

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

July Session of the July Adjourned

Term. 2007

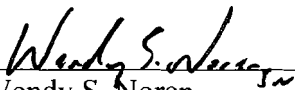
In the County Commission of said county, on the 2nd day of July 20 07


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


Now on this day the County Commission of the County of Boone does hereby appoint Patricia Powell to the Boone County Library Board with a term expiring July 1, 2011.

Done this 2nd day of July, 2007.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Ken Pearson, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin District II Commissioner

Boone County Government Center
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org



June 30th
up

RECEIVED MAY 21 2007

Ken June 14 - Thurs @ 11:00 AM
Kmm June 14 - Thurs @ 11:30 AM

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Boone County Library Board Term: 2007-

Current Township: Missouri Today's Date: May 21, 2007

Name: Patricia Powell

Home Address: 13413 Highway 40 Town Rocheport Zip Code: 65279

Business Address: _____ Town _____ Zip Code: _____

Home Phone: _____ Work Phone: _____
Fax: (573) 445-4454 (fax also) E-mail: mpp@socket.net

Qualifications: I was a school media specialist (librarian) for 25 years. My 20 years on the Library Board give me a lot of experience as a trustee. Since I live in the western part of Boone County I represent a different area from the other trustees.

Past Community Service: This is my 20th year on Library Board. I have served as Boone County's President many times; plus, I was DBRL President once I am scheduled to be President of Daniel Boone Regional Library Board beginning in July. I am President of Boone County Retired Teachers also.

References: Melissa Carr - Director of DBRL - 443-3161
Tiff Lauffer - Pres. of Boone County Library Board - 819-9149

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Patricia Powell
Applicant
Signature

Return Application Boone County Commission Office
To: Boone County Government Center
801 East Walnut, Room 245
Columbia, MO 65201
Fax: 573-886-4311

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STATE OF MISSOURI }
County of Boone } ea.

July Session of the July Adjourned

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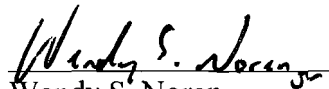
In the County Commission of said county, on the 2nd day of July 20 07


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

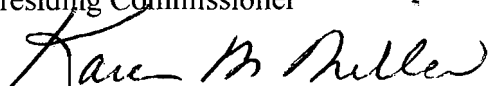
Now on this day the County Commission of the County of Boone does hereby appoint Steve Paulsell to the Building Code Commission with a term expiring June 30, 2009.

Done this 2nd day of July, 2007.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Kenneth M. Pearson
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

2 year term app - 6/30/2009
eff - 6-30/2007

277-2007

Ken Pearson, Presiding Commissioner
Karen, M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Boone County Government Center
801 E. Walnut, Room 245
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

RECEIVED MAY 07 2007

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Building Code Commission Term: 5/4/2007

Current Township: Katy Today's Date: 5/4/2007

Name: Steve Paulsell

Home Address: 5304 E Tayside Zip Code: 65203

Business Address: 2201 I 70 Dr NW Zip Code: 65202

Home Phone: 573-442-9250 Work Phone: 573-447-5000
Fax: 573-447-5099 E-mail: spaulsell@bcfdmo.com

Qualifications: Fire Chief

Past Community Service: Boone County Fire, Building Code Commission

References: Ken Pearson, Karen Miller, Skip Elkin

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Applicant Signature

Return Application To: Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 245
Columbia, MO 65201
Fax: 573-886-4311

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

July Session of the July Adjourned

Term. 2007

In the County Commission of said county, on the

2nd

day of

July

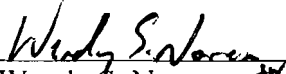
20 07

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

Now on this day the County Commission of the County of Boone does hereby award bid 18-17APR07 Facilities Maintenance Software to Maintenance Connection. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

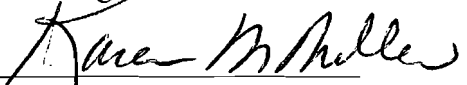
Done this 2nd day of July, 2007.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission



Kenneth M. Pearson
 Presiding Commissioner



Karen M. Miller
 District I Commissioner



Skip Elkin
 District II Commissioner

PURCHASE AGREEMENT FOR FACILITIES MAINTENANCE SOFTWARE

THIS AGREEMENT dated the 2nd day of July 2007 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Maintenance Connection**, herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for **Facilities Maintenance Software**, County of Boone Request for Proposal for Facilities Maintenance Software, proposal number **18-17APR07** including Instructions and General Conditions, Introduction and General Information, Specifications, Proposal Submission Information, the unexecuted Response Page, Attachment A, Attachment B, Addendum #1, Best and Final Offer Number One, as well as the Contractor's proposal response dated April 9, 2007, executed by Cary Yocum, Senior Account Manager, 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 proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the proposal specifications including Instructions and General Conditions, Introduction and General Information, Specifications, Proposal Submission Information, Attachment A, Attachment B, Addendum #1, Best and Final Offer Number One, and the unexecuted Response Page shall prevail and control over the Contractor's proposal response.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to furnish the following:

- | | |
|--|--------------------|
| • Administrative Seats (3 License Minimum) | \$7,485.00 |
| • Service Technician Seats (5 Licenses Included) | \$7,495.00 |
| • Installation & Implementation, Software Import/Conversion, and Training Bundle
(Bundle shall include 8 days @ \$1,200.00 per day) | \$9,600.00 |
| • First Year Software Maintenance | \$2,696.40 |
| • For a total initial purchase price of | \$27,276.40 |

The contract shall also include yearly maintenance for an additional four (4) years as follows:

- | | |
|------------------------|------------|
| • 2 nd Year | \$2,696.40 |
| • 3 rd Year | \$2,696.40 |
| • 4 th Year | \$2,696.40 |
| • 5 th Year | \$2,696.40 |

All Facilities Maintenance Software Products and Services shall be provided in conformity with the proposal specifications and as set forth in the Contractor's proposal response.

3. **Billing and Payment** - All billing shall be invoiced to the Boone County Facilities Maintenance Department. Billings may only include the prices listed in the Contractor's proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all invoices within thirty days of receipt of a correct invoice; 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.

4. **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.

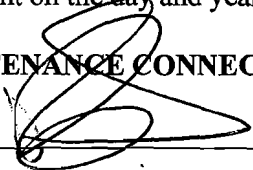
5. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality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

6. **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:

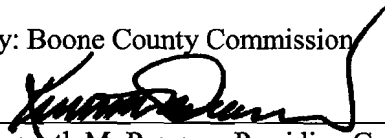
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications 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.

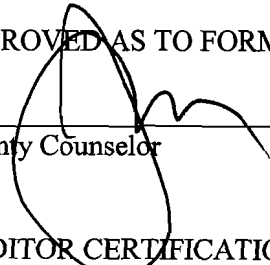
MAINTENANCE CONNECTION

By: 
Title: VP, Business Development

BOONE COUNTY, MISSOURI

By: Boone County Commission

Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:


County Counselor

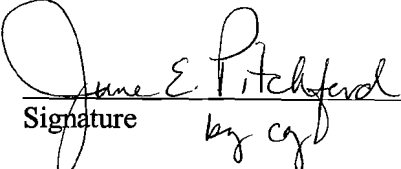
ATTEST:


Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

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

6100/92302-\$24,580.00
6100/70050-\$2,696.40


Signature by cgd

6/25/07
Date

Appropriation Account



BAFO for RFP #18-17APR Facilities Maintenance Software

Maintenance Connection Inc.

Corporate Headquarters
1477 Drew Ave
Davis, CA 95616

Toll-free: 1-888-567-3434
Fax: 1-888-567-3434

Email: info@maintenanceconnection.com
<http://www.maintenanceconnection.com>

Primary Contact: Cary Yocum
Title: Senior Account Manager
Phone: 888-567-3434 Ext. 85

Email: cyocum@maintenanceconnection.com



1947 Galileo Ct. Suite 101, Davis, CA 95616
Phone: 1-888-567-3434 Fax: 1-888-567-3434

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

Heather Turner, CPPB, Senior Buyer
Phone: (573) 886-4392
Fax: (573) 886-4390
hturner@boonecountymo.org

June 11, 2007

Heather,

Please find the Best and Final clarifications from Maintenance Connection. Please let me know if you have any further questions or concerns. The pricing in our original response will be our final offering.

If there is anything else required or should you have any questions, please contact me directly at 888 567-3434 ext 85.

Best regards,

Cary Yocum

Senior Account Manager
Maintenance Connection, Inc.

(888) 567-3434 Ext. 85
cyocum@maintenanceconnection.com

1.1 Maintenance Connection's "Email to work order" application monitors a POP account and will extract information from the subject and body of the email to create a new request. The individual that invokes the email could also receive notifications based on the emails status.

1.2 The Support costs described in the RFP response will be fixed and not change within the next 5 years. If additional licenses are purchased there will be additional support on those licenses, pro-rated to the current contract. Please find the two levels of support below and the annual cost associated with the number of licenses requested in the RFP.

Maintenance Connection offers two levels of Support. They are as follows:

Gold Level Support – 2,247.00

Maintenance Connection Onsite: Annually 15% of initial license fee

This support level includes the online help tools outlined in the Standard Level Support. With the Gold Level Support, you will also get toll-free telephone and email access to our Customer Service Center. Each licensed user may log up to ten support incidents per year. Once the ten support incidents are used for the licensed user, additional incidents are billed out at US \$150 per hour (10 minute increments). Calls to the Customer Service Center must be made by a licensed user. Our trained Customer Service Representatives will respond to service requests within one business day.

Platinum Level Support - \$2,696.40

Maintenance Connection Onsite: Annually 18% of initial license fee

This support level includes the online help tools outlined in the Standard Level Support. With Platinum Level Support, you will also get toll-free telephone and email access to our Customer Service Center. There is no limit to the number of incidents that your licensed users may log to the Customer Service Center. Calls to the Customer Service Center must be made by a licensed user. Our trained Customer Service Representatives will respond to service requests within a maximum of 1-2 business hours. You will also get an annual health check where our trained maintenance consultant will visit with your key personnel and review how the software is being used and make

recommendations on improving the business processes.

**CONTRACT DOCUMENTS
BOONE COUNTY, MISSOURI
PROPOSAL NUMBER AND DESCRIPTION: 18-17APR07 Facilities Maintenance Software**

BEST AND FINAL OFFER FORM #1

This BAFO is issued in accordance with the Instructions to Bidders and is hereby incorporated into and made a part of the Contract Documents.

Bidders are reminded that receipt of this BAFO must be acknowledged and submitted on or before 2:00 p.m. on June 19, 2007 in a separate envelope clearly marked BAFO Proposal Number 18-17APR07 Facilities Maintenance Software or may be submitted by fax to (573) 886-4390.

The Offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The Offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with Offeror's proposal.

By: _____
**Heather Turner, CPPB
Senior Buyer**

Company Name Maintenance Connection, Inc

Address 1477 Drew Ave
Davis, CA 95616

Phone Number (888)567-3434 Ext. 85

Fax Number: (888) 567-3434 Ext. 85

E-mail Address: cyocum@maintenanceconnection.com

Authorized Representative Signature

Date: 06/11/07

Printed Name: Cary Yocum

Title: Senior Account Manager

Boone County Purchasing



Heather Turner, CPPB
Senior Buyer

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

June 7, 2007

Cary Yocum
Senior Account Manager
Maintenance Connection, Inc.
1477 Drew Ave
Davis, CA 95616
Fax: 888-567-3434

RE: BAFO #1 for RFP #18-17APR07 Facilities Maintenance Software

Dear Mr. Yocum:

In accordance with paragraph 1.2.c. of Request for Proposal number *18-17APR07 Facilities Maintenance Software*, this letter shall constitute an official request by the County of Boone – Missouri to enter into competitive negotiations with **Maintenance Connection, Inc.** Included with this letter are two attachments.

The first attachment is the Best and Final Offer (BAFO) Request List, and it includes a listing of areas within your proposal which require further information and/or clarification.

The second attachment is a Best and Final Offer Form for RFP #18-17APR07 *Facilities Maintenance Software* which also includes any changes being made to the RFP as a result of this BAFO request. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed BAFO response.

Your detailed BAFO response should address each area identified on the BAFO Request List using the same numbering outline as the list. In addition, as a result of this request for a Best and Final Offer, you may now modify the pricing of your proposal and/or may change, add information, and/or modify any part of your proposal. However, if pricing is resubmitted, be sure to follow the pricing structure stated in the RFP.

Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other changes to pricing.

You are requested to respond to this BAFO request by submitting a written "Best and Final Offer" by **2:00 p.m. CDT on June 19, 2007** to:

Boone County Purchasing
Attention: Heather Turner
601 E. Walnut Street, Room 209
Columbia, MO 65201
Fax: (573) 886-4390

The outside of the envelope containing the BAFO response needs to state, "BAFO for RFP #18-17APR07 Facilities Maintenance Software" on the lower left corner if mailed or delivered rather than faxed. If mailed or delivered, please include the original plus four (5) copies of your response. Faxed responses are acceptable since time is of the essence in this proposal.

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to the buyer of record. Neither you nor your agents may contact any other County employee regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal or BAFO are grounds of suspension and/or exclusion from specific procurements.

If you have any questions regarding this BAFO request, please call (573) 886-4392 or e-mail hturner@boonecountymo.org. I sincerely appreciate your efforts in working with the County of Boone – Missouri to ensure a thorough evaluation of your proposal.

Sincerely,



Heather Turner, CPPB
Senior Buyer

cc: Evaluation Team
Proposal File

Attachments: Best and Final Offer Request List
Request for Best and Final Offer (BAFO) Form

BEST AND FINAL OFFER REQUEST LIST
BAFO #1 - RFP #18-17APR07 Facilities Maintenance Software
Maintenance Connection Inc.

1. **CLARIFICATIONS:**

- 1.1. *The County is looking for a software package with full email automation. The CMMS application must check the assigned email account via POP or IMAP and then pull the email into the application utilizing the "from" email address to match against the table of requestors located in the CMMS application. The application must then populate the requestor information in a work order or work request and use the subject and body of the email to populate the detail of the work order or work request.*

Maintenance Connection must describe in detail how their proposed software package will meet this requirement.

- 1.2. *The intent of the County is to lock in firm, fixed yearly maintenance costs for the next five (5) years.*

Maintenance Connection must provide acknowledgement that the yearly maintenance costs identified in the original proposal are firm and fixed for the next five (5) years. Maintenance Connection must also provide a pricing schedule (in accordance with the original RFP structure) based on all levels of software support offered.

**CONTRACT DOCUMENTS
BOONE COUNTY, MISSOURI**

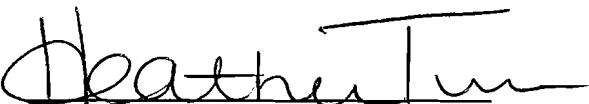
PROPOSAL NUMBER AND DESCRIPTION: 18-17APR07 Facilities Maintenance Software

BEST AND FINAL OFFER FORM #1

This BAFO is issued in accordance with the Instructions to Bidders and is hereby incorporated into and made a part of the Contract Documents.

Bidders are reminded that receipt of this BAFO must be acknowledged and submitted on or before **2:00 p.m. on June 19, 2007** in a separate envelope clearly marked **BAFO Proposal Number 18-17APR07 Facilities Maintenance Software** or may be submitted by fax to (573) 886-4390.

The Offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The Offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with Offeror's proposal.

By: 
Heather Turner, CPPB
Senior Buyer

Company Name _____

Address _____

Phone Number _____

Fax Number: _____

E-mail Address: _____

Authorized Representative Signature _____

Date: _____

Printed Name: _____

Title: _____



**RESPONSE TO REQUEST FOR FACILITIES
MAINTENANCE SOFTWARE**

RFP#: 18-17APR07

Yuba County – Facilities Maintenance

Maintenance Connection Inc.

Corporate Headquarters
1477 Drew Ave
Davis, CA 95616

Toll-free: 1-888-567-3434
Fax: 1-888-567-3434

Email: info@maintenanceconnection.com
<http://www.maintenanceconnection.com>

Primary Contact: Cary Yocum
Title: Senior Account Manager
Phone: 888-567-3434 Ext. 85

Email: cycum@maintenanceconnection.com

RFP#: 18-17APR07

3/14/07



1947 Galileo Ct. Suite 101, Davis, CA 95616
Phone: 1-888-567-3434 Fax: 1-888-567-3434

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

Heather Turner, CPPB, Senior Buyer
Phone: (573) 886-4392
Fax: (573) 886-4390
hturner@boonecountymmo.org

April 9, 2007

Heather,

We are pleased to submit our response to the request for proposal for a computerized maintenance management system (CMMS). Our web-based CMMS has proven to be a very cutting edge product and we believe it is a highly viable candidate for your organization. Using Maintenance Connection's simple, easy-to-use web-based application can help your facility increase asset life, track maintenance costs, prevent and predict equipment failures, improve labor productivity, reduce costly downtime, and lower the total cost of maintenance. Enclosed please find documentation outlining the value proposition offered by Maintenance Connection in both product and services.

If there is anything else required or should you have any questions, please contact me directly at 888 567-3434 ext 85.

Best regards,

Cary Yocum

Senior Account Manager
Maintenance Connection, Inc.

RFP#: 18-17APR07

3/14/07

3.0 SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County*, hereby solicits formal written proposals from qualified offerors to provide **Facilities Maintenance Software** for the County.

3.2. Background:

- 3.2.1. New Facilities Maintenance Software will be replacing Maximo Version 4. Maximo has been in place for over five years.
- 3.2.3. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>
- 3.2.4. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

3.3 Scope of Services:

3.3.1 The contractor must provide facilities maintenance software in five modules as specified below:

3.3.2 Work Order Module

3.3.2.1 Must be able to handle incoming e-mail routed directly to work order module, with automatic creation of a new work order. This work order must be marked or que'd as new and placed to a technician by an administrative authority.

☛ As emails/requests come in, Maintenance Connection will parse and distribute them to the necessary administrative staff. These work orders will then be made available to the technician as necessary.

3.3.2.2 Work orders must have a time tracking. The minimum time tracking must include the total amount of time a technician actually worked on the problem.

☛ The “clock” starts as soon as the request is made. From there a work orders completion time is calculated based on the issued date/time (when that work order is assigned to a technician) and the

completed date/time (minus the "on-hold" time). The technician can also add their time to the work order as necessary.

3.3.2.3 Must be able to set-up notification of unassigned or overdue work orders to an administrative authority.

☑ Auto-emails can be created to notify administrative staff of overdue/unassigned work orders. This can be delivered via email and/or text message.

3.3.2.4 System should automatically e-mail the technician when a new work order is assigned to them.

☑ Technicians can receive emails/text messages/ and or a page when new work has been assigned to them. This can also be delivered to a mobile device.

3.3.2.5 System should be able to reply to the requestor with details provided by the system (i.e. work order #, etc.)

☑ Maintenance Connection can send notices to the requester (via email) to provide important information such as work order #, assigned tech, estimated completion date etc. This feature can also email the requester status updates when the work order is placed on-hold, cancelled, completed or closed.

3.3.3 Preventative Maintenance/Scheduling Module

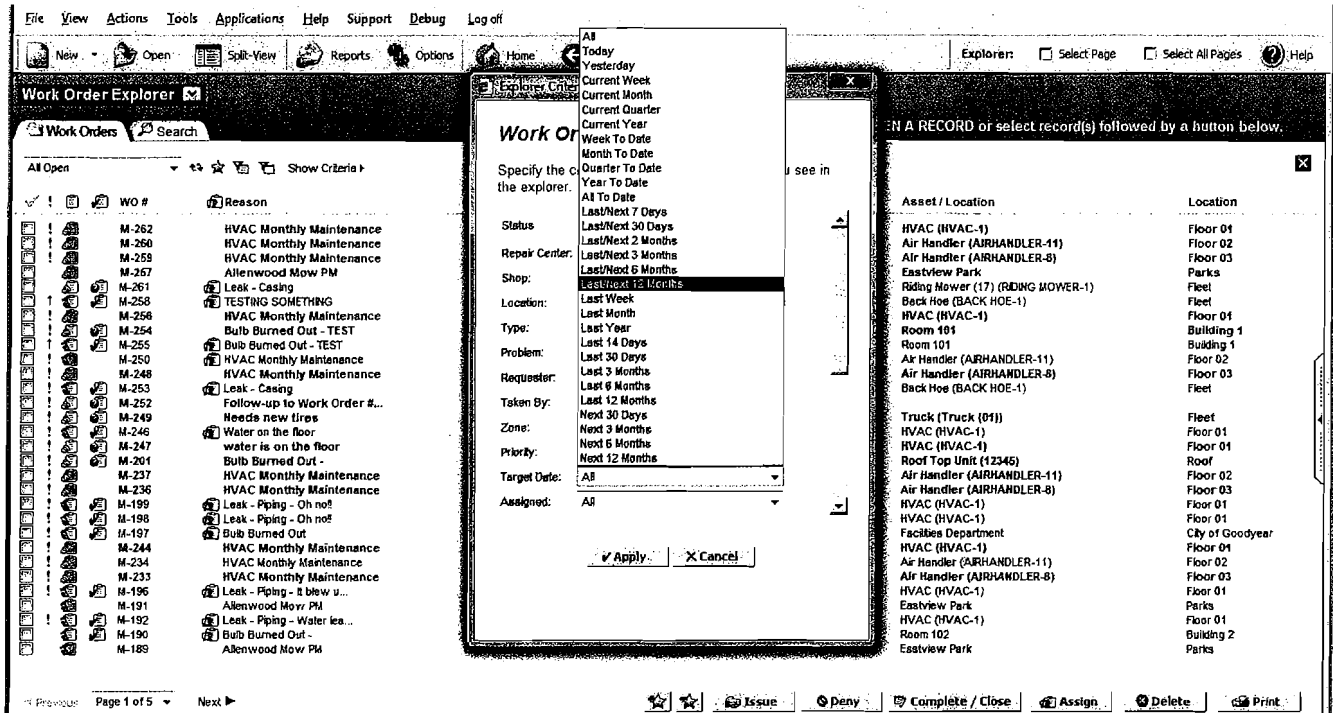
3.3.3.1 Must have a calendar view of preventative maintenance in day, week, and month modes.

☑ All work orders (preventive or reactive) can be viewed/scheduled via the work manager and labor calendars. There is also a drag and drop/cut and paste feature built into the calendar.

Main M							February 2007							Refresh
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	#236 1h			1 0/8h	2 0/8h Groundhog Day (U.S.A.)	3 0/4h	4	5 0/8h	6 1/8h #237 1h	7 1/4h #201 1h	8 0/8h	9 1/8h #245 1h	10 0/4h	
11	12 0/8h Lincoln's Birthday (U.S.A.)	13 0/8h	14 1/4h Valentine's Day (U.S.A.) #247 1h	15 1/8h #246 1h	16 0/8h	17 0/4h	18	19 0/8h	20 0/8h	21 1/4h #249 1h	22 1/8h #252 1h	23 0/8h	24 0/4h	
25	26 0/8h	27 1/8h	28 1/4h #248 1h	#250 1h #254 1h										

3.3.3.2 Must be able to print all preventative maintenance work orders on demand using a date range.

When using the bulk print/preview option users can specify a date range for printing work orders.



3.3.3.3 Must be able to print preventative maintenance work orders on demand by technician assigned.

Maintenance Connection is built with a work order sorting tool called “Criteria”. Using this feature any reactive or preventive work order can be sorted by various fields (Assigned technician, date, reason, target date, asset, etc.). See screenshot above.

3.3.3.4 Must be able to schedule with floating date (i.e. “second Tuesday of the month”).

The PM module allows for any sort of floating date when scheduling preventative maintenance. These can also be scheduled on normal frequencies such as monthly, quarterly, annual, and semi-annual.



1. Select the schedule for this to recur:

- Time Based or Meter Based Schedule (one or the other)
- Time Based and Meter Based Schedule (whichever hits first)

Daily
 Weekly
 Monthly
 Yearly
 Fixed
 Meter

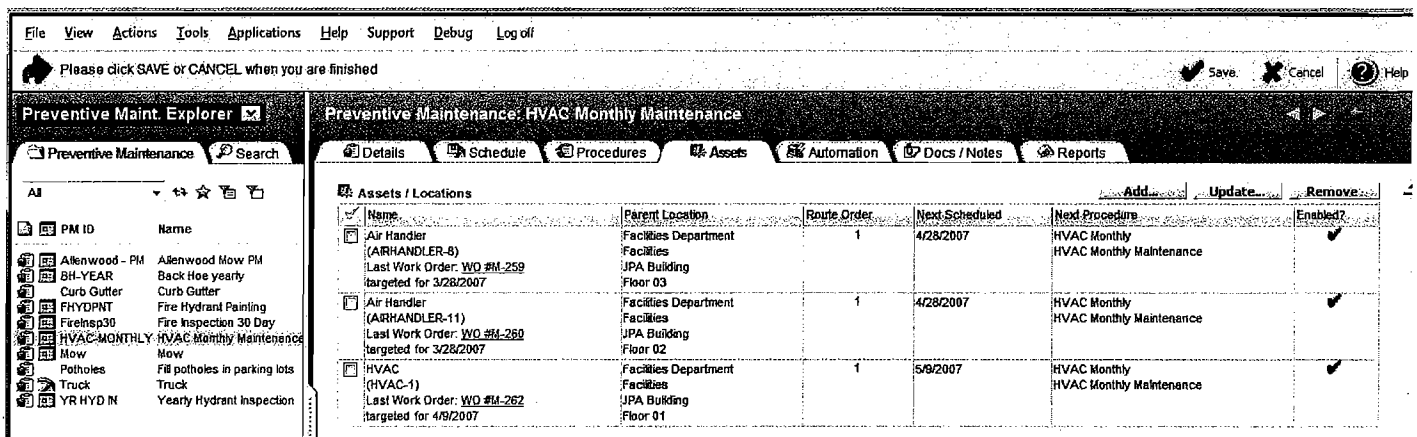
Select a Monthly Schedule from the following:
 Every 1 month
 1st of the month
 first of the month Sunday 1

Use the Work Order Completed Date when calculating the next Schedule Date

3.3.4 Asset Tracking Module

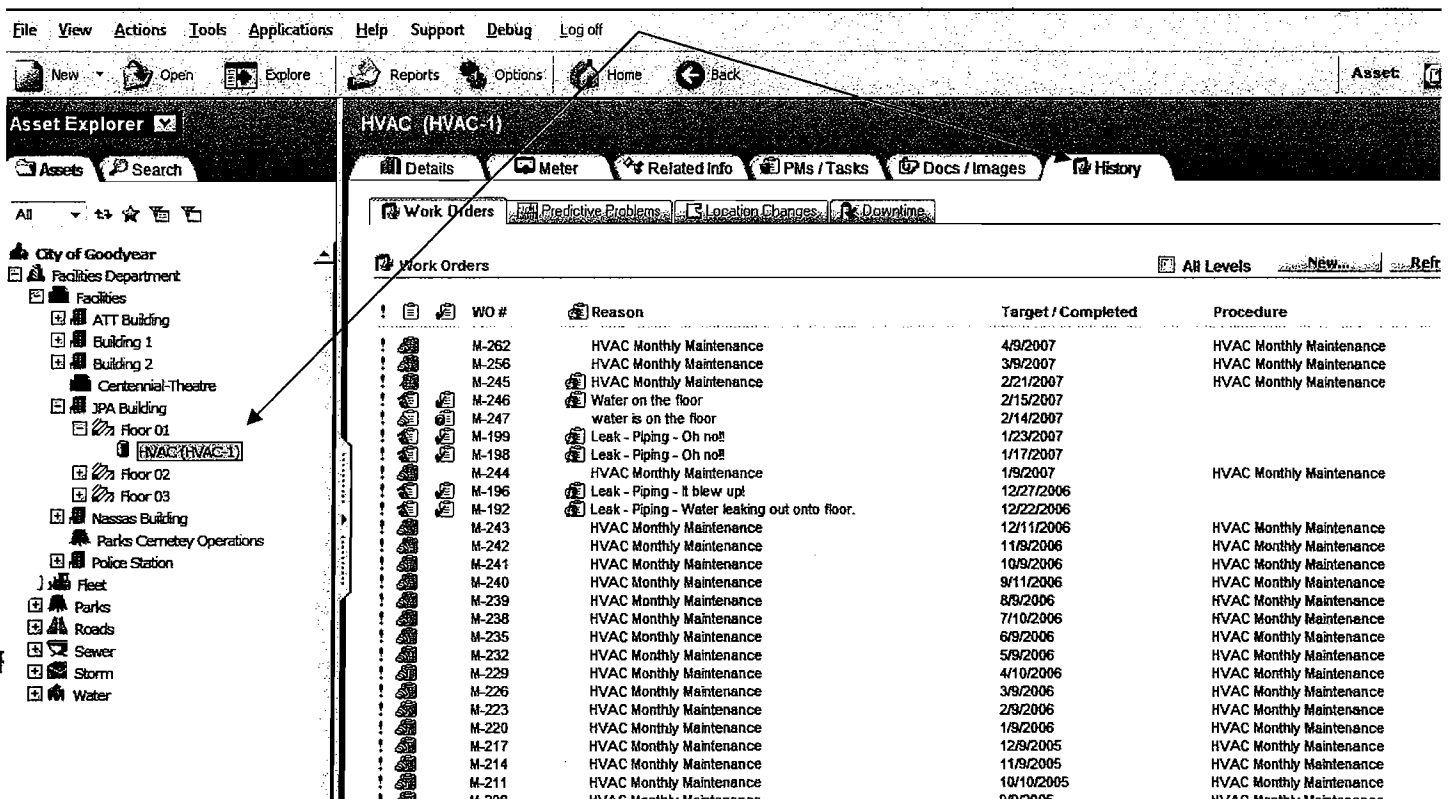
3.3.4.1 Preventative maintenance work orders should be driven and/or assigned to assets.

Preventive maintenance is scheduled by attaching an asset and setting the next scheduled date. This can be done individually or in bulk using the Asset update tool.



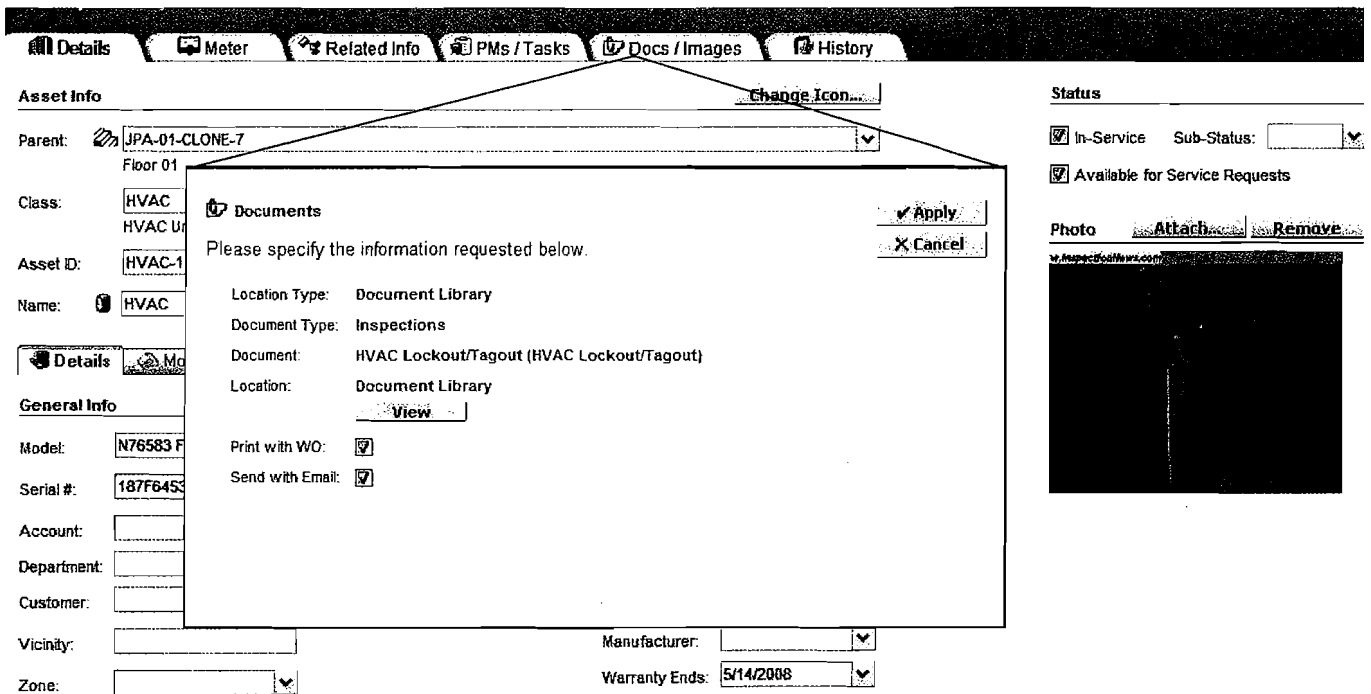
3.3.4.2 Reporting must include all asset history.

Users can pull a complete list of asset history either at the asset record or through the reports module.



3.3.4.3 Ability to attach documentation and photos to asset description is needed.

Documents (such as PDF, CAD, Excel, Word, JPG) can be either attached or linked via the documents module. Photos can be attached to the asset record or to individual work orders for historical visual representation of issues.

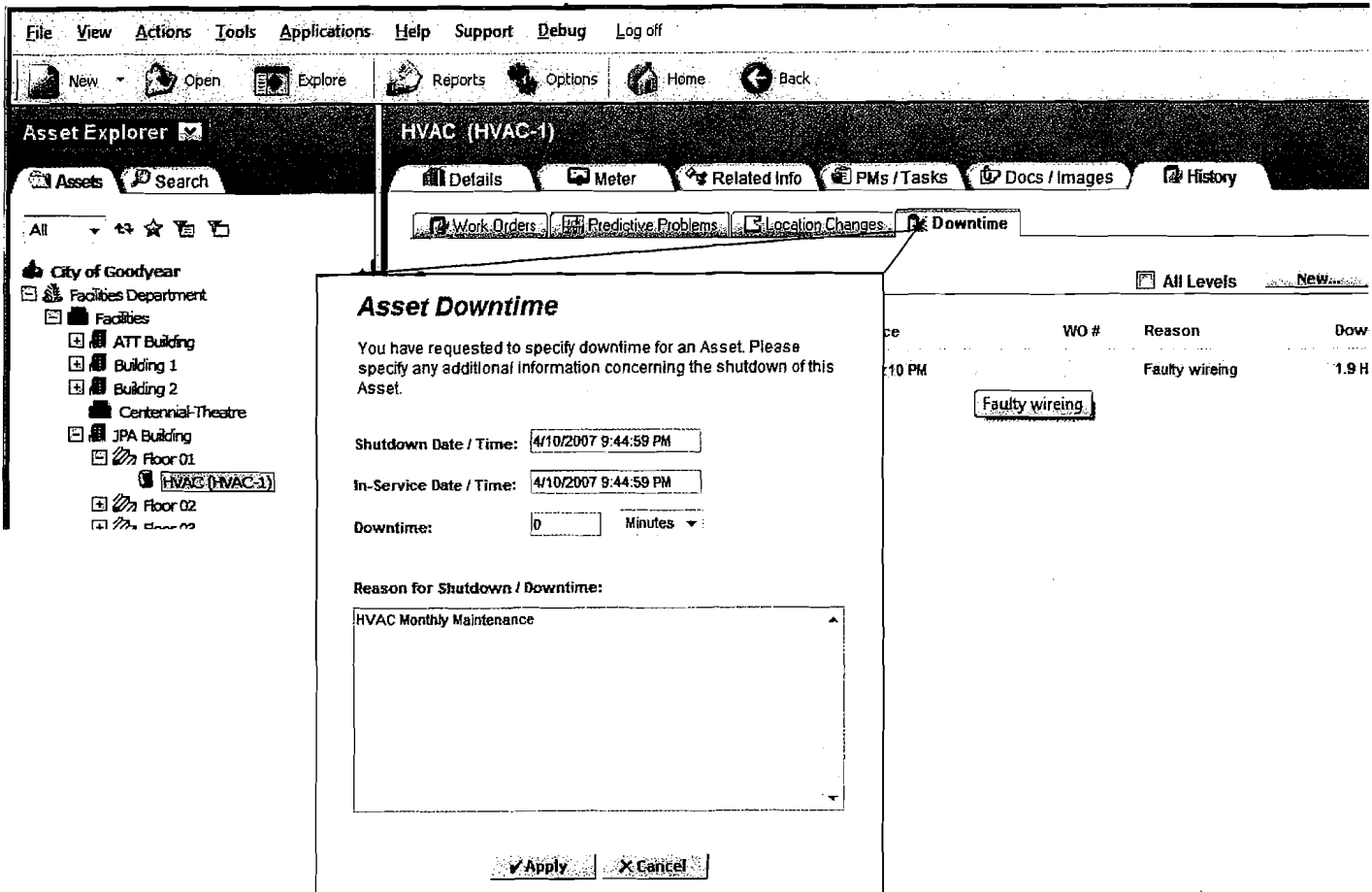


3.3.4.4 Asset entries should have a place for lockout/tag out procedures.

Any lockout/tag out or standard operating procedures can be attached to the asset and be printed/previewed by the technician as needed/required. See screenshot above.

3.3.4.5 Should have the ability to track down time of a defined asset, if possible.

As each work order is closed against an asset downtime can be recorded. This will allow users to specify the length of downtime as well as reason.



3.3.5 Inventory Module

3.3.5.1 System must be functional without population of inventory module.

☑ Although the inventory module will help with tracking of maintenance costs it is not necessary to operate the majority of the functions within Maintenance Connection.

3.3.5.1.1 At this time, the County does NOT keep a parts inventory.
The County does not want to be required to track parts for repairs in an inventory system.

☑ The inventory module will be included with the software and can be simply “turned-on” if necessary.

3.3.6 Requisition/Purchasing Module

3.3.6.1 System must be functional without population of the purchasing module.

☑ Although the purchasing module will help with tracking of maintenance costs it is not necessary to operate the majority of the functions within Maintenance Connection.

3.3.6.1.1 At this time, the County performs all purchasing functions in other systems and does not want to be required to double enter on purchasing procedures.

☑ The purchasing module will be included with the software and can be simply "turned-on" if necessary.

3.3.7 Facilities Maintenance will require all data from Maximo be extracted and imported into the new Facilities Maintenance Software. The cost for such extraction and importation shall be noted on the corresponding line on the Pricing Page.

☑ The Maintenance Connection staff have imported many Maximo systems and will work with your staff to provide a clean import of any required data. Our import template is an Excel spreadsheet based tool that will allow us to easily import any necessary data.

3.3.8 Preferred Platform for Software

3.3.8.1 Hardware-Intel based, 3.2 Ghz server with 4 Gigs of RAM

3.3.8.2 Operating System-Windows 2003 server standard

3.3.8.3 Database-MS SQL 2000 SP4 (upgrading to SQL 2005 in the next 12 months)

3.3.8.4 Other platforms will be considered.

☑ This desired platform will accommodate our System Requirements which are included in this proposal.

Application Server

Minimum: Pentium III / 512 megabytes (MB) of RAM memory
Minimum of 70 MB of available hard disk space

Recommended: Pentium IV / 512 megabytes (MB) of RAM memory
Minimum of 70 MB of available hard disk space

Software Requirements

Windows 2000 / 2003 / XP Professional
Microsoft Internet Information Server
WML/WAP Mime Types added to IIS (MRO Mobile Server Wireless Edition)
Microsoft .Net Framework 2.0 (MRO Mobile Server Offline Edition)

Application Server can NOT reside on on a Windows Domain Controller Server.

LDAP integration (optional Add-on) requires Active Directory / Windows NT Authentication

Database Server

Minimum: Pentium III / 512 megabytes (MB) of RAM memory
Minimum of 200 MB of available hard disk space

3.3.9 Software Licensing Requirements

3.3.9.1 Two administrative seats, four service technicians, and unlimited requestors.

☑ Maintenance Connection licenses are based on concurrent connections. This allows multiple users with access but a limited number of users at any given time. Please see attached pricing information for licensing explanations.

3.4 Project Timeline/Milestones:

3.4.1 Within thirty (30) days after contract award, the County must be able to test and import current data into the software package.

☑ Maintenance Connection will accommodate this milestone. Please also see the attached sample implementation plan.

Sample Project Steps

Below is an example of common steps required to implement a multiple site organization. Every organization is unique and will require some modification of this template, however these steps will most likely be present in most cases.

-
- Finalize contractual terms
 - Onsite software installation
 - Kick-off meeting
 - Review current practices
 - Key project players (Corporate and site leadership)
 - Definition of project scope, goals, roles, milestones, and timeline
 - Review current data sources
 - Definition of interface requirements
 - Standards definition workshops
 - What information will be shared between sites?*
 - Asset classifications and identification/naming schema
 - Work order types, problem codes, categories
 - PM frequencies and procedures / tasks
 - Part numbering and descriptions
 - Labor crafts
 - Vendors & manufacturers
 - Site-reporting / KPIs

Maintenance Connection

- Corporate reporting
- Site data gathering
- Define list of required data elements to gather per site
- Utilize import template for receiving data
- Business process definition
 - How will the system be utilized? Standard process or site-specific process?*
 - Work order process
 - *Creating / scheduling / assigning*
 - *What information to track? Labor costs? Problem codes? Parts consumed?*
 - Parts management process
 - Ordering and receiving process, costing method
 - Purchasing process
 - *Define integration points if needed*
- Interface / customization development
 - What systems need to be integrated to CMMS?*
 - Meetings with customer IT staff to explore capabilities
 - Documentation of integration points
 - Development of interface inputs and outputs
 - Installation and testing of interface functions
- Implementation / configuration of common data
- Use case testing (interfaces & configuration)

3.5 Proposal Submission Requirements:

- 3.5.1 The offeror must respond to each requirement listed under section 3.3 Scope of Services. The offeror must provide a detailed description of the proposed software and the ability of such proposed software to meet each requirement in section 3.3.

Company Overview

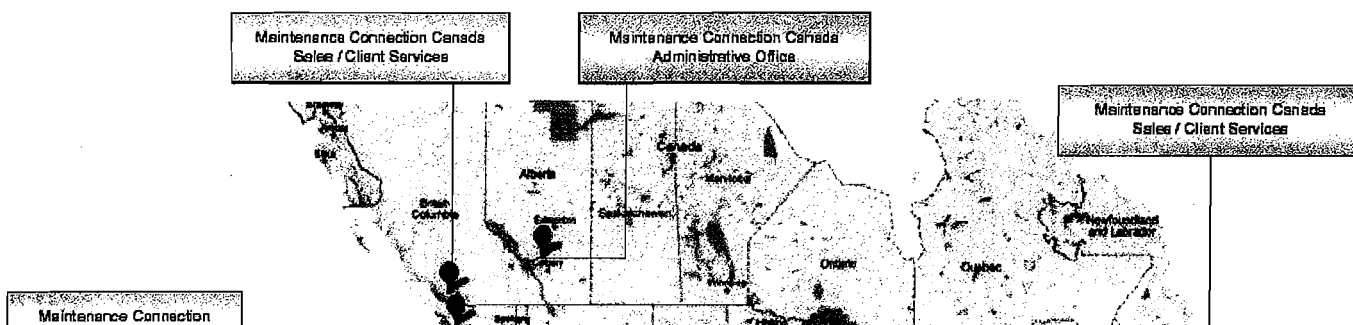
Overview

Maintenance Connection is a rapidly growing company leading the way in maintenance management using pure Internet technology. With maintenanceconnection.com, we deliver a full-featured web-based maintenance management (or CMMS) solution including Work Order Tracking, Preventive Maintenance / PM Software, Asset Management, Inventory Tracking, Procedure Library, Labor Scheduling, and Service Requests all available through the Internet using a web browser.

Our feature rich services for maintenance professionals are revolutionizing the way maintenance is managed.

Our unique blend of technology and personalized service is a critical component of our client satisfaction. Whether it's accuracy, reliability, response time, attitude, expertise, support or follow-up; our attention to service is evident in the people we hire, the systems we develop and the way we interact with our clients.

Headquartered in the greater Sacramento Valley in California, Maintenance Connection was founded by individuals who know both maintenance and technology. We have developed a team that is dedicated in delivering the most advanced, easy to use software to the maintenance industry.

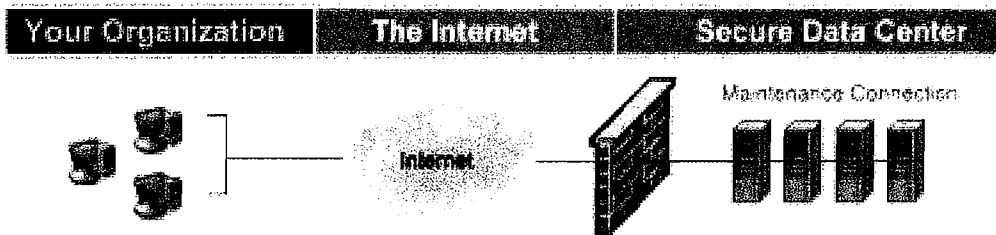


Product Overview

Technology Framework

Maintenance Connection software is built on pure Internet technology. Using non-proprietary Microsoft technologies, the Maintenance Connection development team has delivered a CMMS solution that is scalable, reliable and easy to use. In order to support the needs of different maintenance organizations, we offer two methods of implementing the software: Online (hosted) and Onsite (self-hosted). The diagrams below outline how each method differs.

Maintenance Connection Online™



You use a Computer with Internet Access:

When at the Office:

- LAN users
- Dial-up users

When Traveling:

- Hotel / Airport
- Internet Cafe

When at Home:

- DSL / Cable Modem
- Dial-up to an ISP

The Internet is used to access our services.

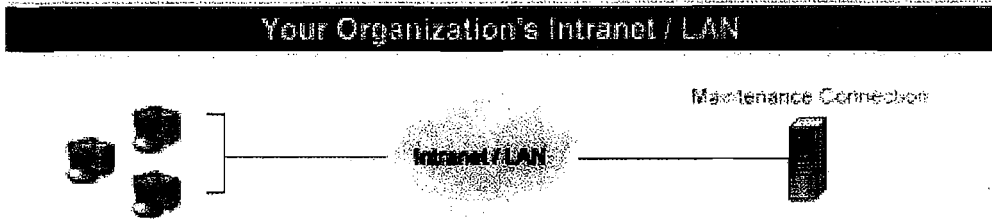
Maintenance Connection runs on our secure servers and behaves exactly as if it were running on your own computer.

We utilize state-of-the-art security including firewalls to ensure your data is secure.

Maintenance Connection provides the following Services:

- CMMS / EAM Software
- Installation / Setup
- Reporting / Analysis
- Store your data
- Export your data
- Back-Up your data
- Security / Reliability
- Software Upgrades
- Customization
- Online Help
- Online Technical support

Maintenance Connection Onsite™



You use a Computer with
Intranet / LAN Access:

When at the Office:

LAN users

VPN users

When Traveling:

VPN users

When at Home:

VPN users

The Intranet / LAN is used to
access our services.

Maintenance Connection runs on
your own computer network
(Intranet / LAN).

Interfacing with other systems
can be done without using the
Internet.

Maintenance Connection provides the
following:

CMMS / EAM Software

Installation / Setup

Reporting / Analysis

Software Upgrades

Customization

Online Help

Online Technical support

Return on Investment

In order to recognize the return on investment for your purchase of maintenance management software, you must first recognize the costs associated to your current situation. Clearly, there are benefits to investing in a CMMS, but it is important to ensure that you are not spending more than you are saving. There are various benefits that are not easily quantifiable, but are great benefits to investing in a CMMS.

Benefits of CMMS

- Improve total maintenance department through overall organization and tracking of activities
- Track work orders history
- Schedule preventive maintenance
- Failure analysis - Track failed work orders and find trends to solve problems
- Real-time reporting on the health and performance of your maintenance department
- Secure access to maintenance data from anywhere in the world
- Shift task emphasis from reactive to proactive maintenance
- Streamline communication between service requesters and maintenance management
- Better tracking of inventory costs (i.e. referencing last purchase price for budgeting, reduction of unnecessary inventory)
More efficient labor scheduling and reduction of overtime costs
- Reduction of machine breakdowns
- More detailed custom ROI justification can be provided upon request

Additional Benefits of Maintenance Connection

- Strong staff of support to answer your questions and ensure your satisfaction
- Cutting edge, web-based maintenance management software
- Lower cost of ownership leads to rapid realization of ROI
- Internal network of domain and technical expertise

3.5.2 The offeror may be contacted to provide a demonstration of the proposed software during the evaluation process. Such demonstration shall be provided free of charge.

☞ The maintenance Connection staff is willing to provide a software demonstration of our product as necessary.

3.6 Contractor Requirements:

3.6.1 **Insurance:** The Contractor shall purchase and maintain in force, at his/her own expense, such insurance as will protect him/her and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself/herself, his/her employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the contractor and County,

from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his/her forces as enumerated above. The Contractor shall furnish a copy of any original Certificate of Insurance, naming Boone County as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the County and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any contract agreement to sublet any part of the work to be done under this contract.

☑ This will be provided prior to award of contract.

3.6.2 **Indemnity Agreement:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

☑ Maintenance Connection agrees to this indemnity clause.

3.6.2.1 In performing all services under the resulting contract agreement, the Contractor will comply with all local, state and federal laws.

☑ Maintenance Connection will abide by these requirements.

3.6.3 **Term; Termination of Contract Agreement:**

3.6.3.1 The initial term of the resulting contract agreement from this Request for Proposal for Imaging Extraction/Conversion Software and Support for Boone County will begin at the time of contract award and end upon project completion.

3.6.3.2 The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 15 days prior written notice to the Contractor.

4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and five (5) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Heather Turner, CPPB, Senior Buyer
601 E. Walnut Street, Room 209
Columbia, MO 65201

b. The proposal response must be delivered no later than **10:30 a.m. on Tuesday, April 17, 2007**. Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

- a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
- b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.
- c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their

behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.

4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.

4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. Evaluation and Award Process:

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview

may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

☑ Maintenance Connection can accommodate this if necessary.

4.1.4. Evaluation:

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

☑ Maintenance Connection has been implemented at hundreds of organizations that require better electronic tracking of maintenance issues. This is evident by our 100% customer satisfaction record. We are proud to say that we have never had to use our money back guarantee. Please feel free to speak with any of the references listed in the attachment to verify this information.

4.1.4.2. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Attachment B to this RFP or in a similar manner):

☑ Please see Attachment B

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates and locations of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

☑ Please see Attachment B.

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

☑ This will not be a problem as we have implemented our product for many state, county, city and federal organizations.

- 4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.
- 4.1.4.6. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder's final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: Maintenance Connection, Inc.

Address: 1447 Drew Ave. Davis, CA 95616

Telephone: 888-567-3434 Ext. 85 Fax: 888-567-3434

Federal Tax ID (or Social Security #): 68-0482039

Print Name: Cary Yocum Title: Account Manager

Signature: _____ Date: _____

E-Mail Address: cyocum@maintenanceconnection.com

Item #	Description	Quantity	Unit Price	Extended Total
5.1	Base Software Package	1	\$ N/A	\$ N/A
5.2	Administrative Seats	2	\$ 2,495 (3 License Minimum)	\$ 7,485
5.3	Service Technician Seats	4	\$ N/A	\$ 7,495
5.4	Installation & Implementation	1	\$ 1,200	\$1,200
	Software Import/Conversion	1	\$1,200	\$2,400

5.6	Training	1	\$1,200	\$6,000
	First Year Software Maintenance	1	18% of License Cost	\$2,696.40
5.8	TOTAL			\$ 27,276 *

***Please see attached proposal for a detailed description of software and services.**

Maintenance Connection, Inc.

1477 Drew Ave, Suite 103
 Davis, CA 95616
 ☎8-567-3434 fax 775-255-6324



SOFTWARE/SERVICE QUOTE

Customer	Sales Contact	Dates
Boone County	Cary Yocum 888-567-3434 ext. 85 cyocum@maintenanceconnection.com	Date Issued 10-Apr-07 Valid Until 10-May-07

Software Licensing	Quantity	Unit Price	TOTAL
Maintenance Connection Standard Edition Includes three (3) concurrent software licenses for all modules within MRO WorkCenter, Technician WorkCenter and access to Reporter application.	1	\$ 7,485.00	\$ 7,485.00
Additional Concurrent Administrative Licenses	0	\$ 2,495.00	\$ -
Technician Application License Bundle Allows concurrent access to Technician WorkCenter for up to five [5] maintenance technician software licenses . The Technician WorkCenter offers all functionality which a technician would require, including work order, asset history, parts data, reports,	1	\$ 7,495.00	\$ 7,495.00
Additional Concurrent Technician Licenses	0	\$ 1,499.00	\$ -
Software Add-Ons / Options			
Service Requester Application Allow users to submit maintenance requests electronically and check the status of these requests with a web browser.	1	\$ 2,500.00	\$ 2,500.00
KPI Dashboard / Reporting Engine Reporting engine is delivered with 150+ standard reports, plus customizable reporting engine. KPI dashboard provides a visual interface into specific maintenance metrics.	1	\$ 4,999.00	Included
Agent / Rules Manager (Windows Service) Automated rules-based email notification and labor assignments. Create rules to automate business processes.	1	\$ 4,999.00	Included
Software Licensing - Total			\$ 17,480.00

Continued on next page

Installation / System Configuration / Data Migration <i>If system is to be installed onsite, remote installation will be scheduled. Otherwise database will be created online. Assigned implementation consultant will guide process for importing or entering data such as asset/locations, PMs, inventory. This time will also be used for walking through general business processes and helping customer project team understand best practices with implementing and utilizing Maintenance Connection.</i>	3	\$1,200 / day	\$ 3,600.00
End-User Training - Main Users <i>Training can be done online via web conference or onsite with key project staff. The primary users will receive training on all necessary aspects of Maintenance Connection. Training will be tailored to walk customer through step-by-step how each primary function is performed within Maintenance Connection.</i>	5	\$1,200 / day	\$ 6,000.00
Professional Services - Total		8 Days	\$ 9,600.00

* NOTE: Customer will be responsible for any additional travel expenses (airfare, hotel, car, meals) incurred and are not included in this proposal. Travel can be arranged by either the Customer or Maintenance Connection. If services are performed remote

* NOTE: The way each of these services days are used may change. The items listed above are designed to provide a basic assumption of how this block of days can be used, however these days can be utilized in whatever way the customer would prefer.

Annual Support Contract	Price	TOTAL
Platinum Level Support (18% of license fee) Support includes unlimited toll-free technical support, software maintenance and quarterly upgrades. Support is renewable annually, and is an optional service contract provided by Maintenance Connection.	\$ 2,696.40	\$ 2,696.40
Total Annual Support Contract		\$ 2,696.40

Software Licensing Costs: \$ 17,480.00
Implementation Costs: \$ 9,600.00
Annual Support Contract: \$ 2,696.40

Grand Total (with Requester) \$ 29,776.40

- 1) Professional services days can be used in way for installation and setup, analysis, design, implementation, training or custom programming (interfaces). Travel not included for on-site services.
- 2) Source code for Maintenance Connection will be provided upon purchase. Upon each new release, if Customer is under support contract, source code for new releases will be provided as well.
- 3) Payment terms will be NET 30. Invoice will reflect software licensing + implementation services and first year recurring fees.

I agree to the terms of this proposal, and agree to pay this amount for Maintenance Connection software and services to implement the solution:

Signature _____ Date _____ PO _____

5.9 On-Going Software Maintenance

2nd Year \$ 2,696.40

3rd Year \$ 2,696.40

4th Year \$ 2,696.40

5th Year \$ 2,696.40

5.10 OPTIONAL: At the sole discretion of the County, the County may choose to purchase the following optional item.

500 Requesters \$ 2,500

Unlimited Requestors \$ 2,500

5.11 Mid-Missouri Public Purchasing Cooperative:

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

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name: Bethlehem Township
Address: 4225 Easton Avenue Bethlehem, PA 18020

Contact Name: Steve Hunsberger
Telephone Number: (610) 814-6421

Date of Contract: 2/11/04
Length of Contract: 2 Years - Current

Description of Prior Services (include dates):

Bethlehem Township implemented Maintenance Connection in February of 2004. They utilize the software to manage their daily facilities operations. They utilize 5 administrative licenses and also have implemented the MC mobile product.

2. Prior Services Performed for:

Company Name: City of Orlando
Address: Oviedo, FL 32765

Contact Name: Guy Mecabe
Telephone Number: (321) 229-7257

Date of Contract: 8/4/06
Length of Contract: 7 Mo. - Current

Description of Prior Services (include dates):

The city of Orlando provides the EPA and FDEP permit limits at their treatment plants with a goal of at least 99 percent compliance. This is accomplished through constant vigilance, operator training and upgrading, and excellent system maintenance. Orlando fulfills the City's needs in environmental issues by taking a proactive role in such areas as groundwater contamination, industrial pretreatment, and providing advice and guidance to other City departments relative to environmental concerns. They expand the community's environmental awareness by enhanced public education, continued student in-class and tour programs, and information exchange and technology transfer with other communities."The city of Orlando has integrated Maintenance Connection with their SCADA system, providing real-time data collection on critical equipment, as well as automating their business processes.

3. Prior Services Performed for:

Company Name: Mohave County, AZ
Address:

Contact Name: Debbie Keller

Telephone Number: (928) 757-0910 Ext. 5895

Date of Contract: 6/2006
Length of Contract: 9 Mo. - Current

Description of Prior Services (include dates):

Mohave County utilized Maintenance Connection to manage the maintenance for the facilities and IT departments. They have begun implementation 6/06 and wrapped up in about 60 days.



BOONE COUNTY, MISSOURI
Request for Proposal #18-17APR07 Facilities Maintenance Software

ADDENDUM #1 - Issued April 3, 2007

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

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

RFP DOCUMENTS:

The County received the following questions, and we have provided a response:

Question 1: The current software is listed as Maximo 4. More specifically, is this "Maximo Advantage 4" or the later full version of straight "Maximo 4"?

Response: Maximo Advantage Release 4.0

Question 2: Work Order Incoming Email Routing: This section requires the software to receive and route incoming emails into work orders. In reading this section, we feel the intent is for anyone in your organization to have access to submit information that will automatically be turned into a work order (running toilet, burnt light bulb, failed AC unit, etc.). Would a "web requestor" system with an "unlimited requestor" module suffice?

Response: This may work but is not exactly what the County is looking for. The County is looking to define a work order email address that the software will check, or monitor, then create the work order in the system. This will save our users from having to go to the web browser, they can do everything from their email.

Question 3: We're seeking clarification on the term "calendar view for PM".

Response: The calendar view would allow the users to pull up a calendar within the system to see what PM's were scheduled for that specific day/week/month. A calendar view also allows the County to schedule PM's for specific dates.

Question 4: We're seeking clarification of the requirement to print PM's on demand in a date range.

Response: The County currently processes/prints PM's in a weekly batch. This provision is so the user could go in and print all PM's scheduled for a given week.

Question 5: Can you please describe "all data" meaning what tables are involved?

Response: This is to be determined based on needs and functionality of the software application selected.

Question 6: What database is your current Maximo implementation running on?

Response: MS Access 2003

Question 7: What file types could the vendors receive data in other than the native database format?

Response: Any format that can be exported or saved from MS Access 2003

Question 8: Does Novell Network have TCPIP stack installed?

Response: Yes

Question 9: Does the submitter have to use the cost worksheet provided in the RFP or can the submitter incorporate their own cost worksheet?

Response: Yes, the response form included in the RFP must be filled out and returned as this is how we will conduct an "apples to apples" comparison of vendor pricing. If there are additional things being offered to the County, those items should be included on a separate sheet. Please include detail within the response as to what is included in each line of pricing.

Question 10: Please provide data metrics as to what information the County expects to be imported from Maximo to the new FMS software (i.e. number of facilities, buildings, areas, equipment, assets, etc.).

Response: The County would like to import both PM Work Orders and PM Schedules if at all possible. The County understands, however, that some imports will be possible while others may not.

Question 11: Please provide us with the rough number of buildings, floors, and square footage.

Response: Eight buildings, 12 floors, and 220,000 sq. ft.

Question 12: Do you have any mechanical devices on the roofs of each building?

Response: Two (2) buildings have rooftop equipment.

Question 13: Is the Sheriff's Office included in the facilities to be managed?

Response: Yes

Question 14: Concerning extracting and integration with Maximo, the scope of the effort needs to be further defined such as: how many fields are in the database, how extensive is the database, where does the database currently reside, and will Maximo technicians be available for collaboration?

Response: The fields are unknown; however there are 105 tables in the database. The extent of the database is relatively unknown, also. The system is mainly used for asset tracking and work orders. The database currently resides in the network shared drive. The County has support for the product via a 3rd party and can get application support, however database support is an unknown at this time.

By: 
Heather Turner, CPPB
Senior Buyer

OFFEROR has examined copy of Addendum #1 to Request for Proposal # 18-17APR07 – *Facilities Maintenance Software*, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Request for Proposal

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

Heather Turner, CPPB, Senior Buyer
Phone: (573) 886-4392 Fax: (573) 886-4390
E-mail: hturner@boonecountymo.org

Proposal Data

Proposal Number: **18-17APR07**

Commodity Title: **FACILITIES MAINTENANCE SOFTWARE**

DIRECT PROPOSAL FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Proposal Submission Address and Deadline

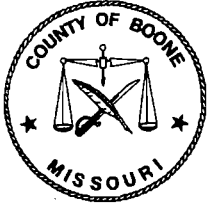
Day / Date: **TUESDAY, APRIL 17, 2007**
Time: **10:30 A.M. C.S.T. (No late proposals will be accepted)**
Location / Mail Address: Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 209, Columbia, MO 65201
Directions: The Johnson Building is located on the Northeast corner at
6th Street and Walnut Street. Enter the building from the East
Side. Wheel chair accessible entrance is available on the
West side of the building.

Proposal Opening

Day / Date: **TUESDAY, APRIL 17, 2007**
Time: **Shortly After 10:30 A.M. C.S.T.**
Location / Address: Boone County Johnson Building
601 E. Walnut, Conference Room 213
Columbia, MO 65201

Proposal Contents

1.0: Instructions and General Conditions
2.0: Introduction and General Information
3.0: Scope of Services
4.0: Proposal Submission Information
5.0: Response/Pricing Page
Attachment A: **No Bid Response Form**
Attachment B: **Prior Experience**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

PROPOSAL 18-17APR07 Facilities Maintenance Software

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, April 17, 2007** in the Boone County Purchasing Office, Boone County Johnson Building, Room 209, 601 E. Walnut Street, Columbia, MO 65201.

The Request for Proposal is scheduled to be opened shortly after **10:30 a.m. on Tuesday, April 17, 2007** in Conference Room 213, Boone County Johnson Building, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: hturner@boonecountymo.org. The Request for Proposal and additional information is also available on our web page at www.showmeboone.com.

Heather Turner, CPPB
Senior Buyer

Insertion: March 16, 2007
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M., C.S.T., on Tuesday, April 17, 2007** to:

Boone County Purchasing Department
Heather Turner, CPPB, Senior Buyer
601 E. Walnut Street, Room 209
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 AM. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and five (5) copies of the proposal (total of six). Proposals will be opened publicly but only names of Offerors will be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted proposals will be accepted, however, the *No Bid Response Form* may be returned by fax.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

1.2 . Evaluation of Proposals (Procedure):

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should exercise particular care in reviewing the Proposal format required for this RFP.

- b) The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- c) At this point, the County may request presentations by Offerors, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed Offerors.
- d) The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.
- e) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- f) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- g) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.3 Ambiguity, Conflict, or Other Errors in the RFP:

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the

presentation of their proposal and/or participation in any discussions or negotiations.

1.4 Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

1.5 Acceptance of Proposals: The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

1.6 Requests for Clarification of Proposals: Requests by the Purchasing Department for clarification of proposals shall be in writing.

1.7 Validity of Proposals: Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

1.8 Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.

b. Proposals will be opened and Offeror's names read aloud during the proposal opening in the Boone County Johnson Building, Conference Room 213, **Tuesday, April 17, 2007 at 10:30 A.M., C.S.T.** located at the following address:

Boone County Johnson Building
Conference Room 213
601 E. Walnut Street
Columbia, Missouri 65201

1.9 Withdrawal of Proposals: Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a. **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1 This document constitutes a request for sealed proposals for **Facilities Maintenance Software**, as set forth herein.
- 2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Scope of Services
 - 4) Proposal Submission Information
 - 5) Response/Pricing Page
- Attachment A – *No Bid Response Form*
Attachment B – *Prior Experience*

2.2. Guideline for Written Questions:

- 2.2.1 All questions regarding this Request for Proposal shall be submitted in writing no later than **Monday, April 2, 2007**. All questions must be mailed, faxed or e-mailed to the attention of Heather Turner, CPPB, Senior Buyer.
- a. Heather Turner, CPPB
Senior Buyer
601 E. Walnut Street, Room 209
Columbia, Missouri 65201
Phone: (573) 886-4392 Fax: (573) 886-4390
E-mail: hturner@boonecountymmo.org
- 2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.



3.0 SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County*, hereby solicits formal written proposals from qualified offerors to provide **Facilities Maintenance Software** for the County.

3.2. Background:

- 3.2.1. New Facilities Maintenance Software will be replacing Maximo Version 4. Maximo has been in place for over five years.
- 3.2.3. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>
- 3.2.4. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

3.3 Scope of Services:

3.3.1 The contractor must provide facilities maintenance software in five modules as specified below:

3.3.2 Work Order Module

- 3.3.2.1 Must be able to handle incoming e-mail routed directly to work order module, with automatic creation of a new work order. This work order must be marked or que'd as new and placed to a technician by an administrative authority.
- 3.3.2.2 Work orders must have a time tracking. The minimum time tracking must include the total amount of time a technician actually worked on the problem.
- 3.3.2.3 Must be able to set-up notification of unassigned or overdue work orders to an administrative authority.
- 3.3.2.4 System should automatically e-mail the technician when a new work order is assigned to them.

- 3.3.2.5 System should be able to reply to the requestor with details provided by the system (i.e. work order #, etc.)

3.3.3 Preventative Maintenance/Scheduling Module

- 3.3.3.1 Must have a calendar view of preventative maintenance in day, week, and month modes.
- 3.3.3.2 Must be able to print all preventative maintenance work orders on demand using a date range.
- 3.3.3.3 Must be able to print preventative maintenance work orders on demand by technician assigned.
- 3.3.3.4 Must be able to schedule with floating date (i.e. "second Tuesday of the month").

3.3.4 Asset Tracking Module

- 3.3.4.1 Preventative maintenance work orders should be driven and/or assigned to assets.
- 3.3.4.2 Reporting must include all asset history.
- 3.3.4.3 Ability to attach documentation and photos to asset description is needed.
- 3.3.4.4 Asset entries should have a place for lockout/tag out procedures.
- 3.3.4.5 Should have the ability to track down time of a defined asset, if possible.

3.3.5 Inventory Module

- 3.3.5.1 System must be functional without population of inventory module.
 - 3.3.5.1.1 At this time, the County does NOT keep a parts inventory. The County does not want to be required to track parts for repairs in an inventory system.

3.3.6 Requisition/Purchasing Module

- 3.3.6.1 System must be functional without population of the purchasing module.
 - 3.3.6.1.1 At this time, the County performs all purchasing functions in other systems and does not want to be required to double enter on purchasing procedures.

3.3.7 Facilities Maintenance will require all data from Maximo be extracted and imported into the new Facilities Maintenance Software. The cost for such extraction and importation shall be noted on the corresponding line on the Pricing Page.

3.3.8 Preferred Platform for Software

- 3.3.8.1 Hardware-Intel based, 3.2 Ghz server with 4 Gigs of RAM
- 3.3.8.2 Operating System-Windows 2003 server standard
- 3.3.8.3 Database-MS SQL 2000 SP4 (upgrading to SQL 2005 in the next 12 months)
- 3.3.8.4 Must not rely on or use MS Active Directory
- 3.3.8.5 Must run in a NON-Microsoft Networking environment with MS Operating System Clients (Novell Network is in place).
- 3.3.8.6 Other platforms will be considered.

3.3.9 Software Licensing Requirements

- 3.3.9.1 Two administrative seats, four service technicians, and unlimited requestors.

3.4 Project Timeline/Milestones:

- 3.4.1 Within thirty (30) days after contract award, the County must be able to test and import current data into the software package.

3.5 Proposal Submission Requirements:

- 3.5.1 The offeror must respond to each requirement listed under section 3.3 Scope of Services. The offeror must provide a detailed description of the proposed software and the ability of such proposed software to meet each requirement in section 3.3.
- 3.5.2 The offeror may be contacted to provide a demonstration of the proposed software during the evaluation process. Such demonstration shall be provided free of charge.

3.6 Contractor Requirements:

- 3.6.1 **Insurance:** The Contractor shall purchase and maintain in force, at his/her own expense, such insurance as will protect him/her and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself/herself, his/her employees, agents,

subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the contractor and County, from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his/her forces as enumerated above. The Contractor shall furnish a copy of any original Certificate of Insurance, naming Boone County as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder. The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies which are acceptable to the County and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any contract agreement to sublet any part of the work to be done under this contract.

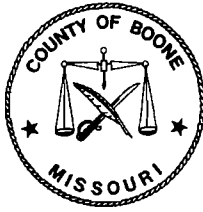
3.6.2 Indemnity Agreement: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

3.6.2.1 In performing all services under the resulting contract agreement, the Contractor will comply with all local, state and federal laws.

3.6.3 Term; Termination of Contract Agreement:

3.6.3.1 The initial term of the resulting contract agreement from this Request for Proposal for Imaging Extraction/Conversion Software and Support for Boone County will begin at the time of contract award and end upon project completion.

3.6.3.2 The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 15 days prior written notice to the Contractor.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and five (5) additional copies.**

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Heather Turner, CPPB, Senior Buyer
601 E. Walnut Street, Room 209
Columbia, MO 65201

b. The proposal response must be delivered no later than **10:30 a.m. on Tuesday, April 17, 2007.** Proposals will not be accepted after this date and time.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their

behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- 4.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. Evaluation and Award Process:

4.1.3.1. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. Evaluation:

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

4.1.4.2. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Attachment B to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates and locations of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.

- 4.1.4.6. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder’s final response rating.
- 4.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

Item #	Description	Quantity	Unit Price	Extended Total
5.1	Base Software Package	1	\$	\$
5.2	Administrative Seats	2	\$	\$
5.3	Service Technician Seats	4	\$	\$
5.4	Installation & Implementation	1	\$	\$
5.5	Software Import/Conversion	1	\$	\$
5.6	Training	1	\$	\$
5.7	First Year Software Maintenance	1	\$	\$
5.8	TOTAL			\$

5.9 On-Going Software Maintenance

2nd Year \$ _____

3rd Year \$ _____

4th Year \$ _____

5th Year \$ _____

5.10 OPTIONAL: At the sole discretion of the County, the County may choose to purchase the following optional items.

500 Requestors \$ _____

Unlimited Requestors \$ _____

5.11 Mid-Missouri Public Purchasing Cooperative:

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



"No Bid" Response Form

ATTACHMENT A

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

Heather Turner, CPPB, Senior 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 PROPOSAL RESPONSE**

If you do not wish to respond to this proposal request, but would like to remain on the Boone County vendor list for this service, 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.

Proposal: 18-17APR07 Facilities Maintenance Software

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____



ATTACHMENT B

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):