F 10:00 - 5:00 Sun
7:30 - 5:00 pm S Worley + Nitong

4.8.9. Are there circumstances that may cause your business to close early? NO

4.8.10. If yes, please provide a detailed description of the circumstances for which your business would close.

20" or SNOW

4.8.11. Supplies/products used in this contract shall be as follows, and if substituted, shall be approved by the department. Please list the products your firm will use under this contract.

4.8.12. 5W30 Oil - MFA Oil Company

4.8.13. 10W30 Oil - MFA Oil Company

4.8.14. 5W20 Oil - MFA Oil Company

4.8.15. Transmission Fluid - MFA Oil Company

4.8.16. Differential Fluid - MFA Oil Company

4.8.17. Power Steering Fluid - MAG-1, Warren Performance Products

4.8.18. Master Cylinder Fluid - M/A

4.8.19. Cooling System Fluid - MFA OIL COMPANY

4.8.20. Battery Fluid - Distilled Water

4.8.21. Oil Filter Manufacturer: Champion Lab, Service Champ

4.9. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

4.9.1. Authorized Representative (Sign By Hand):

Edward J. Harper

4.9.2. Type or Print Signed Name:

Edward J. Harper

4.9.3. Today's Date: 11/3/2011

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

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

County of Boone)
State of Missouri)ss
)

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

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

Edward J Harper 11/4/11
Affiant Date

Edward J Harper
Printed Name

Subscribed and sworn to before me this 4 day of November, 2011.

Nicole Richardson
Notary Public



NICOLE RICHARDSON
My Commission Expires
January 28, 2015
Boone County
Commission #11000757

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.

- X 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.

Edward J Harper 11/4/11
Applicant Date

Edward J Harper
Printed Name

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.

11/04/11
Date

Edward J Harper
Signature

486-84-0695
Social Security Number
or Other Federal I.D. Number

Edward J Harper
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.

Nicole Richardson
Notary Public

My Commission Expires: 1-28-2015



NICOLE RICHARDSON
My Commission Expires
January 28, 2015
Boone County
Commission #11000757



BOONE COUNTY, MISSOURI
Request for Quote #: 51-09NOV11– Vehicle Preventative Maintenance Term
and Supply
ADDENDUM #1 - Issued November 1, 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:

1. Replace section 2.6.1. as follows of the Request For Bid as follows:

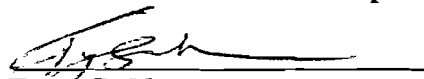
- 2.6.1. Change engine oil per manufacturer's suggested type and weight of oil. Typical weights used are 5W30, 10W30, 5W20, or DEXOS. Oil shall be a synthetic blend meeting ILSAC GF-5 for extended oil drain intervals. Vendor should submit (with the bid response) a specification sheet for all oils proposed in the bid.

2. Replace section 2.6.9. of the Request For Bid as follows:

- 2.6.9. Completion of the work described above shall be **twenty five minutes or less**. Time will begin when the vehicle arrives at the service provider's place of business.

3. Replace the Bid Response Form with the attached Revised Bid Response Form.

By:


Tyson Boldan

Boone County Purchasing
613 E. Ash Street, Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: tboldan@boonecountymo.org

OFFEROR has examined copy of Addendum #1 to Request for Bid # 51-09NOV11– **Vehicle Preventative Maintenance Term and Supply**, receipt of which is hereby acknowledged:

Company Name:

MFA Petroleum Company / Tilly Lube

Address:

One Ray Young Drive, Columbia MO



BOONE COUNTY, MISSOURI
Request for Quote #: 51-09NOV11- Vehicle Preventative Maintenance Term
and Supply
ADDENDUM #1 - Issued November 1, 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:

1. Replace section 2.6.1. as follows of the Request For Bid as follows:

- 2.6.1. Change engine oil per manufacturer's suggested type and weight of oil. Typical weights used are 5W30, 10W30, 5W20, or DEXOS. Oil shall be a synthetic blend meeting ILSAC GF-5 for extended oil drain intervals. Vendor should submit (with the bid response) a specification sheet for all oils proposed in the bid.

2. Replace section 2.6.9. of the Request For Bid as follows:

- 2.6.9. Completion of the work described above shall be **twenty five minutes or less**. Time will begin when the vehicle arrives at the service provider's place of business.

3. Replace the Bid Response Form with the attached Revised Bid Response Form.

By: _____

Tyson Boldan

Boone County Purchasing
613 E. Ash Street, Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: tboldan@boonecountymo.org

OFFEROR has examined copy of Addendum #1 to Request for Bid # 51-09NOV11- **Vehicle Preventative Maintenance Term and Supply**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____
County of Boone Purchasing
Department

4. Revised Response Form

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

- 4.6.1. () Corporation
() Partnership - Name _____
() Individual/Proprietorship - Individual Name _____
() Other (Specify) _____

4.7. PRICING

	DESCRIPTION	Original Contract Period	1 st Renewal Period	2 nd Renewal Period
4.7.1.	Maintenance Cost Per Vehicle Per Visit using 5 Qts.of Oil	\$ _____	\$ _____	\$ _____
4.7.2.	Maintenance Cost Per Vehicle Per Visit using 6 Qts of Oil	\$ _____	\$ _____	\$ _____
4.7.3.	Maintenance Cost Per Vehicle Per Visit using 7 Qts of Oil	\$ _____	\$ _____	\$ _____
4.7.4.	Price Increase Per Qt of DEXOS Oil Used	\$ _____		
4.7.5.	Tire Rotation	\$ _____		

4.8. MISCELLANEOUS INFORMATION

4.8.1. List the address/addresses of all locations where service will be provided:

4.8.2. Are Appointments necessary? _____

4.8.3. If YES, how far in advance must an appointment be scheduled? _____

4.8.4. If NO, what is the average wait from time of delivery to the beginning of actual servicing? _____

4.8.5. What is the average amount of time to perform all service functions required? _____

4.8.6. Does your firm provide this type of service to other large customers on a term and supply type contract? _____

4.8.7. If YES, please provide the company name, address, telephone number and the name of the company representative who is familiar with the contract and the services you provide.

4.8.8. What are your business hours? _____

4.8.9. Are there circumstances that may cause your business to close early? _____

4.8.10. If yes, please provide a detailed description of the circumstances for which your business would close.

4.8.11. Supplies/products used in this contract shall be as follows, and if substituted, shall be approved by the department. Please list the products your firm will use under this contract.

4.8.12. 5W30 Oil - _____

4.8.13. 10W30 Oil - _____

4.8.14. 5W20 Oil - _____

4.8.15. Transmission Fluid - _____

4.8.16. Differential Fluid - _____

4.8.17. Power Steering Fluid - _____

4.8.18. Master Cylinder Fluid - _____

4.8.19. Cooling System Fluid - _____

4.8.20. Battery Fluid - _____

4.8.21. Oil Filter Manufacturer: _____

4.9. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.9.1. Authorized Representative (Sign By Hand):

4.9.2. Type or Print Signed Name: _____

4.9.3. Today's Date: _____

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



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

Request for Bid (RFB)

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

Bid Data

Bid Number: **51-09NOV11**
Commodity Title: **Vehicle Preventative Maintenance Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **WEDNESDAY, NOVEMBER 09, 2011**
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
613 E. Ash, Room 109
Columbia, MO 65201**
Directions: The Purchasing Office is located on the Southeast corner at 7th Street and Ash Street. Enter the building from the South Side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **WEDNESDAY, NOVEMBER 09, 2011**
Time: **1:30 P.M. C.S.T.**
Location / Address: **Boone County Purchasing Department
613 E. Ash, Room 109
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
 - 2.0: **Primary Specifications**
 - 3.0: **Response Presentation and Review**
 - 4.0: **Response Form
Work Authorization Certification
Certification Of Individual Bidder
Affidavit**
- Attachment 1 Boone County Sheriff's Department Vehicle Service
Standard Terms and Conditions**

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 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. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of [forty eight] hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: www.showmeboone.com
 Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, an "all or none" basis, whichever is in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **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 the **January 01, 2012** through **December 31, 2012** and may be automatically renewed for up to an additional two (2) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the furnishing of **Vehicle Preventative Maintenance** as specified herein.
 - 2.1.1. **Quantity** – The County does not guarantee a minimum volume for purchases under a prospective contract. In addition, the County reserves the right to purchase vehicle preventative maintenance services from other vendors when the County deems the purchase necessary.
 - 2.2.. The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the prices noted on the Response Form for the 1st and 2nd Renewal Periods.
 - 2.2.1. If renewal prices are not provided, then prices during any renewal period shall be the same as during the original contract period.
 - 2.2.2. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.3. **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 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.
- 2.5. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum quantities or total prices.
 - 2.5.1. The contractor shall extend any and all special promotional sale prices or discounts immediately to the County during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period.
- 2.6. **MINIMUM CONTRACT REQUIREMENTS** - The contractor shall perform all services listed below on an as needed, if needed basis. Costs for said services must include all parts, materials, tools, supplies, and labor.
 - 2.6.1. Change engine oil per manufacturer's suggested type and weight of oil. Typical weights used are 5W30, 10W30, 5W20, or DEXOS. Oil shall be a synthetic blend meeting ILSAC GF-5 for extended oil drain intervals. Vendor should submit (with the bid response) a specification sheet for all oils proposed in the bid.
 - 2.6.2. Change engine oil filter. Oil Filters shall be Champ Filter Company brand or equivalent. If an equivalent is bid, vendors shall list the filter manufacturer on the bid response page. The County reserves the right to request, at the offerors expense, a sample of the filter/filters bid for equality testing.
 - 2.6.3. Check condition of tires and inflation pressure. Correct any inflation deficiencies per the manufacturers recommendations as indicated on the sticker inside the driver's door jamb.
 - 2.6.4. Check fluid levels for transmission, differential, steering gear or power steering pump, master cylinder, battery and cooling system. Correct any deficiencies.
 - 2.6.5. Complete the attached service report (See Attachment 1).
 - 2.6.6. The contractor will be required to provide the products responded to in this bid and identified on the Response Form. The contractor must obtain prior approval from a Sheriff's Department authorized representative before using substitute products.
 - 2.6.7. Tire Pressure Monitoring Systems (TPMS) will be reset on each vehicle seen.
 - 2.6.8. Tires shall be rotated at every service (6,000). Front tires will be rotated to the respective sides on the rear and rears will go to opposite sides on the front. Tire rotations will occur only at the direction of the Sheriff's Department staff. Tires should not be rotated if new tires are needed unless directed

otherwise. Vendor shall be responsible for resetting all applicable TPMS on all positions, if needed, as per manufacturer's directions.

2.6.9. Completion of the work described above shall be **twenty five minutes or less**. Time will begin when the vehicle arrives at the service provider's place of business.

2.7. **FLEET INFORMATION** – The Boone County Sheriff's Department has a fleet of vehicles that require preventative maintenance to be performed every 6,000 miles. These vehicles will average approximately 2,000 miles per month. The County reserves the right to add or delete to this list at any time. This list is only provided so bidders have an estimate of the number of vehicles to be serviced and the potential frequency.

Qty 44 Ford Crown Victoria's '04 - '11

Qty 11 Chevy Impala's '02 - '09

Qty 2 Chevy Tahoe '10 - '11

Qty 3 Dodge Charger '09 - '11

Qty 1 Chevy Caprice '12

Qty 2 Chevy Silverado truck '04 - '07

Qty 3 Ford Taurus '06 - '07

Qty 3 Ford Explorers '03 - '04

Qty 1 Chevy Trail Blazer '08

Qty 6 Full Size (15 pass) vans (Ford & Chevy) '95 - '11

2.8. **EVALUATION** - Evaluation of this bid will be based upon the ability of the vendor to perform these services in a timely fashion, the number of service locations available and the cost for said services.

2.9. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Boone County Sheriff's Department at the following address: 2121 County Drive, Columbia, MO 65202. Payment shall be made within 30 days of receipt of a complete **MONTHLY** statement. Invoices shall be used as back-up documentation only. The Sheriff's Department shall not process payments from individual invoices.

2.10. **DESIGNEE** – Boone County Sheriff's Department, 2121 County Drive, Columbia, MO 65202.

2.11. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Tyson Boldan, Buyer, 613 E. Ash, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: tboldan@boonecountymo.org.

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 here. Failure to adhere to all requirements may result in your 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" or "No Bid". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. We are 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 proposal number and the due date and time.
 - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 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** - We reserve 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** - We reserve 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** - Our 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** - We will evaluate submitted responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
 - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
 - 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

4. Response Form

4.1. Company Name:

4.2. Address:

4.3. City/Zip:

4.4. Phone Number:

4.5. Fax Number:

4.6. Federal Tax ID:

4.6.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.7. PRICING

DESCRIPTION	Original Contract Period	1 st Renewal Period	2 nd Renewal Period
4.7.1. Maintenance Cost Per Vehicle Per Visit using 5 Qts.of Oil	\$ _____	\$ _____	\$ _____
4.7.2. Maintenance Cost Per Vehicle Per Visit using 6 Qts of Oil	\$ _____	\$ _____	\$ _____
4.7.3. Maintenance Cost Per Vehicle Per Visit using 7 Qts of Oil	\$ _____	\$ _____	\$ _____
4.7.4. Price Increase Per Qt of DEXOS Oil Used	\$ _____		
4.7.5. Tire Rotation	\$ _____		

4.8. MISCELLANEOUS INFORMATION

4.8.1. List the address/addresses of all locations where service will be provided:

4.8.2. Are Appointments necessary? _____

4.8.3. If YES, how far in advance must an appointment be scheduled? _____

4.8.4. If NO, what is the average wait from time of delivery to the beginning of actual servicing? _____

4.8.5. What is the average amount of time to perform all service functions required? _____
Does your firm provide this type of service to other large customers on a term and supply type

4.8.6. contract? _____

If YES, please provide the company name, address, telephone number and the name of the company
4.8.7. representative who is familiar with the contract and the services you provide.

4.8.8. What are your business hours? _____

4.8.9. Are there circumstances that may cause your business to close early? _____

If yes, please provide a detailed description of the circumstances for which your business would
4.8.10. close.

Supplies/products used in this contract shall be as follows, and if substituted, shall be approved by
4.8.11. the department. Please list the products your firm will use under this contract.

4.8.12. 5W30 Oil - _____

4.8.13. 10W30 Oil - _____

4.8.14. 5W20 Oil - _____

4.8.15. Transmission Fluid - _____

4.8.16. Differential Fluid - _____

4.8.17. Power Steering Fluid - _____

4.8.18. Master Cylinder Fluid - _____

4.8.19. Cooling System Fluid - _____

4.8.20. Battery Fluid - _____

4.8.21. Oil Filter Manufacturer: _____

4.9. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.9.1. Authorized Representative (Sign By Hand):

4.9.2. Type or Print Signed Name: _____

4.9.3. Today's Date: _____

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

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

ATTACHMENT 1

**BOONE COUNTY SHERIFF'S DEPARTMENT
VEHICLE SERVICE RECORD**

VIN: _____ Odometer Reading: _____

DATE: _____ ARRIVAL TIME: _____

SERVICE BEGINNING TIME: _____ SERVICE ENDING TIME: _____

SHOP LOCATION: _____

Tire Rotation: YES NO

(TPMS) Reset: YES NO

Oil and Oil Filter Changed: YES NO

Condition of Tires	RF:	_____	Good	_____	Fair	_____	Poor	/32
	LF:	_____	Good	_____	Fair	_____	Poor	/32
	RR:	_____	Good	_____	Fair	_____	Poor	/32
	RF:	_____	Good	_____	Fair	_____	Poor	/32

Notation of Fluids Checked:

Transmission Fluid: _____ Good _____ Fair _____ Poor

Power steering Fluid: _____ Good _____ Fair _____ Poor

Differential Fluid: _____ Good _____ Fair _____ Poor

Washer Fluid: _____ Good _____ Fair _____ Poor

Battery Water: _____ Good _____ Fair _____ Poor

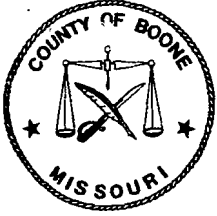
Brake Fluid: _____ Good _____ Fair _____ Poor

Antifreeze: _____ Good _____ Fair _____ Poor

Other Observations or Deficiencies Noted:

Mechanic (Signature)

Officer (Signature)



Standard Terms and Conditions

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201
Tyson Boldan, Buyer

Phone: (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 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. No bid transmitted by fax machine will be accepted.
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. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

**PURCHASE AGREEMENT
FOR
VEHICLE PREVENTATIVE MAINTENANCE – TERM & SUPPLY**

THIS AGREEMENT dated the 27 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 **Bore 1 MPC LLC., dba Big O Tires**, 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, County of Boone Request for Bid for **Vehicle Preventative Maintenance Term & Supply**, bid number **51-09NOV11**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, any applicable addenda, the unexecuted Response Form, Standard Terms and Conditions, as well as the Contractor's bid response dated **November 04, 2011** and executed by **Russell Coats** 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, the Introduction and General Conditions of Bidding, this Purchases Agreement, the Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms and Conditions, and applicable Addenda shall prevail and control over the Contractor's bid response.

2. 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 **two (2) additional one-year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis for a maximum of six (6) months 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. Basic Services - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with **Vehicle Preventative Maintenance**. Items/service will be provided as required in the bid specifications 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. Delivery - Contractor agrees to provide the items and service as specified and as agreed to in the bid specifications.

5. Billing and Payment - All billing shall be invoiced to Boone County Sheriff Department, 2121 County Dr. Columbia, MO 65202. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements within thirty days of receipt, all monthly statements must also have copies of applicable invoices; 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.

6. **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.

7. **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.

8. **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.

BORE 1 MPC LLC., dba BIG O TIRES

BOONE COUNTY, MISSOURI

by Russell L Coat

by: Boone County Commission
[Signature]

title Operations Director

Daniel K. Atwill, Presiding Commissioner

address 2304 Business Loop 70E.

Columbia, MO 65201

APPROVED AS TO FORM:

ATTEST:

[Signature]

[Signature]

County Counselor

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.)

<u>[Signature]</u>	1251/59100 and 1255/59100 Term and Supply
Signature	Date Appropriation Account

Phone Number: (573) 442-7271

Fax Number: (573) 442-7273

Authorized Representative Signature: Russell L. Coats

Date: 11/4/2011

Authorized Representative Printed Name: Russell L. (Rusty) Coats

County of Boone

Purchasing

Department

4. Revised Response Form

4.1. Company Name:

BORE / MPC LLC dba Big O Tires

4.2. Address:

2304 Business Loop 70 East

4.3. City/Zip:

Columbia, MO, 65201

4.4. Phone Number:

(573) 442-7271

CELL: (573) 999-4488

4.5. Fax Number:

(573) 442-7273

4.6. Federal Tax ID:

43-1818540

4.6.1. Corporation

Partnership - Name BORE / MPC LLC

Individual/Proprietorship - Individual Name _____

Other (Specify) _____

4.7. **PRICING**

	DESCRIPTION	Original Contract Period	1 st Renewal Period	2 nd Renewal Period
4.7.1.	Maintenance Cost Per Vehicle Per Visit using 5 Qts. of Oil	<u>\$ 22 ⁵⁰ ₁₀₀</u>	\$ _____	\$ _____
4.7.2.	Maintenance Cost Per Vehicle Per Visit using 6 Qts of Oil	<u>\$ 25 ⁰⁸ ₁₀₀</u>	\$ _____	\$ _____
4.7.3.	Maintenance Cost Per Vehicle Per Visit using 7 Qts of Oil	<u>\$ 27 ⁶⁶ ₁₀₀</u>	\$ _____	\$ _____
4.7.4.	Price Increase Per Qt of DEXOS Oil Used	<u>\$.63</u>		
4.7.5.	Tire Rotation	<u>\$ No Charge for tire rotation</u>		

4.8. **MISCELLANEOUS INFORMATION**

4.8.1. List the address/addresses of all locations where service will be provided:

2300 Business Loop 70 E. / Columbia, MO. 65201
3915 Peach Tree Drive / Columbia, MO. 65203

4.8.2. Are Appointments necessary? NOT REQUIRED - but extremely helpful.

4.8.3. If YES, how far in advance must an appointment be scheduled? (1) hour ADVANCE NOTICE would be helpful.

4.8.4. If NO, what is the average wait from time of delivery to the beginning of actual servicing? 10 min.

4.8.5. What is the average amount of time to perform all service functions required? 15 min.

Does your firm provide this type of service to other large customers on a term and supply type contract? yes

4.8.7. If YES, please provide the company name, address, telephone number and the name of the company representative who is familiar with the contract and the services you provide.

GE Capital Fleet Services / These accounts ARE processed
PHH / electronically through Michelin
MAP / wheels / Tire. No contact person.

4.8.8. What are your business hours? 7:00AM - 6:00PM M-F 7:00AM - 3:00PM SAT

4.8.9. Are there circumstances that may cause your business to close early? extreme snowfall

4.8.10. If yes, please provide a detailed description of the circumstances for which your business would close.

Example: Last year's 20" snowfall did not cause us to close early - we could not open at all.

4.8.11. Supplies/products used in this contract shall be as follows, and if substituted, shall be approved by the department. Please list the products your firm will use under this contract.

4.8.12. 5W30 Oil - MFA Super HP - Synthetic Blend

4.8.13. 10W30 Oil - Valvoline Dura Blend - Synthetic Blend

4.8.14. 5W20 Oil - MFA Super HP - Synthetic Blend

4.8.15. Transmission Fluid - Valvoline MaxLife ATF

4.8.16. Differential Fluid - BG Products

4.8.17. Power Steering Fluid - BG Products

4.8.18. Master Cylinder Fluid - BG Products

4.8.19. Cooling System Fluid - Khamelou Antifreeze / Safety Kleen

4.8.20. Battery Fluid - N/A sealed batteries

4.8.21. Oil Filter Manufacturer: IPC Global (same as "Wix") Factory Motor Parts

4.9. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

4.9.1. Authorized Representative (Sign By Hand):

Russell L. Coats

4.9.2. Type or Print Signed Name:

Russell L. (Rusty) Coats

4.9.3. Today's Date: 11/04/2011

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

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

County of Boone)
State of Missouri)ss
)

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

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

Russell L. Coats 11/04/2011
Affiant Date

Russell L. Coats
Printed Name

Subscribed and sworn to before me this 4th day of NOV, 2011.

Scott Watson
Notary Public





BOONE COUNTY, MISSOURI
Request for Quote #: 51-09NOV11- Vehicle Preventative Maintenance Term
and Supply
ADDENDUM #1 - Issued November 1, 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:

1. Replace section 2.6.1. as follows of the Request For Bid as follows:

2.6.1. Change engine oil per manufacturer's suggested type and weight of oil. Typical weights used are 5W30, 10W30, 5W20, or DEXOS. Oil shall be a synthetic blend meeting ILSAC GF-5 for extended oil drain intervals. Vendor should submit (with the bid response) a specification sheet for all oils proposed in the bid.

2. Replace section 2.6.9. of the Request For Bid as follows:

2.6.9. Completion of the work described above shall be **twenty five minutes or less**. Time will begin when the vehicle arrives at the service provider's place of business.

3. Replace the Bid Response Form with the attached Revised Bid Response Form.

By: _____

Tyson Boldan

Boone County Purchasing
613 E. Ash Street, Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: tboldan@boonecountymo.org

OFFEROR has examined copy of Addendum #1 to Request for Bid # 51-09NOV11- **Vehicle Preventative Maintenance Term and Supply**, receipt of which is hereby acknowledged:

Company Name: BORE / MPC dba Big O Tires

Address: 2304 Business Loop 70 EAST
Columbia, MO 65201



BOONE COUNTY, MISSOURI
**Request for Quote #: 51-09NOV11- Vehicle Preventative Maintenance Term
and Supply**
ADDENDUM #1 - Issued November 1, 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:

- 1. Replace section 2.6.1. as follows of the Request For Bid as follows:**
 - 2.6.1. Change engine oil per manufacturer's suggested type and weight of oil. Typical weights used are 5W30, 10W30, 5W20, or DEXOS. Oil shall be a synthetic blend meeting ILSAC GF-5 for extended oil drain intervals. Vendor should submit (with the bid response) a specification sheet for all oils proposed in the bid.
- 2. Replace section 2.6.9. of the Request For Bid as follows:**
 - 2.6.9. Completion of the work described above shall be **twenty five minutes or less**. Time will begin when the vehicle arrives at the service provider's place of business.
- 3. Replace the Bid Response Form with the attached Revised Bid Response Form.**

By: _____

Tyson Boldan

Boone County Purchasing
613 E. Ash Street, Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: tboldan@boonecountymo.org

OFFEROR has examined copy of Addendum #1 to Request for Bid # 51-09NOV11- Vehicle Preventative Maintenance Term and Supply, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

County of Boone Purchasing
Department

4. Revised Response Form

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

- 4.6.1. Corporation
- Partnership - Name _____
- Individual/Proprietorship - Individual Name _____
- Other (Specify) _____

4.7. PRICING

	DESCRIPTION	Original Contract Period	1 st Renewal Period	2 nd Renewal Period
4.7.1.	Maintenance Cost Per Vehicle Per Visit using 5 Qts.of Oil	\$ _____	\$ _____	\$ _____
4.7.2.	Maintenance Cost Per Vehicle Per Visit using 6 Qts of Oil	\$ _____	\$ _____	\$ _____
4.7.3.	Maintenance Cost Per Vehicle Per Visit using 7 Qts of Oil	\$ _____	\$ _____	\$ _____
4.7.4.	Price Increase Per Qt of DEXOS Oil Used	\$ _____		
4.7.5.	Tire Rotation	\$ _____		

4.8. MISCELLANEOUS INFORMATION

4.8.1. List the address/addresses of all locations where service will be provided:

4.8.2. Are Appointments necessary? _____

4.8.3. If YES, how far in advance must an appointment be scheduled? _____

4.8.4. If NO, what is the average wait from time of delivery to the beginning of actual servicing? _____

4.8.5. What is the average amount of time to perform all service functions required? _____

4.8.6. Does your firm provide this type of service to other large customers on a term and supply type contract? _____

4.8.7. If YES, please provide the company name, address, telephone number and the name of the company representative who is familiar with the contract and the services you provide.

4.8.8. What are your business hours? _____

4.8.9. Are there circumstances that may cause your business to close early? _____

4.8.10. If yes, please provide a detailed description of the circumstances for which your business would close.

4.8.11. Supplies/products used in this contract shall be as follows, and if substituted, shall be approved by the department. Please list the products your firm will use under this contract.

4.8.12. 5W30 Oil - _____

4.8.13. 10W30 Oil - _____

4.8.14. 5W20 Oil - _____

4.8.15. Transmission Fluid - _____

4.8.16. Differential Fluid - _____

4.8.17. Power Steering Fluid - _____

4.8.18. Master Cylinder Fluid - _____

4.8.19. Cooling System Fluid - _____

4.8.20. Battery Fluid - _____

4.8.21. Oil Filter Manufacturer: _____

4.9. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.9.1. Authorized Representative (Sign By Hand):

4.9.2. Type or Print Signed Name: _____

4.9.3. Today's Date: _____

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



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

Request for Bid (RFB)

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

Bid Data

Bid Number: **51-09NOV11**
Commodity Title: **Vehicle Preventative Maintenance Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **WEDNESDAY, NOVEMBER 09, 2011**
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
613 E. Ash, Room 109
Columbia, MO 65201**
Directions: **The Purchasing Office is located on the Southeast corner at 7th Street and Ash Street. Enter the building from the South Side. Wheel chair accessible entrance is available.**

Bid Opening

Day / Date: **WEDNESDAY, NOVEMBER 09, 2011**
Time: **1:30 P.M. C.S.T.**
Location / Address: **Boone County Purchasing Department
613 E. Ash, Room 109
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
 - 2.0: **Primary Specifications**
 - 3.0: **Response Presentation and Review**
 - 4.0: **Response Form**
Work Authorization Certification
Certification Of Individual Bidder
Affidavit
- Attachment 1 Boone County Sheriff's Department Vehicle Service Standard Terms and Conditions**

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 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. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of [forty eight] hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: www.showmeboone.com
 Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, an "all or none" basis, whichever is in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **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 the **January 01, 2012** through **December 31, 2012** and may be automatically renewed for up to an additional two (2) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the furnishing of **Vehicle Preventative Maintenance** as specified herein.
 - 2.1.1. **Quantity** – The County does not guarantee a minimum volume for purchases under a prospective contract. In addition, the County reserves the right to purchase vehicle preventative maintenance services from other vendors when the County deems the purchase necessary.
 - 2.2.. The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the prices noted on the Response Form for the 1st and 2nd Renewal Periods.
 - 2.2.1. If renewal prices are not provided, then prices during any renewal period shall be the same as during the original contract period.
 - 2.2.2. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.3. **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 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.
- 2.5. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum quantities or total prices.
 - 2.5.1. The contractor shall extend any and all special promotional sale prices or discounts immediately to the County during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period.
- 2.6. **MINIMUM CONTRACT REQUIREMENTS** - The contractor shall perform all services listed below on an as needed, if needed basis. Costs for said services must include all parts, materials, tools, supplies, and labor.
 - 2.6.1. Change engine oil per manufacturer's suggested type and weight of oil. Typical weights used are 5W30, 10W30, 5W20, or DEXOS. Oil shall be a synthetic blend meeting ILSAC GF-5 for extended oil drain intervals. Vendor should submit (with the bid response) a specification sheet for all oils proposed in the bid.
 - 2.6.2. Change engine oil filter. Oil Filters shall be Champ Filter Company brand or equivalent. If an equivalent is bid, vendors shall list the filter manufacturer on the bid response page. The County reserves the right to request, at the offerors expense, a sample of the filter/filters bid for equality testing.
 - 2.6.3. Check condition of tires and inflation pressure. Correct any inflation deficiencies per the manufacturers recommendations as indicated on the sticker inside the driver's door jamb.
 - 2.6.4. Check fluid levels for transmission, differential, steering gear or power steering pump, master cylinder, battery and cooling system. Correct any deficiencies.
 - 2.6.5. Complete the attached service report (See Attachment 1).
 - 2.6.6. The contractor will be required to provide the products responded to in this bid and identified on the Response Form. The contractor must obtain prior approval from a Sheriff's Department authorized representative before using substitute products.
 - 2.6.7. Tire Pressure Monitoring Systems (TPMS) will be reset on each vehicle seen.
 - 2.6.8. Tires shall be rotated at every service (6,000). Front tires will be rotated to the respective sides on the rear and rears will go to opposite sides on the front. Tire rotations will occur only at the direction of the Sheriff's Department staff. Tires should not be rotated if new tires are needed unless directed

otherwise. Vendor shall be responsible for resetting all applicable TPMS on all positions, if needed, as per manufacturer's directions.

2.6.9. Completion of the work described above shall be **twenty five minutes or less**. Time will begin when the vehicle arrives at the service provider's place of business.

2.7. **FLEET INFORMATION** – The Boone County Sheriff's Department has a fleet of vehicles that require preventative maintenance to be performed every 6,000 miles. These vehicles will average approximately 2,000 miles per month. The County reserves the right to add or delete to this list at any time. This list is only provided so bidders have an estimate of the number of vehicles to be serviced and the potential frequency.

Qty 44 Ford Crown Victoria's '04 - '11

Qty 11 Chevy Impala's '02 - '09

Qty 2 Chevy Tahoe '10 - '11

Qty 3 Dodge Charger '09 - '11

Qty 1 Chevy Caprice '12

Qty 2 Chevy Silverado truck '04 - '07

Qty 3 Ford Taurus '06 - '07

Qty 3 Ford Explorers '03 - '04

Qty 1 Chevy Trail Blazer '08

Qty 6 Full Size (15 pass) vans (Ford & Chevy) '95 - '11

2.8. **EVALUATION** - Evaluation of this bid will be based upon the ability of the vendor to perform these services in a timely fashion, the number of service locations available and the cost for said services.

2.9. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Boone County Sheriff's Department at the following address: 2121 County Drive, Columbia, MO 65202. Payment shall be made within 30 days of receipt of a complete **MONTHLY** statement. Invoices shall be used as back-up documentation only. The Sheriff's Department shall not process payments from individual invoices.

2.10. **DESIGNEE** – Boone County Sheriff's Department, 2121 County Drive, Columbia, MO 65202.

2.11. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Tyson Boldan, Buyer, 613 E. Ash, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: tboldan@boonecountymo.org.

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 here. Failure to adhere to all requirements may result in your 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" or "No Bid". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses **MUST** be received by the date and time noted on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS**. We are 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 proposal number and the due date and time.
 - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 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** - We reserve 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** - We reserve 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** - Our 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** - We will evaluate submitted responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
 - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
 - 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

4. **Response Form**

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

4.6.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.7. **PRICING**

	DESCRIPTION	Original Contract Period	1 st Renewal Period	2 nd Renewal Period
4.7.1.	Maintenance Cost Per Vehicle Per Visit using 5 Qts.of Oil	\$ _____	\$ _____	\$ _____
4.7.2.	Maintenance Cost Per Vehicle Per Visit using 6 Qts of Oil	\$ _____	\$ _____	\$ _____
4.7.3.	Maintenance Cost Per Vehicle Per Visit using 7 Qts of Oil	\$ _____	\$ _____	\$ _____
4.7.4.	Price Increase Per Qt of DEXOS Oil Used	\$ _____		
4.7.5.	Tire Rotation	\$ _____		

4.8. **MISCELLANEOUS INFORMATION**

4.8.1. List the address/addresses of all locations where service will be provided:

4.8.2. Are Appointments necessary? _____

4.8.3. If YES, how far in advance must an appointment be scheduled? _____

4.8.4. If NO, what is the average wait from time of delivery to the beginning of actual servicing? _____

4.8.5. What is the average amount of time to perform all service functions required? _____
Does your firm provide this type of service to other large customers on a term and supply type
4.8.6. contract? _____

If YES, please provide the company name, address, telephone number and the name of the company
4.8.7. representative who is familiar with the contract and the services you provide.

4.8.8. What are your business hours? _____

4.8.9. Are there circumstances that may cause your business to close early? _____

If yes, please provide a detailed description of the circumstances for which your business would
4.8.10. close.

Supplies/products used in this contract shall be as follows, and if substituted, shall be approved by
4.8.11. the department. Please list the products your firm will use under this contract.

4.8.12. 5W30 Oil - _____

4.8.13. 10W30 Oil - _____

4.8.14. 5W20 Oil - _____

4.8.15. Transmission Fluid - _____

4.8.16. Differential Fluid - _____

4.8.17. Power Steering Fluid - _____

4.8.18. Master Cylinder Fluid - _____

4.8.19. Cooling System Fluid - _____

4.8.20. Battery Fluid - _____

4.8.21. Oil Filter Manufacturer: _____

4.9. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.**

4.9.1. Authorized Representative (Sign By Hand): _____

4.9.2. Type or Print Signed Name: _____

4.9.3. Today's Date: _____

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

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

ATTACHMENT 1

**BOONE COUNTY SHERIFF'S DEPARTMENT
VEHICLE SERVICE RECORD**

VIN: _____ Odometer Reading: _____

DATE: _____ ARRIVAL TIME: _____

SERVICE BEGINNING TIME: _____ SERVICE ENDING TIME: _____

SHOP LOCATION: _____

Tire Rotation: YES NO

(TPMS) Reset: YES NO

Oil and Oil Filter Changed: YES NO

Condition of Tires	RF:	_____ Good	_____ Fair	_____ Poor	/32
	LF:	_____ Good	_____ Fair	_____ Poor	/32
	RR:	_____ Good	_____ Fair	_____ Poor	/32
	RF:	_____ Good	_____ Fair	_____ Poor	/32

Notation of Fluids Checked:

Transmission Fluid: _____ Good _____ Fair _____ Poor

Power steering Fluid: _____ Good _____ Fair _____ Poor

Differential Fluid: _____ Good _____ Fair _____ Poor

Washer Fluid: _____ Good _____ Fair _____ Poor

Battery Water: _____ Good _____ Fair _____ Poor

Brake Fluid: _____ Good _____ Fair _____ Poor

Antifreeze: _____ Good _____ Fair _____ Poor

Other Observations or Deficiencies Noted:

Mechanic (Signature)

Officer (Signature)



Standard Terms and Conditions

Boone County Purchasing

613 E. Ash, Room 109

Columbia, MO 65201

Tyson Boldan, Buyer

Phone: (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 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. No bid transmitted by fax machine will be accepted.
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. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.



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

“No Bid” Response Form

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: 51-09NOV11 - Vehicle Preventative Maintenance Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

