

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 19th day of December 20 13

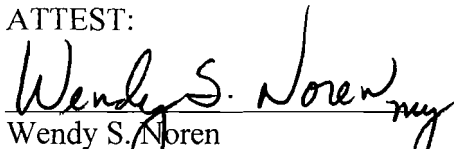
the following, among other proceedings, were had, viz:

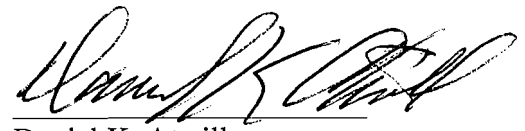
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision re-classify appropriations to cover costs associated with the purchase of video conferencing equipment and software.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2010	91301	Assessment	Computer Hardware		56,787
2010	91302	Assessment	Computer Software		5,100
2010	70050	Assessment	Software Service Contract		3,270
2010	60050	Assessment	Equip. Service Contract		10,700
2010	48002	Assessment	Data Communications		750
2010	71101	Assessment	Professional Services	76,607	
			Total	76,607	76,607

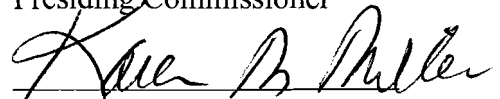
Done this 19th day of December, 2013.

ATTEST:

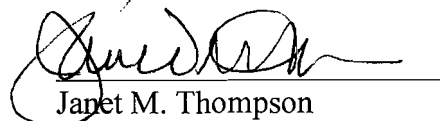

 Wendy S. Noren
 Clerk of the County Commission



Daniel K. Atwill
 Presiding Commissioner

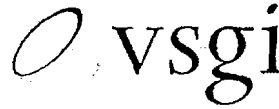


Karen M. Miller
 District I Commissioner



Janet M. Thompson
 District II Commissioner

VSGI CUSTOMER PRICE



HOW DO YOU COMMUNICATE?™

CUSTOMER INFORMATION		DATE:	29-Oct-13	
COMPANY:	County of Boone - Missouri	ACCT MNGR:	David Weigman	
ADDRESS:	801 E. Walnut	PHONE:	(469) 287-8852	
	Room 220	FAX:	(469) 713-2434	
	Columbia, MO 65201	QUOTE #:	BOONE-RFP40-29OCT13	
CONTACT:	Aron Gish	VSGI 7900 Westpark Dr Suite T-610 McLean, VA 22102 NOTE: REMIT TO ADDRESS LISTED BELOW		
PHONE:	(573) 886-4319			
FAX:	(573) 886-4322			
EMAIL:	agish@boonecountymo.org			
SITE(S):	Conference Room 214			
MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT. PRICE
Video Conferencing Technologies - Vidyo Infrastructure Components				
VTC-VID-PT-1K	VidyoPortal with 1,000 Vidyo soft client licenses: 1U, 19" rack-mountable appliance to manage users, system components and meetings for deployments of up to 10,000 registered users, 2,500 active users and 100 tenants. Includes mounting rails. Also includes 1,000 Vidyo soft client licenses.	1	\$ 6,000.00	\$6,000.00
VTC-VID-SC-1K	1,000 Soft Client (VidyoDesktop, VidyoMobile, VidyoWeb) Perpetual Licenses: For installation on Windows, Macintosh, Linux PCs, or iOS or Android tablets and smartphones. One license required per unique device on which the client is installed. During each maintenance contract year, Vidyo reserves the right to charge customer for soft client licenses in excess of 100 times the total number of customer deployed VidyoLines. Only available to enterprise customers which own the target VidyoPortal and have a Vidyo software maintenance and service plan in good standing.	1	FREE	FREE
VTC-VID-SW-AES	Secured VidyoConferencing Option: Optional software on a per VidyoPortal basis to enable a secured communication environment supporting HTTPS to the VidyoPortal and AES-128 bit media encryption.	1	\$ 850.00	\$850.00
VTC-VID-RTR	VidyoRouter: 1U, 19" rack-mountable appliance to host up to 100 concurrent endpoint connections. VidyoRouters are stackable with auto load balancing provided by the VidyoPortal. Includes mounting rails.	1	\$ 5,000.00	\$5,000.00
VTC-VID-LINE	VidyoLine License: Each license is perpetual and enables a concurrent connection through the VidyoRouter to a conference or another user with support for up to 1080p up & down.	5	\$ 850.00	\$4,250.00
VTC-VID-GW-XL	VidyoGateway XL: 1U, 19" rack-mountable appliance to connect Vidyo endpoints with Legacy H.323 and SIP Videoconferencing endpoints. Supports up to 5 HD, 15 SD or 25 concurrent CIF connections. Supports up to 50 voice only connections. Includes mounting rails.	1	\$ 5,000.00	\$5,000.00

Voice Solution

VTC-VID-VBPKG-750	VidyoVoice Base Package: One year subscription to VidyoVoice base package including 750 minutes per month of connectivity from landline or mobile phones into Vidyo conferences hosted on a single specified VidyoPortal. VidyoVoice provides a toll-free access number in the US. Each base package supports a maximum of ten (10) concurrent voice only connections. Additional concurrent capacity may be achieved through purchase of additional VidyoVoice base packages. Note: VidyoVoice participants do NOT consume VidyoLine software licenses when connected to conferences through the VidyoRouter.	1	\$ 750.00	\$750.00
-------------------	---	---	-----------	----------

Cart-Based Solution for Conference Room 214				
VTC-VID-HD220-CAM	VidyoRoom HD 220 with PTZ Camera: HD room appliance 1080p up to 30fps or 720p up to 60fps bundled with Sony EVI-HD7 PTZ camera. Supports two HD monitors. Monitors and speakerphone NOT INCLUDED.	1	\$ 7,950.00	\$7,950.00 ✓
DSP-SAM-LED65	Samsung 65" LED/LCD	2	\$ 1,950.00	\$3,900.00 ✓
ACC-MAP-CART-DD-R	Middle Atlantic Mobile Videoconferencing and Presentation Cart: Supports dual 70" displays and up to 12 additional rackspaces.	1	\$ 1,990.00	\$1,990.00 ✓
ACC-MAP-SHLF-32X12	Middle Atlantic VTC Work Surface Slate: 32" wide, 12" deep	1	\$ 168.00	\$168.00 ✓
ACC-CRS-AM-100	Crestron AirMedia: Enables wireless presentation/content-sharing using laptops and mobile devices.	1	\$ 940.00	\$940.00 ✓
ACC-MAP-U1	Middle Atlantic 1 RU Rack Shelf for Crestron AirMedia	1	\$ 31.50	\$31.50 ✓
ACC-EXT-DA-HDMI-1X2	Extron HDMI 1x2 Distribution Amplifier	1	\$ 405.00	\$405.00 ✓
ACC-EXT-SHLF-9D	Extron 9" Deep Rack Shelf for HDMI DA/AMP	1	\$ 76.50	\$76.50 ✓
ACC-EXT-AMP-15W	Extron 15 Watts/Ch Stereo Amp	1	\$ 194.50	\$194.50 ✓
ACC-EXT-SPKR-8OHM	Extron 8 Ohm Speaker Set	1	\$ 165.00	\$165.00 ✓
AUD-RVO-FLX2-200	Revolabs FLX2 Mic System: Wireless conference phone with two (2) tabletop omni-directional mics	1	\$ 768.50	\$768.50 ✓
Hardware, Cables and Connectors				
ACC-EXT-CBL-HDMI-9	Extron 9' HDMI to HDMI Cable	2	\$ 47.00	\$94.00 ✓
HCC-EXT-CBL-DVI-HDMI-6FT	Extron DVI-HDMI cables 6'	2	\$ 29.50	\$59.00 ✓
HCC-VSG-INS-CBLCON	Installation Hardware, Cables and Connectors	1	\$ 625.00	\$625.00 ✓
Shipping	Shipping: Includes inside delivery	1	\$1,300.00	\$1,300.00 ✓
EQUIPMENT SUBTOTAL				\$11,720.00

VSGi MANAGED SERVICES

MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
VSGi Maintenance Services				
1st Year Maintenance				
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for Vidyo <u>Hardware</u>. Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician, next day parts replacement, software updates, warranty support and testing.	1	\$ 2,835.00	\$2,835.00
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for Vidyo <u>Software</u>. Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician, next day parts replacement, software updates, warranty support and testing.	1	\$ 1,635.00	\$1,635.00
MNT-VSG-1Y5S-INT	1st Year VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan: Includes 24x7 Helpdesk support, next day on-site technician, parts replacement, software updates, warranty support and testing.	1	\$ 975.00	\$975.00
Optional 3-Year Term for Maintenance				
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for Vidyo <u>Hardware</u> Quoted Above		\$ 8,475.00 ✓	
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for Vidyo <u>Software</u> Quoted Above		\$ 3,270.00 ✓	
MNT-VSG-3Y5S-INT	**OPTIONAL** 3 Year VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan		\$ 2,225.00 ✓	
Annual Maintenance Renewal Options				
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for Vidyo <u>Hardware</u> Quoted Above		\$ 4,950.00	
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for Vidyo <u>Software</u> Quoted Above		\$ 1,635.00	
MNT-VSG-1Y5S-INT	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan		\$ 975.00	

Installation & Implementation				
INS-VSG-CUSTOM	VSGI Custom Installation: Includes the physical setup and configuration of a video conferencing codec, mobile cart, displays and integrated room components; testing; on-site end user overview; and transition to ongoing support services. NOTE: Implementation of cart-based solution is expected to require two men, two days on-site.	1	\$ 4,800.00	\$4,800.00 ✓
INS-VID-D1	Vidyo On-Site Installation Support - First Day: First day of Vidyo engineer delivering installation services on customer site. Service delivery includes off-site coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included. NOTE: Vidyo engineer will be on-site to install Vidyo Infrastructure Components, as quoted above in equipment section. Install expected to require two days on-site.	1	\$ 2,925.00	\$2,925.00 ✓
INS-VID-CD	Vidyo On-Site Installation Support - Consecutive Days: Up to one additional consecutive day of Vidyo engineer already delivering installation services for same site visit.	1	\$ 2,350.00	\$2,350.00 ✓
SERVICES SUBTOTAL:				\$15,520.00
EQUIPMENT & SERVICES TOTAL:				\$56,037.00

VSGi CUSTOMER PRICE



HOW DO YOU COMMUNICATE?™

CUSTOMER INFORMATION		DATE		
County of Boone - Missouri		5-Dec-13		
801 E. Walnut		ACCOUNTING	David Weigman	
Room 220		PHONE	(469) 287-8852	
Columbia, MO 65201		FAX	(469) 713-2434	
Aron Gish		ORDER #	BOONE-ADDENDUM-A	
(573) 886-4319				
(573) 886-4322				
agish@boonecountymmo.org				
Conference Room 214				
Video Conferencing Technologies - Recording and Webcasting				
VTC-VID-REPLAY	VidyoReplay: 1U, 19" rack-mountable appliance to support webcast to up to 300 concurrent HD viewers, recording for up to 5 concurrent HD sessions or 15 concurrent SD sessions, and content management for recorded VidyoConferences.	1	\$ 8,175.00	\$8,175.00
Shipping	Shipping: Includes inside delivery	1	\$70.00	\$70.00

VSGI MANAGED SERVICES

ITEM	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
VSGi Maintenance Services				
1st Year Maintenance				
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for VidyoReplay Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician, next day parts replacement, software updates, warranty support and testing.	1	\$ 1,350.00	\$1,350.00
Optional 3-Year Term for Maintenance				
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for VidyoReplay Quoted Above		\$ 3,800.00	
Annual Maintenance Renewal Options				
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for VidyoReplay Quoted Above		\$ 2,150.00	
Vidyo Installation & Implementation				
NOTE-1	**NOTE #1** If ordered and scheduled for installation at the same time as the rest of the Vidyo infrastructure (i.e. VidyoPortal, VidyoRouter and VidyoGateway), then there will be no additional charge for implementation of VidyoReplay. However, if ordered and installed separately, then the following charge would apply.		\$ -	
INS-VID-D1	**This line item would only apply if VidyoReplay is ordered and scheduled separately for install** Vidyo On-Site Installation Support: Vidyo engineer delivering installation services on customer site. Service delivery also includes off-site coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included.		\$ 2,925.00	
SERVICES SUBTOTAL:				\$1,350.00

EQUIPMENT & SERVICES TOTAL:

\$9,595.00

Year	<u>2013</u>	Original Appropriation	<u>135,000.00</u>
Dept	<u>2010 ASSESSMENT</u>	Revisions	
Acct	<u>71101 PROFESSIONAL SERVICES</u>	Original + Revisions	<u>135,000.00</u>
Fund	<u>201 ASSESSMENT FUND</u>	Expenditures	<u>40,365.12</u>
		Encumbrances	
Class/Account	<u>A ACCOUNT</u>	Actual To Date	<u>40,365.12</u>
Account Type	<u>E EXPENSE</u>	Remaining Balance	<u>94,634.88</u>
Normal Balance	<u>D DEBIT</u>	Shadow Balance	<u>94,634.88</u>

Expenditures by Period

January	<u> </u>	July	<u>12,230.00</u>
February	<u> </u>	August	<u> </u>
March	<u> </u>	September	<u>1.27</u>
April	<u> </u>	October	<u>1.27</u>
May	<u>19,381.31</u>	November	<u>1.27</u>
June	<u>8,750.00</u>	December	<u> </u>

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions F9=Budget

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

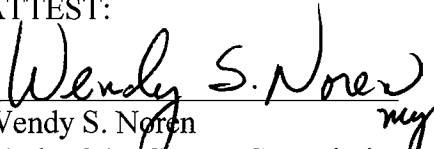
In the County Commission of said county, on the 19th day of December 20 13

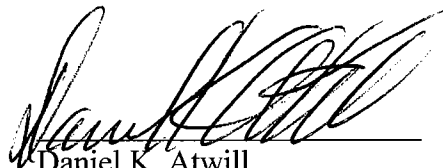
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 47-22NOV13 – Carpet Cleaning Services Term and Supply to Atkins Building Services, Inc. of Columbia, MO. The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.


Done this 19th day of December, 2013.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill

Presiding Commissioner



Karen M. Miller

District I Commissioner



Janet M. Thompson

District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins, Senior Buyer
DATE: December 12, 2013
RE: 47-22NOV13 – Carpet Cleaning Services Term and Supply

47-22NOV13 – Carpet Cleaning Services Term and Supply opened on ^{Nov} ~~March~~ 22, 2013.
Two bids were received and Facilities Maintenance recommends award by low bid to
Atkins Building Services, Inc. of Columbia, MO.

This is a term and supply contract and invoices will be paid from department 6101 –
Housekeeping, account 60125 – Custodial/Janitorial Services.

ATT: Bid Tabulation

cc: Bob Davidson, Facilities Maintenance
Jody Moore, Facilities Maintenance
Bid File

**47-22NOV13 - Carpet Cleaning
Services Term and Supply**

BID TABULATION			Atkins Building Service, Inc.	Sappington's Carpet Care
4.7.1.	ITEM	DESCRIPTION	LUMP SUM PRICE	LUMP SUM PRICE
	1	Sheriff Dept	\$700.00	\$1,225.00
	2	Sheriff Annex	\$200.00	\$350.00
	3	Government Center	\$2,400.00	\$5,250.00
	4	Carpet Cleaning: Courthouse	\$4,270.00	\$10,675.00
	5	Public Works Facility	\$330.00	\$577.00
	6	Annex Building	\$300.00	\$525.00
	7	Alternative Sentencing	\$280.00	\$490.00
	8	Juvenile Justice Center	\$330.00	\$577.00
	9	605 E. Walnut	\$180.00	\$315.00
	10	609 E. Walnut	\$160.00	\$280.00
		TOTAL FOR ALL BOONE COUNTY LOCATIONS (4.7.1.1 - 4.7.1.8.)	\$9,150.00	\$20,264.00
	11	Sofa Cleaning (per unit)	\$3.00	\$45.00
	12	Sofa Chair / Office Chair Cleaning (per unit)	\$3.00	\$5.00
	13	Work During Regular Business Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m./per square foot	\$0.12	\$0.18
	14	Work During Evening Hours After 5:00 p.m. or on Saturday/per square foot	\$0.12	\$0.20
4.8.	Maximum % Increase 1st Renewal		0%	2%
	Maximum % Increase 2nd Renewal		1%	2%
	Maximum % Increase 3rd Renewal		2%	2%
	Maximum % Increase 4th Renewal		2%	2%
4.9.	Cooperative Purchasing? (Y or N)		Y	Y

No Bids
 ServPro of Columbia
 Dave Griggs Max Care of Central MO

**PURCHASE AGREEMENT
FOR
CARPET CLEANING SERVICES TERM AND SUPPLY**

THIS AGREEMENT dated the 19th day of December 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Atkins Building Services, Inc.** herein "Contractor."

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

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Carpet Cleaning Services Term and Supply**, County of Boone Request for Bid for **Carpet Cleaning Services Term and Supply**, bid number **47-22NOV13**, any applicable addenda, the unexecuted Bid Form, as well as the Contractor's bid response dated **November 18, 2013** and executed by **John H. Schulte** on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Bid, the unexecuted Bid Form and applicable Addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on **January 1, 2014 and extend through December 31, 2014** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **four (4) additional one year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to provide carpet cleaning services to the County. Service will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County. This is a non-exclusive contract and the County reserves the right to purchase services from other vendors.

4. Delivery and Service - Contractor agrees to deliver and provide services as set forth in the bid documents.

5. Billing and Payment - Billings should be submitted to the Boone County office or department as shown below:

Service Location	Billing Address
Sheriff Department Sheriff Annex	Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202
Public Works	Boone County Public Works, 5551 Tom Bass Rd., Columbia, MO 65201
Government Center Courthouse Annex Building Alternative Sentencing Juvenile Justice Center 605 E. Walnut 609 E. Walnut	Boone County Facility Maintenance, 613 E. Ash St., Room 107, Columbia, MO 65201

565-2013

The order and billings may only include the prices listed in the Contractor's bid response No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements within thirty days of receipt, all applicable invoices must be attached to each monthly statement; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

6. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

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

8. Termination - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products/services are delayed or products/services 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.

ATKINS BUILDING SERVICES, INC.

by John W. Adams
title VP Atkins Building Services

BOONE COUNTY, MISSOURI

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

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

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

[Signature]
Signature

12/13/13
Date

6101/60125 Term and Supply
No Encumbrances Required
Appropriation Account



CERTIFICATE OF LIABILITY INSURANCE

ATKINS2 OP ID: DJ

DATE (MM/DD/YYYY)
12/10/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

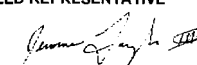
PRODUCER Beckett Taylor Insurance 2100 E. Broadway Ste 308 Columbia, MO 65201 Jerome Taylor III	CONTACT NAME: Dawn Jones PHONE (A/C, No., Ext): 573-441-2230 FAX (A/C, No): 573-441-2231 E-MAIL ADDRESS: djones@beckettaylor.com																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>Missouri Employers Mutual</td> <td>10191</td> </tr> <tr> <td>INSURER B :</td> <td>Westbend Mutual Insurance</td> <td>15350</td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Missouri Employers Mutual	10191	INSURER B :	Westbend Mutual Insurance	15350	INSURER C :			INSURER D :			INSURER E :			INSURER F :	
INSURER(S) AFFORDING COVERAGE		NAIC #																			
INSURER A :	Missouri Employers Mutual	10191																			
INSURER B :	Westbend Mutual Insurance	15350																			
INSURER C :																					
INSURER D :																					
INSURER E :																					
INSURER F :																					
INSURED Atkins Building Services & Products Inc Emily Thoroughman P O Box 756 Columbia, MO 65205																					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Poll Form #CG0001 <input checked="" type="checkbox"/> Herb&Pest #CG2264 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		NS2135054604	08/06/2013	08/06/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Pollution <input type="checkbox"/> Broad Form			NS2135054604	08/06/2013	08/06/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ Form #CA9948 \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NU213504704	08/06/2013	08/06/2014	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	1028085	12/31/2012	12/31/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Inland Marine			NS2135054604	08/06/2013	08/06/2014	Leased & Rented Eq 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER Boone County Purchasing Dept. Amy Robbins 613 E. Ash Street Columbia, MO 65201-4460	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

© 1988-2010 ACORD CORPORATION. All rights reserved.

4. Response / Pricing Form

- 4.1. Company Name: Atkins Building Service, Inc
- 4.2. Address: 1123 Wilkes Blvd. Suite 450
- 4.3. City/Zip: Columbia Mo 65201
- 4.4. Phone Number: 573-874-5100
- 4.5. Fax Number: 573-874-0711
- 4.6. Federal Tax ID: 43118705

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

4.7. **Carpet Cleaning Services:** We propose to furnish the equipment/material/services as indicated in this Bid Blank including all labor, parts and material required to perform such work, provided to the County of Boone – Missouri, with transportation charges prepaid, and for the price quoted below. All equipment/material/service shall be furnished in accordance with the County of Boone – Missouri specifications attached hereto.

4.7.1. ITEM	DESCRIPTION	LUMP SUM PRICE
1.	Carpet Cleaning: Sheriff Department (7,000 SF)	\$ <u>700⁰⁰</u>
2.	Carpet Cleaning: Sheriff Annex (2,000 SF)	\$ <u>200⁰⁰</u>
3.	Carpet Cleaning: Government Center (30,000 SF)	\$ <u>2400⁰⁰</u>
4.	Carpet Cleaning: Courthouse (61,000 SF)	\$ <u>4270⁰⁰</u>
5.	Carpet Cleaning: Public Works (3,300 SF)	\$ <u>330⁰⁰</u>
6.	Carpet Cleaning: Annex Building (3,000 SF)	\$ <u>300⁰⁰</u>
7.	Carpet Cleaning: Alternative Sentencing (2,800 SF)	\$ <u>280⁰⁰</u>
8.	Carpet Cleaning: Juvenile Justice Center (3,300 SF)	\$ <u>330⁰⁰</u>
9.	Carpet Cleaning: 605 E. Walnut (1,800 SF)	\$ <u>180⁰⁰</u>
10.	Carpet Cleaning: 609 E. Walnut (1,600 SF)	\$ <u>160⁰⁰</u>
TOTAL FOR ALL BOONE COUNTY LOCATIONS (4.7.1.1 – 4.7.1.8.)		\$ <u>9150⁰⁰</u>
11.	Sofa Cleaning (per unit)	\$ <u>3⁰⁰</u>
12.	Sofa Chair / Office Chair Cleaning (per unit)	\$ <u>3⁰⁰</u>

Price Per Square Foot for "As Needed" Individual Areas:

- 13. Work During Regular Business Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m. \$ 0.12/per SF
- 14. Work During Evening Hours After 5:00 p.m. or on Saturday \$ 0.12/per SF

4.8. Maximum % Increase 1st Renewal: 0 %

Maximum % Increase 2nd Renewal: 1 %

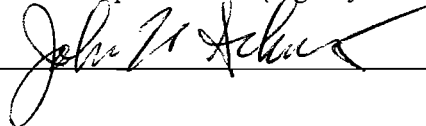
Maximum % Increase 3rd Renewal: 2 %

Maximum % Increase 4th Renewal: 2 %

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

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

Authorized Representative (Sign By Hand):



Type or Print Signed Name:

John H. Schulte

Today's Date: 11/18/13

EXHIBIT A

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. **Prior Services Performed for:**

Company Name: Boone County National Bank
Address:

Contact Name: Kerry Fornham
Telephone Number: 874-8540

Date of Contract: 2002
Length of Contract: 11 years

Description of Prior Services (include dates):
Full Janitorial Service Including Carpet Extraction
at Main Bank + all Branches

2. **Prior Services Performed for:**

Company Name: Commerce Bank
Address:

Contact Name: Chris Moritz
Telephone Number: 886-5655

Date of Contract: 2005
Length of Contract: 8 years

Description of Prior Services (include dates):
Full Service Janitorial Including Carpet Extraction
at Main and at all Branches

3. **Prior Services Performed for:**

Company Name: Mo Department of Conservation
Address:

Contact Name: Don Barnes
Telephone Number: (573) 291-0880

Date of Contract: 2007
Length of Contract: 6 years

Description of Prior Services (include dates):
Full Service Janitorial, Including Carpet
Extraction Services



BOONE COUNTY, MISSOURI
Request for Bid #: 47-22NOV13 – Carpet Cleaning Services Term & Supply

ADDENDUM #1 - Issued November 12, 2013

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

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

- I. Correct misprint in Section 2.3.8. of the Request For Bid which refers to IICRC "S001" Standards Reference Guide. The correct standard is, "S100."
- II. The County received the following question and is providing a response.

Question #1: How will the County govern or police the contractors to make sure they are IICRC certified as stipulated in Section 2.3.7.?

Response: Contractors should provide with their bid response copies of IICRC certificates for the individuals who will perform and/or supervise those who perform carpet cleaning services.

By: Amy Robbins
Amy Robbins
Senior Buyer

OFFEROR has examined copy of Addendum #1 to Request for Proposal -22NOV13 – Carpet Cleaning Services Term & Supply receipt of which is hereby acknowledged:

Company Name: Atkins Building Services
Address: 1123 Wilkes Blvd, Columbia Mo 65201

Phone Number: (573) 230-9176 Fax Number: 573 815-7504
E-mail: john@atkinsinc.com

Authorized Representative Signature: John H. Schulte Date: Nov 18, 2013

Authorized Representative Printed Name: John H. Schulte



Company ID Number: 178129

**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION
MEMORANDUM OF UNDERSTANDING**

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **TOM ATKINS MAINTENANCE MANAGEMENT** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

E-Verify



Company ID Number: 178129

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer **TOM ATKINS MAINTENANCE MANAGEMENT**

JOHN SCHULTE

Name (Please Type or Print)

Title

Electronically Signed

01/09/2009

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

01/09/2009

Signature


Date

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

County of Boone)
 State of Missouri)ss)


My name is John Schwitz - I am an authorized agent of Atkins Building Services, Inc. (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

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


 Affiant Date
John H. Schwitz
 Printed Name

Subscribed and sworn to before me this 18th day of November, 2013.

EMILY C. THOROUGHMAN Notary Public-Notary Seal STATE OF MISSOURI Commissioned for Boone County My Commission Expires: July 5, 2017 ID. #13451298


 Notary Public

Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling.

(Please complete and return with Contract)

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

John H. Schulte Vice President

Name and Title of Authorized Representative

John H. Schulte

Signature

11/18/13

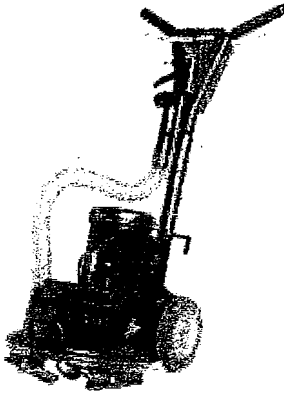
Date

IICRC S100

**Standard and Reference
Guide for Professional
Carpet Cleaning**



Revised 2002



HIGH SPEED RX20

Item No. MH20A

Add	1	To Cart
-----	---	---------

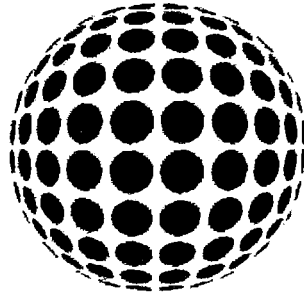
The amazing RX-20 Rotary Jet Extractor has revolutionized the way carpets are cleaned!!!

With 5 spray jets matched with 5 vacuum slots, the RX-20 makes over **650 cleaning passes per minute!** This super agitation, combined with the unit's weight, deeply cleans, extracting soil and cleaning solution.

The RX-20 Hard Floor Head opens new possibilities for your cleaning operation.

You can clean a homeowner's tile floor or concrete with high pressure and get the agitation of a brush all in one head!

Brush heads operate up to 1,000 psi and contain 3 jets and 5 vacuum tubes. Now you can spray, brush, and extract all in one operation!



IICRC

Institute of Inspection, Cleaning
and Restoration Certification

CERTIFIED FIRM

2013

be it known that:

ATKINS BUILDING SERVICES & PRODUCTS, INC.

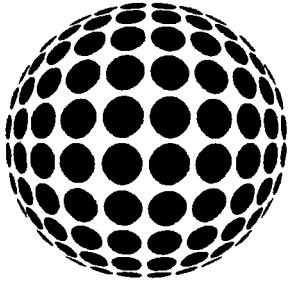
Is registered with IICRC, and has pledged to implement an advanced training program and a course of study leading to the certification of all On-Location Operators actively engaged in providing services to the consumer in cleaning and restoration and has pledged its support in establishing and maintaining a professional attitude in the conduct of its daily business at all times and providing the consumer with the highest degree of professionalism possible.

Patrick Winters, IICRC President

Darrell Paulson, Chairman of the Board

Company Number 147287

Valid Through 12-31-2013



the **cleantrust** certified

be it known that:

MICKEY SMITH

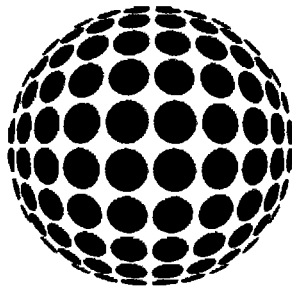
Is a registrant in good standing with The Clean Trust, and has qualified by service and examination for Certification in the following areas:

**CARPET CLEANING
WATER DAMAGE RESTORATION**

and has pledged to perform services in these areas with skill, honesty, and integrity in order to provide the consumer with the highest degree of professionalism possible.

138346
REGISTER NUMBER

4/2013
EXPIRATION DATE



IICRC

Institute of Inspection Cleaning
and Restoration Certification

be it known that:

MIKE WISER

Is a registrant in good standing with IICRC, and has qualified by service and examination
for Certification in the following areas:

**STONE, MASONRY & CERAMIC TILE CLEANING
WATER DAMAGE RESTORATION
FIRE & SMOKE RESTORATION
ODOR CONTROL**

and has pledged to perform services in these areas with skill, honesty,
and integrity in order to provide the consumer with the highest degree
of professionalism possible.

141505
REGISTER NUMBER

7/2014
EXPIRATION DATE

MIKE WISER
c/o ATKINS BUILDING SERVICES & PRODUCTS,
INC.
PO BOX 756
COLUMBIA, MO 65205

Certificate of Completion

This certificate is awarded to

MIKE WISER - IICRC# 141505

By Clean Care Seminar, Inc. for completing our on-line training course.

**“PRINCIPLES AND METHODS
OF CARPET CLEANING”**

November 20, 2013

Date

Kevin J. Bishop

Signature

Approved for 2 IICRC CEC



Instructions

Request for Bid (RFB)

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

Amy Robbins, Senior Buyer
(573) 886-4392 - FAX (573) 886-4390
Email: arobbins@boonecountymo.org

Bid Data

Bid Number: **47-22NOV13**
Commodity Title: **Carpet Cleaning Services Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Friday, November 22, 2013**
Time: **1:30 P.M. C.S.T. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Annex Building
613 E. Ash Street, Room 109
Columbia, MO 65201**
Directions: **The Annex Building is located on the Northwest corner at 7th Street and Ash Street. Enter the building from the South Side. Wheel chair accessible entrance is available on the South side of the building.**

Bid Opening

Day / Date: **Friday, November 22, 2013**
Time: **1:30 P.M. C.S.T.**
Location / Address: **Boone County Annex Building Conference Room
613 E. Ash Street
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
 - Exhibit A – Prior Experience**
 - Instructions for Compliance With House Bill 1549**
 - Work Authorization Certification**
 - Certification of Individual Bidder**
 - Individual Bidder Affidavit**
 - Debarment Form**
 - Standard Terms and Conditions**
 - “No Bid” Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department/s or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business(s) entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening," all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 1.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 1.4. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.4.1. Any questions or clarifications concerning bid documents should be addressed in writing, **PRIOR TO BID OPENING**, to Amy Robbins, Senior Buyer, 613 E. Ash St., Room 109, Columbia, MO 65201. Phone: (573) 886-4392; Fax: (573) 886-4390; or Email: arobbins@boonecountymo.org.
 - 1.4.2. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.4.3. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.

- 1.5. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
- 1.5.1. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 1.6. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.6.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6.2. **Contract Period** - Any Term and Supply Contract resulting from this Bid will have an initial term from **January 1, 2014 through December 31, 2014, and may be automatically renewed for an additional four (4) years** unless canceled by Purchasing Director in writing prior to a renewal term.
- 1.6.3. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 1.6.4. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the third contract period expiration if it is deemed to be in the best interest of Boone County.
- 1.7. **PRICING:** The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
- 1.7.1. If renewal percentages are not provided for the items listed on the Response Form, then prices during any renewal period shall be the same as during the original contract period.
- 1.8. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS AND/OR SERVICES TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a Term and Supply contract for the furnishing of all labor, materials, tools, equipment, transportation, services, and supervision to perform **Carpet Cleaning Services** to various properties of Boone County – Missouri.
 - 2.1.1. **Sub-Contractors:** The Contractor shall not employ subcontractors without the advance written permission of the Facilities Maintenance Manager.
 - 2.1.2. **Contractor Qualifications and Experience:** The Contractor to whom a Carpet Cleaning Services contract is awarded must provide evidence that they have past experience in the type of work as outlined in the attached specifications for a minimum of three years. *Exhibit A: Prior Experience* to this bid may be used for this purpose.
- 2.2. **QUANTITY** - All orders will be placed by Facilities Maintenance, the Sheriff Department, or Public Works on an “as needed” basis. It is anticipated that each location will be cleaned once annually based on need and availability. The service specified herein are estimates based on past usage and anticipated future requirements and as such, do not constitute a guarantee on the part of the County. Square footage is estimated, and rounded to nearest hundred.
- 2.3. **TECHNICAL SPECIFICATIONS** - Commercial carpet cleaning of County buildings as follows:
 - 2.3.2. **Service Locations:** Work to be performed at the following Columbia, Missouri locations. (Square footage is approximated and should be confirmed by each bidder):

Sheriff Department – 2121 County Drive	7,000 square feet
Sheriff Annex – 2111 E. County Drive	2,000 square feet
Government Center – 801 E. Walnut	30,000 square feet
Courthouse – 701 E. Walnut	61,000 square feet
Public Works – 5551 Tom Bass Rd.	3,300 square feet
Annex Building - 613 E. Ash	3,000 square feet
Alternative Sentencing - 607 E. Ash	2,800 square feet
Juvenile Justice Center - 5665 Roger I. Wilson Memorial Dr.	3,300 square feet
605 E. Walnut	1,800 square feet
609 E. Walnut	1,600 square feet

- 2.3.3. **Sofas & Chairs:** The County will also use this contract for the cleaning of sofas, sofa chairs and work chairs. These cleanings will be coordinated to occur at the same time as carpet cleaning. The Contractor shall provide a price per unit to clean sofas and chairs as requested on the Response/Pricing Form.
- 2.3.4. All work shall be performed after 5:00 P.M. on weekday nights or as arranged on Saturday with Facilities Maintenance Manager, with a minimum dry time of twelve (12) hours.
- 2.3.5. Contractor shall clean around and move no furniture, files, etc. EXCEPT chairs and chair mats. All mats need to be replaced after carpet has had time to dry. Any and all chairs and mats shall be moved and replaced by contractor for optimum cleaning.
- 2.3.6. County staff member will be available to provide access to offices only and will perform NO work for the Contractor. County will provide water and electricity only.
- 2.3.7. Contractor shall be certified by IICRC (Institute of Inspection, Cleaning and Restoration). The Institute of Inspection, Cleaning and Restoration Certification certifies and endorses professional cleaning, restoration and inspection firms that establish and maintain a professional atmosphere in conducting business.
- 2.3.8. All commercial cleaning procedures and supplies will be as specified by the IICRC Institute (www.iicrc.org) - IICRC S001 Standards Reference Guide for Professional On-location Cleaning of Installed Textile Floor Covering Materials.
- 2.3.9. Procedure for carpet cleaning: Equipment - Truck mounted unit with a maximum water pressure and extraction, 500 pounds of water pressure and 500 pounds of extraction. Machine for cleaning the carpet shall be a circular motion extractor with five (5) extraction shoes that work the dirt loose, lift the pile, and extract the water out. It shall have five (5) spray nozzles that spray the water out to rinse the carpet. After

the shampoo is agitated in the carpet, the machine shall rinse all of the shampoo and dirt out of the carpet fiber with clean water leaving no residue behind, only clean carpet.

2.3.10. Method of cleaning: The shampoo shall be sprayed on the carpet, agitated in with a professional extraction agitator, and then rinsed out with clean water so that there is no soap residue left.

2.4. **SPECIAL CONDITIONS AND REQUIREMENTS**

2.4.1. **MSDS Sheets** – Contractor may be required to provide Material Safety Data Sheets on any or all products used.

2.4.2. **Property Damage:** Contractor shall be responsible for repair of any damage to County property and restoration of any facility damage, beyond normal wear and tear, caused by Contractor’s activities. Repair and restoration shall be to the satisfaction of the County. Any repair/restoration of these damages shall be performed at no cost to the County.

2.5. **BILLINGS:** Upon completion of all cleaning at the required service location, invoices should be submitted to the Boone County office or department as shown below. Payment will be made 30 days after receipt of a correct invoice.

Service Location	Billing Address
Sheriff Department Sheriff Annex	Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202
Public Works	Boone County Public Works, 5551 Tom Bass Rd., Columbia, MO 65201
Government Center Courthouse Annex Building Alternative Sentencing Juvenile Justice Center 605 E. Walnut 609 E. Walnut	Boone County Facility Maintenance, 613 E. Ash St., Room 107, Columbia, MO 65201

2.5.1. Vendor invoices, packing slips and delivery tickets must contain the County contract number.

2.6. **INSURANCE**

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

2.6.2. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee’s Liability and Worker’s Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker’s Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by the Contractor. Worker’s Compensation coverage shall meet Missouri statutory limits. Employers’ Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker’s Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers’ Liability Insurance for the protection of their employees not otherwise protected.

2.6.3. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental

death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

- 2.6.4. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.6.5. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which **name the County as additional insured** in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.7. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.8. **SALES/USE TAX EXEMPTION** – County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized subcontractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to insure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. Not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.
- 2.9. **INSPECTION OF FACILITIES:** It is the bidder's responsibility to become fully informed as to where services are to be provided and/or the nature and extent of the work required and its relation to any other work in the area include possible interference from other site activities.
- 2.10. **DESIGNEE** – Bob Davidson, Manager, Boone County Facilities Maintenance, 613 E. Ash St., Room 106, Columbia, MO 65201. Phone: (573) 886-4400; Fax: (573) 886-4402; or E-mail: bdavidson@boonecountymmo.org

3. *Response Presentation and Review*

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A."
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline." NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, **the proposal number and the due date and time.**
- 3.3. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.3.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.4. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.4.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.4.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
 - 3.4.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

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

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

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____ . Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

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

State of Missouri)
)SS.
County of _____)

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

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

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

Notary Public

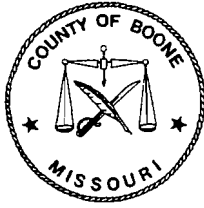
My Commission Expires:

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price

shall govern.

16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201
Amy Robbins, 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
BID**

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

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

Bid# 47-22NOV13 – Carpet Cleaning Services Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

Search Results

Current Search Terms: atkins* building* services* Inc.*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.1278.20131018-1401

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



Search Results

Current Search Terms: atkins* building* services* and* products* Inc.*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.
No records found for current search.

SAM | System for Award Management 1.0

IBM v1.1278.20131018-1401

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

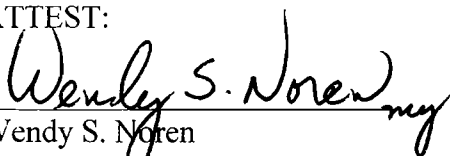
In the County Commission of said county, on the 19th day of December 20 13

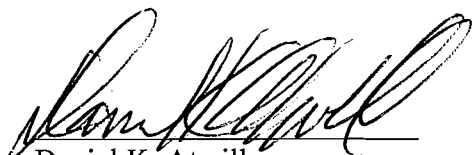
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 40-29OCT13 – Video Conferencing Solution for Face-To-Face Video Meetings to Visual Systems Group Inc., dba VSGi. The terms of the agreement are stipulated in the attached Contract Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

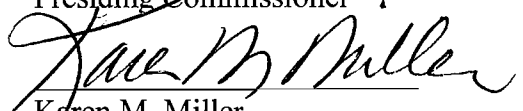
Done this 19th day of December, 2013.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill

Presiding Commissioner


 Karen M. Miller

District I Commissioner


 Janet M. Thompson

District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: December 16, 2013
RE: RFP Award Recommendation: *40-29OCT13 – Video Conferencing Solution for Face-To-Face Video Meetings*

The Request for Proposal for *40-29OCT13 – Video Conferencing Solution for Face-To-Face Video Meetings* closed on October 29, 2013. Four proposal responses were received.

The evaluation committee consisted of the following:

Dan Atwill, Presiding Commissioner
CJ Dykhouse, Legal Counsel
Aron Gish, IT Director
Dee Lueckenotte, Supervisor, Systems Analyst
Tom Schauwecker, Assessor

The evaluation committee recommends award to Visual Systems Group Inc., dba VSGi per their attached Evaluation Report. Invoice will be paid from the following departments and accounts:

2010-91301 = \$56,787.00
2010-91302 = \$5,100.00
2010-70050 = \$3,270.00
2010-60050 = \$10,700.00
2010-48002 = \$750.00

Contract Grand Total: \$76,607.00

ATT: Evaluation Report, RFP Tabulation

cc: Proposal File / Evaluation Committee

Evaluation Report for Request for Proposal

40-29OCT13 – Video Conferencing Solution for Face-to-Face Video Meetings

OFFEROR #1: Visual Systems Group, Inc.

It has been determined that **Visual Systems Group, Inc.** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Visual Systems Group, Inc.** has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- Their RFP narrative demonstrates a clear understanding of Boone County's requirements and needs.
- Dynamic bandwidth allocation – the Vidyo solution has intelligence built in to recognize a user's available network resources, network degradation and other network factors that can affect the quality of a video call (page 3).
- Vidyo delivers upgrades via software (not hardware) which hopefully means we can use this technology for a longer period before it becomes obsolete.
- On-going HelpDesk support provided 24x7 (page 5).
- Will provide dedicated Project Manager
- Experience with Cart Based Installations
- 2000 seats included in bid
- Provided the most competitive price of the proposal responses received.

Concerns:

- RFP paragraph 1.7. describes the process when the RFP proposals become part of public record. VSGI's proposal on the first page has a confidentiality notice.
- Did not return page 25 of the Response Form which includes if they have any deviations, when equipment will be installed, when training will occur, etc. And their page 4 of their response states they will consult implementation with the County. This information definitely needs to be clarified since that's written so open ended.
- Are 1000 or 2000 seats included?

Experience/Expertise of Offeror

Strengths:

- Provided a County reference as well as other public agency references (page 8).
- 20,000 successful installs.
- Installed by Licensed Field Engineer

Tom Selman
12/12/13

OFFEROR #2: NACR

It has been determined that NACR has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that NACR has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- Well written proposal, easy to follow and understand if they met requirements
- 28 participants can be displayed simultaneously
- Ease of use for end users
- Wide angle camera
- Can view participants list and can mute noisy users.
- Can view presentations, spreadsheets, documents and images shared in a conference

Concerns:

- Price is three times the other bidders and only includes 1,000 licenses vs. the 2,000 offered by others.
- Took exception to word "guarantee" in paragraph 3.3.5.
- Took exception to our insurance requirements. Will not add the County as additional insured.
- Wants us to indemnify them.
- Will not share who their sub-contractors are with County
- Will not agree to our payment terms. Want 50% down at contract execution.
- Want to use their contract agreement
- Takes exception to "...and hold the Contractor responsible for any damages incurred including, but not limited to excess cost of handling charge".
- Takes exception to their written response being part of our agreement
- Their installation process sounds very complicated and lengthy for a "mobile" video system. In addition, their lead time is 6-8 weeks after receipt of order.
- The quote sheet that is included states their quote is only firm for 30 days.
- The quote sheet has a Confidential and Proprietary statement and we are a sunshine state and their response will become part of public record.
- The quote sheet states that freight is not included in their price so it would be extra.
- To contact their references, they want to arrange the date and time.
- Include arbitration, limitation of liability and secrecy and confidentiality language in their contract agreement

Experience/Expertise of Offeror:

Strengths:

Concerns:

- Did not provide any small project references similar to ours

OFFEROR #3: AVI Systems

It has been determined that **AVI Systems** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **AVI Systems** has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- Price in the midrange area of bidders.

Concerns:

- RFP paragraph 1.6. requires proposals pricing to remain firm for 120 days minimum. AVI's proposal on the first page states it valid for 30 days although their Response Page 5.9. says 90 days.7.
- RFP paragraph 1.7. describes the process when the RFP proposals become part of public record. AVI's proposal on the first page has a confidentiality notice.
- If we enter into a contract with AVI, will need the Work Authorization Certification with backup returned.
- Bottom of page 4 of their proposal responses states delivery charges and insurance costs are additional, so they've left the total cost "unknown". Is there also an extra charge for training?
- Bottom of page 4 of their proposal response states progressive billing for labor and materials, monthly bill for hardware and pre-payment for support agreements. For this project, we pay 30 days after receipt of a correct invoice after project is complete.
- Items bid appear to be similar, but not exact.
- Not sure what item 11 is in comparison to rfp.
- AVI stated they had to add some additional items from what we specified to ensure wireless functionality (Response Page).

Experience/Expertise of Offeror

Strengths:

- Provided a list of references that were pre-approved for us to contact them. This is a plus since frequently when we check references from proposals, the reference contacts are out of date and it's difficult to reach a knowledgeable reference.
- 40 years in business
- References seems to be appropriate.

OFFEROR #4: Communitronics – StarLeaf Partner

It has been determined that **Communitronics** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Communitronics** has submitted a **non-responsive** proposal.

Method of Performance

Strengths:

- Appear to be lowest in cost, but still evaluating their pricing documents.

Concerns:

- Most items bid are substitute/equal – Not sure how they compare to what is in RFP.
- Still evaluating cost – difficult to follow their document on cost.

Experience/Expertise of Offeror

Strengths:

- 44 years experience.
- References large projects – all successful.

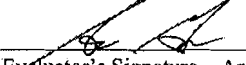
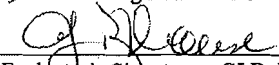

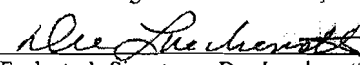
Summary:

The evaluation committee initially met on November 8, 2013. Following this evaluation, the committee decided to short list VSGI for demonstration for proposing an acceptable solution at the lowest cost. The evaluation committee viewed their demonstration on December 3, 2013.

Recommendation for Award:

This evaluation report represents our subjective opinion of each Offeror's strengths and concerns and is based upon our analysis of the relevant facts, as contained in each Offeror's proposal.

We recommend that the County of Boone -- Missouri award contract to VSGI for RFP 40-29OCT13 -- Video Conferencing Solution for Face-to-Face Video Meetings.

 Evaluator's Signature -- Aron Gish, IT Director	12/10/13	Date
 Evaluator's Signature -- CJ Dykhous, Legal Counsel	12/10/13	Date
 Evaluator's Signature -- Dan Atwill, Presiding Commissioner	12/12/13	Date
 Evaluator's Signature -- Dee Lueckenotte, Supervisor, Systems Analyst	12/16/13	Date
See last page Evaluator's Signature -- Tom Schauwecker, Assessor		Date

RECEIVED

DEC 7 2013

12/05/13

REQUEST DATE

BOONE COUNTY AUDITOR

PURCHASE REQUISITIC BOONE COUNTY, MISSO

To: County Clerk's Office

Comm Order # 566-2013

Please return all documentation to Auditor's Office.

14881

VENDOR NO.

Visual Systems Group
VENDOR NAME

7900 Westpark Dr Suite T610
ADDRESS

McLean
CITY

469-2

PHONE #

VA

STATE

*Please return
all P.O. Copy
to P. Trudy*

BID DOCUMENTATION

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements. Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) Attached (>\$2500 to \$4,499)
- Purchase is ≤\$2500 and is NOT covered by an existing bid or sole source

Not Subject To Bidding (select appropriate response below):

- Utility
- Employee Travel/Meal Reimb
- Training (registration/conf fees)
- Dues
- Pub/Subscription/Transcript Copies
- Refund of Fees Previously Paid to County
- Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable
- Intergovernmental Agreement
- Not Susceptible to Bidding for Other Reasons (Explain):
- Mandatory Payment to Other Govt
- Court Case Travel/Meal Reimb
- Tool and Uniform Reimb
- Inmate Housing
- Remit Payroll Withheld
- Agency Fund Dist (dept #s 7XXX)

#40-29OCT13

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1170

Bill to Department # 1170

Department				Account				Item Description	Qty	Unit Price	Amount	
2	0	1	0	9	1	3	0	1	Model #VTC-VID-REPLAY - VidyoReplay	1	8245.00	8,245.00
2	0	1	0	9	1	3	0	1	Model #MNT-VSG-3Y5S - 3 Yr Maintenance	1	3800.00	3800.00
								TOTAL			12,045.00	
								VSGI Quote #ADDENDUM-A				

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Judy Fisher
Prepared By

Tom Selman
Requesting Official

Auditor Approval

VSGi CUSTOMER PRICE



HOW DO YOU COMMUNICATE?™

CUSTOMER INFORMATION		DATE	5-Dec-13	
COMPANY	County of Boone - Missouri	ACCOUNT MGR	David Weigman	
ADDRESS	801 E. Walnut	PHONE	(469) 287-8852	
	Room 220	FAX	(469) 713-2434	
	Columbia, MO 65201	ORDER #	BOONE-ADDENDUM-A	
CONTACT	Aron Gish	1000 Westpark Dr Suite 340 Dallas TX 75240 TEL: 469-287-8852 FAX: 469-713-2434 WWW.VSGI.COM		
	(573) 886-4319			
	(573) 886-4322			
	agish@boonecountymmo.org			
	Conference Room 214			
LINE	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
Video Conferencing Technologies - Recording and Webcasting				
VTC-VID-REPLAY	VidyoReplay: 1U, 19" rack-mountable appliance to support webcast to up to 300 concurrent HD viewers, recording for up to 5 concurrent HD sessions or 15 concurrent SD sessions, and content management for recorded VidyoConferences.	1	\$ 8,175.00	\$8,175.00
Shipping	Shipping: Includes inside delivery	1	\$70.00	\$70.00

VSGi MANAGED SERVICES

MODEL	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
VSGi Maintenance Services				
1st Year Maintenance				
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for VidyoReplay Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician , next day parts replacement, software updates, warranty support and testing.	1	\$ 1,350.00	\$1,350.00
Optional 3-Year Term for Maintenance				
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for VidyoReplay Quoted Above		\$ 3,800.00	
Annual Maintenance Renewal Options				
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for VidyoReplay Quoted Above		\$ 2,150.00	
Vidyo Installation & Implementation				
NOTE-1	**NOTE #1** If ordered and scheduled for installation at the same time as the rest of the Vidyo infrastructure (i.e. VidyoPortal, VidyoRouter and VidyoGateway), then there will be no additional charge for implementation of VidyoReplay. However, if ordered and installed separately, then the following charge would apply.		\$ -	
INS-VID-D1	**This line item would only apply if VidyoReplay is ordered and scheduled separately for install** Vidyo On-Site Installation Support: Vidyo engineer delivering installation services on customer site. Service delivery also includes off-site coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included.		\$ 2,925.00	
SERVICES SUBTOTAL:				\$1,350.00

EQUIPMENT & SERVICES TOTAL:

\$9,595.00

RECEIVED

DEC 11 2013

12/05/13

REQUEST DATE

BOONE COUNTY AUDITOR

PURCHASE REQUISITION

BOONE COUNTY, MISSOURI

Please return to Trudy B.O. Cop

To: County Clerk's Office

Comm Order # 566-2013

Please return all documentation to Auditor's Office.

14881

VENDOR NO.

Visual Systems Group

VENDOR NAME

7900 Westpark Dr Suite T610 ADDRESS

McLean CITY

BID DOCUMENTATION

This field MUST be completed to demonstrate compliance with statutory bidding requirements. Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Checked boxes for Bid /RFP, Sole Source, Emergency Procurement, Written Quotes, and Purchase is <=\$2500.

Not Subject To Bidding (select appropriate response below):

- Unchecked boxes for Utility, Employee Travel/Meal Reimb, Training, Dues, Pub/Subscription/Transcript Copies, Refund of Fees, Professional Services, Intergovernmental Agreement, and Not Susceptible to Bidding.

#40-29OCT13

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1170

Bill to Department # 1170

Table with 6 columns: Department, Account, Item Description, Qty, Unit Price, Amount. Lists various equipment items like VidyoPortal, Soft Client, Secured Vidyo, VidyoRouter, VidyoLine, VidyoGateway, VidyoVoice, VidyoRoom, Display, Mobile Cart, Work Surface, AirMedia, Shelf, Dist Amp, Stereo Amp.

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Prepared By

Requesting Official

Auditor Approval

12/05/13

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

REQUEST
DATE

14881
VENDOR
NO.

Visual Systems Group
VENDOR NAME

7900 Westpark Dr Suite T610
ADDRESS

McLean
CITY

469-287-8852
PHONE #

VA 22102
STATE ZIP

BID DOCUMENTATION

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements.
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) Attached (>\$2500 to \$4,499)
- Purchase is ≤\$2500 and is NOT covered by an existing bid or sole source

Not Subject To Bidding (select appropriate response below):

- Utility
- Employee Travel/Meal Reimb
- Training (registration/conf fees)
- Dues
- Pub/Subscription/Transcript Copies
- Refund of Fees Previously Paid to County
- Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable
- Intergovernmental Agreement
- Not Susceptible to Bidding for Other Reasons (Explain):
- Mandatory Payment to Other Govt
- Court Case Travel/Meal Reimb
- Tool and Uniform Reimb
- Inmate Housing
- Remit Payroll Withheld
- Agency Fund Dist (dept #s 7XXX)

#40-29OCT13

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1170

Bill to Department # 1170

Department	Account	Item Description	Qty	Unit Price	Amount
2 0 1 0	9 1 3 0 1	Model #ACC-EXT-SPKR-8OHM - Speaker Set	1	165.00	165.00
2 0 1 0	9 1 3 0 1	Model #AUD-RVO-FLX2-200 - Mic System	1	768.50	768.50
2 0 1 0	9 1 3 0 1	Model #ACC-EXT-CBL-HDMI-9 - Cable	2	47.00	94.00
2 0 1 0	9 1 3 0 1	Model #HCC-EXT-CBL-DVI-HDMI-6FT - Cable	2	29.50	59.00
2 0 1 0	9 1 3 0 1	Model #HCC-VSG-INS-CBLCON - Installation	1	625.00	625.00
2 0 1 0	9 1 3 0 1	Shipping - Includes Inside Delivery	1	1300.00	1300.00
2 0 1 0	6 0 0 5 0	Model #MNT-VSG-3Y5S - 3 Yr Hardware	1	8475.00	8475.00
2 0 1 0	7 0 0 5 0	Model #MNT-VSG-3Y5S - 3 Yr Software	1	3270.00	3270.00
2 0 1 0	6 0 0 5 0	Model #MNT-VSG-3Y5S-INT - 3 Yr A/V Equip	1	2225.00	2225.00
2 0 1 0	9 1 3 0 1	Model #INS-VSG-CUSTOM	1	4800.00	4800.00
		VSGI Custom Installation			
2 0 1 0	9 1 3 0 1	Model #INS-VID-D1	1	2925.00	2925.00
		Vidyo On-Site Installation Support - 1 st Day			
2 0 1 0	9 1 3 0 1	Model #INS-VID-CD	1	2350.00	2350.00
		Vidyo On-Site Installation Support -			
		Consecutive Days			

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Prepared By

Requesting Official

Auditor Approval

12/05/13

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

REQUEST
DATE

14881

Visual Systems Group

469-287-8852

VENDOR
NO.

VENDOR NAME

PHONE #

7900 Westpark Dr Suite T610
ADDRESS

McLean
CITY

VA 22102
STATE ZIP

BID DOCUMENTATION

This field MUST be completed to demonstrate compliance with statutory bidding requirements.
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
 - Sole Source (enter # below)
 - Emergency Procurement (enter # below)
 - Written Quotes (3) Attached (>\$2500 to \$4,499)
 - Purchase is ≤\$2500 and is NOT covered by an existing bid or sole source
- Not Subject To Bidding (select appropriate response below):**
- Utility
 - Mandatory Payment to Other Govt
 - Employee Travel/Meal Reimb
 - Court Case Travel/Meal Reimb
 - Training (registration/conf fees)
 - Tool and Uniform Reimb
 - Dues
 - Inmate Housing
 - Pub/Subscription/Transcript Copies
 - Remit Payroll Withheld
 - Refund of Fees Previously Paid to County
 - Agency Fund Dist (dept #s 7XXX)
 - Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable
 - Intergovernmental Agreement
 - Not Susceptible to Bidding for Other Reasons (Explain):

#40-29OCT13

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1170

Bill to Department # 1170

Department	Account	Item Description	Qty	Unit Price	Amount
		TOTAL			64562.00
		VSGI Quote #BOONE-RFP40-29OCT13			

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.


 Prepared By


 Requesting Official

Auditor Approval

VSGi CUSTOMER PRICE



HOW DO YOU COMMUNICATE?™

CUSTOMER INFORMATION		DATE:	29-Oct-13	
COMPANY:	County of Boone - Missouri	ACCT MNGR:	David Weigman	
ADDRESS:	801 E. Walnut	PHONE:	(469) 287-8852	
	Room 220	FAX:	(469) 713-2434	
	Columbia, MO 65201	QUOTE #:	BOONE-RFP40-29OCT13	
CONTACT:	Aron Gish	VSGi 7900 Westpark Dr Suite T-610 McLean, VA 22102 NOTE: REMIT TO ADDRESS LISTED BELOW.		
PHONE:	(573) 886-4319			
FAX:	(573) 886-4322			
EMAIL:	agish@boonecountymmo.org			
SITE(S):	Conference Room 214			
MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
Video Conferencing Technologies - Vidyo Infrastructure Components				
VTC-VID-PT-1K	VidyoPortal with 1,000 Vidyo soft client licenses: 1U, 19" rack-mountable appliance to manage users, system components and meetings for deployments of up to 10,000 registered users, 2,500 active users and 100 tenants. Includes mounting rails. Also includes 1,000 Vidyo soft client licenses.	1	\$ 6,000.00	\$6,000.00
VTC-VID-SC-1K	1,000 Soft Client (VidyoDesktop, VidyoMobile, VidyoWeb) Perpetual Licenses: For installation on Windows, Macintosh, Linux PCs, or iOS or Android tablets and smartphones. One license required per unique device on which the client is installed. During each maintenance contract year, Vidyo reserves the right to charge customer for soft client licenses in excess of 100 times the total number of customer deployed VidyoLines. Only available to enterprise customers which own the target VidyoPortal and have a Vidyo software maintenance and service plan in good standing.	1	FREE	FREE
VTC-VID-SW-AES	Secured VidyoConferencing Option: Optional software on a per VidyoPortal basis to enable a secured communication environment supporting HTTPS to the VidyoPortal and AES-128 bit media encryption.	1	\$ 850.00	\$850.00
VTC-VID-RTR	VidyoRouter: 1U, 19" rack-mountable appliance to host up to 100 concurrent endpoint connections. VidyoRouters are stackable with auto load balancing provided by the VidyoPortal. Includes mounting rails.	1	\$ 5,000.00	\$5,000.00
VTC-VID-LINE	VidyoLine License: Each license is perpetual and enables a concurrent connection through the VidyoRouter to a conference or another user with support for up to 1080p up & down.	5	\$ 850.00	\$4,250.00
VTC-VID-GW-XL	VidyoGateway XL: 1U, 19" rack-mountable appliance to connect Vidyo endpoints with Legacy H.323 and SIP Videoconferencing endpoints. Supports up to 5 HD, 15 SD or 25 concurrent CIF connections. Supports up to 50 voice only connections. Includes mounting rails.	1	\$ 5,000.00	\$5,000.00

Voice Solution

VTC-VID-VBPKG-750	VidyoVoice Base Package: One year subscription to VidyoVoice base package including 750 minutes per month of connectivity from landline or mobile phones into Vidyo conferences hosted on a single specified VidyoPortal. VidyoVoice provides a toll-free access number in the US. Each base package supports a maximum of ten (10) concurrent voice only connections. Additional concurrent capacity may be achieved through purchase of additional VidyoVoice base packages. Note: VidyoVoice participants do NOT consume VidyoLine software licenses when connected to conferences through the VidyoRouter.	1	\$ 750.00	\$750.00
-------------------	---	---	-----------	----------

Cart-Based Solution for Conference Room 214				
VTC-VID-HD220-CAM	VidyoRoom HD 220 with PTZ Camera: HD room appliance 1080p up to 30fps or 720p up to 60fps bundled with Sony EVI-HD7 PTZ camera. Supports two HD monitors. Monitors and speakerphone NOT INCLUDED.	1	\$ 7,950.00	\$7,950.00 ✓
DSP-SAM-LED65	Samsung 65" LED/LCD	2	\$ 1,950.00	\$3,900.00 ✓
ACC-MAP-CART-DD-R	Middle Atlantic Mobile Videoconferencing and Presentation Cart: Supports dual 70" displays and up to 12 additional rackspace.	1	\$ 1,990.00	\$1,990.00 ✓
ACC-MAP-SHLF-32X12	Middle Atlantic VTC Work Surface Slate: 32" wide, 12" deep	1	\$ 168.00	\$168.00 ✓
ACC-CRS-AM-100	Crestron AirMedia: Enables wireless presentation/content-sharing using laptops and mobile devices.	1	\$ 940.00	\$940.00 ✓
ACC-MAP-U1	Middle Atlantic 1 RU Rack Shelf for Crestron AirMedia	1	\$ 31.50	\$31.50 ✓
ACC-EXT-DA-HDMI-1X2	Extron HDMI 1x2 Distribution Amplifier	1	\$ 405.00	\$405.00 ✓
ACC-EXT-SHLF-9D	Extron 9" Deep Rack Shelf for HDMI DA/AMP	1	\$ 76.50	\$76.50 ✓
ACC-EXT-AMP-15W	Extron 15 Watts/Ch Stereo Amp	1	\$ 194.50	\$194.50 ✓
ACC-EXT-SPKR-8OHM	Extron 8 Ohm Speaker Set	1	\$ 165.00	\$165.00 ✓
AUD-RVO-FLX2-200	Revolabs FLX2 Mic System: Wireless conference phone with two (2) tabletop omni-directional mics	1	\$ 768.50	\$768.50 ✓
Hardware, Cables and Connectors				
ACC-EXT-CBL-HDMI-9	Extron 9' HDMI to HDMI Cable	2	\$ 47.00	\$94.00 ✓
HCC-EXT-CBL-DVI-HDMI-6FT	Extron DVI-HDMI cables 6'	2	\$ 29.50	\$59.00 ✓
HCC-VSG-INS-CBLCON	Installation Hardware, Cables and Connectors	1	\$ 625.00	\$625.00 ✓
Shipping	Shipping: Includes inside delivery	1	\$1,300.00	\$1,300.00 ✓
			EQUIPMENT SUBTOTAL	\$10,720.00

VSGi MANAGED SERVICES				
MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
VSGi Maintenance Services				
1st Year Maintenance				
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for Vidyo <u>Hardware</u>. Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician, next day parts replacement, software updates, warranty support and testing.	1	\$ 2,835.00	\$2,835.00
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for Vidyo <u>Software</u>. Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician, next day parts replacement, software updates, warranty support and testing.	1	\$ 1,635.00	\$1,635.00
MNT-VSG-1Y5S-INT	1st Year VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan: Includes 24x7 Helpdesk support, next day on-site technician, parts replacement, software updates, warranty support and testing.	1	\$ 975.00	\$975.00
Optional 3-Year Term for Maintenance				
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for Vidyo <u>Hardware</u> Quoted Above		\$ 8,475.00	✓
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for Vidyo <u>Software</u> Quoted Above		\$ 3,270.00	✓
MNT-VSG-3Y5S-INT	**OPTIONAL** 3 Year VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan		\$ 2,225.00	✓
Annual Maintenance Renewal Options				
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for Vidyo <u>Hardware</u> Quoted Above		\$ 4,950.00	
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for Vidyo <u>Software</u> Quoted Above		\$ 1,635.00	
MNT-VSG-1Y5S-INT	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan		\$ 975.00	

Installation & Implementation				
INS-VSG-CUSTOM	VSGI Custom Installation: Includes the physical setup and configuration of a video conferencing codec, mobile cart, displays and integrated room components; testing; on-site end user overview; and transition to ongoing support services. NOTE: Implementation of cart-based solution is expected to require two men, two days on-site.	1	\$ 4,800.00	\$4,800.00 ✓
INS-VID-D1	Vidyo On-Site Installation Support - First Day: First day of Vidyo engineer delivering installation services on customer site. Service delivery includes off-site coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included. NOTE: Vidyo engineer will be on-site to install Vidyo Infrastructure Components, as quoted above in equipment section. Install expected to require two days on-site.	1	\$ 2,925.00	\$2,925.00 ✓
INS-VID-CD	Vidyo On-Site Installation Support - Consecutive Days: Up to one additional consecutive day of Vidyo engineer already delivering installation services for same site visit.	1	\$ 2,350.00	\$2,350.00 ✓
SERVICES SUBTOTAL:				\$15,520.00
EQUIPMENT & SERVICES TOTAL:				\$56,037.00

CONTRACT AGREEMENT

THIS AGREEMENT, made and entered into by and between the County of Boone through the Boone County Commission (hereinafter referred to as the Owner), and **Visual Systems Group, Inc. DBA VSGi** (hereinafter referred to as the Contractor).

WITNESSETH: That for and in consideration of the acceptance of Contractor's proposal response and the award of this contract to said Contractor by the Owner and in further consideration of the agreements of the parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is agreed between the parties as follows, to wit:

The Contractor at his own Expense hereby agrees to furnish, deliver and install all materials, equipment and labor called for in the proposal designated and marked:

**PROPOSAL NUMBER 40-29OCT13
VIDEO CONFERENCING SOLUTION FOR FACE-TO-FACE VIDEO MEETINGS**

BOONE COUNTY, MISSOURI

and agrees to perform all the work required by the contract as described in the Request for Proposal and any applicable addendum and plans. The contract award is in the **amount of \$76,607.00 and the award is as follows:**

EQUIPMENT / HARDWARE / PARTS - per quote dated October 29, 2013

Video Conferencing Technologies–Vidyo Infrastructure Components	<u>Qty.</u>	<u>Unit Price</u>	<u>Extend</u>
VidyoPortal with 1,000 Vidyo soft client licenses: VTC-VID-PT-1K	1	\$6000.00	\$6000.00
1,000 Soft Client (VidyoDesktop, VidyoMobile, VidyoWeb)	1	\$0.00	\$0.00
Perpetual Licenses: VTC-VID-SC-1K			
Secured VidyoConferencing Option: VTC-VID-SW-AES	1	\$850.00	\$850.00
VidyoRouter: VTC-VID-RTR	1	\$5000.00	\$5000.00
VidyoLine Licenses: VTC-VID-LINE	5	\$850.00	\$4250.00
VidyoGateway XL: VTC-VID-GW-XL	1	\$5000.00	\$5000.00
Voice Solution	<u>Qty.</u>	<u>Unit Price</u>	<u>Extend</u>
VidyoVoice Base Package: VTC-VID-VBPKG-750	1	\$750.00	\$750.00
Cart-Based Solution	<u>Qty.</u>	<u>Unit Price</u>	<u>Extend</u>
VidyoRoom HD 220 with PTZ Camera: VTC-VID-HD220-CAM	1	\$7950.00	\$7950.00
Samsung 65" LED/LCD: DSP-SAM-LED65	2	\$1950.00	\$3900.00
Middle Atlantic Mobile Videoconferencing and Presentation Cart: ACC-MAP-CART-DD-R	1	\$1990.00	\$1990.00
Middle Atlantic VTC Work Surface Slate: 32" wide, 12" deep: ACC-MAP-SHLF-32x12	1	\$168.00	\$168.00
Crestron AirMedia: ACC-CRS-AM-100	1	\$940.00	\$940.00
Middle Atlantic 1 RU Rack Shelf for Crestron AirMedia: ACC-MAP-U1	1	\$31.50	\$31.50
Extron HDMI 1x2 Distribution Amplifier: ACC-EXT-DA-HDMI-1x2	1	\$405.00	\$405.00
Extron 9" Deep Rack Shelf for HDMI DA/AMP: ACC-EXT-SHLF-9D	1	\$76.50	\$76.50
Extron 15 Watts/Ch Stereo Amp: ACC-EXT-AMP-15W	1	\$194.50	\$194.50

566-2013

Extron 8 Ohm Speaker Set: ACC-EXT-SPKR-8OHM	1	\$165.00	\$165.00
Revolabs FLX2 Mic System: AUD-RVO-FLX2-200	1	\$768.50	\$768.50

Hardware, Cables and Connectors

	<u>Qty.</u>	<u>Unit Price</u>	<u>Extend</u>
Extron 9' HDMI to HDMI Cable: ACC-EXT-CBL-HDMI-9	2	\$47.00	\$94.00
Extron DVI-HDMI cables 6': HCC-EXT-CBL-DVI-HDMI-6FT	2	\$29.50	\$59.00
Installation Hardware, Cables and Connectors: HCC-VSG-INS-CBLCON	1	\$625.00	\$625.00

Shipping – FOB Destination - Inside Delivery	1	\$1300.00	\$1300.00
---	---	-----------	-----------

EQUIPMENT SUB-TOTAL **\$40,517.00**

VSGI Maintenance Services

3 Year VSGI 5 Star Service for Vidyo Hardware: MNT-VSG-3Y5S			\$8475.00
3 Year VSGI 5 Star Service for Vidyo Software: MNT-VSG-3Y5S			\$3270.00
3 Year VSGI 5 Star Integrated Room Service for A/V Equipment not covered by Separate maintenance plan: MNT-VSG-3Y5S-INT			\$2225.00

Installation & Implementation

VSGI Custom Installation: INS-VSG-CUSTOM	1		\$4800.00
Vidyo On-Site Installation Support – First Day: INS-VID-D1	1		\$2925.00
Vidyo On-Site Installation Support – Consecutive Days: INS-VID-CD	1		\$2350.00

SERVICES SUB-TOTAL: **\$24,045.00**

EQUIPMENT & SERVICES TOTAL from quote dated October 29, 2013 **\$64,562.00**

EQUIPMENT / HARDWARE / PARTS - per quote dated December 5, 2013

Video Conferencing Technologies – Recording and Webcasting

	<u>Qty.</u>	<u>Unit Price</u>	<u>Extend</u>
VidyoReplay: VTC-VID-REPLAY	1	\$8175.00	\$8175.00
Shipping – FOB Destination, Inside Delivery	1	\$70.00	\$70.00
Equipment Sub-Total			\$8,245.00

VSGI Maintenance Services

3 Year VSGI 5 Star Service for VidyoReplay: MNT-VSG-3Y5S			\$3800.00
--	--	--	-----------

Installation & Implementation- included \$0.00

CONTRACT GRAND TOTAL **\$76,607.00**

The following contract documents and any applicable Addenda are made a part hereof as fully as if set out herein
Change orders issued subsequent to this contract shall be subject to the terms and conditions of the agreement
unless otherwise specified in writing.

- Instructions and General Conditions
- Introduction and General Information
- Scope of Services
- Contract Terms and Conditions
- Proposal Submission Information

Response / Pricing Page
 Statement of Offeror's Qualifications
 Work Authorization Certification
 Certification Regarding Debarment
 Standard Terms and Conditions
 Addendum #1
 Contract Agreement
 VSGI Proposal Response dated October 29, 2013, executed by Adam Owenby
 VSGI Quote dated December 5, 2013, executed by David Weigman

Contract Period: The initial term of the resulting contract agreement for the proposed equipment/software from this Request for Proposal will begin at the time of contract award and end upon project completion. **The maintenance portion of the Contract Agreement shall extend for three years following installation. The maintenance agreement may be renewed by the Purchasing Director for an additional year at the end of the three year period as follows:**

1 Year Renewal – VSGI 5 Star Service for Vidyo Hardware	\$4,950
1 Year Renewal – VSGI 5 Star Service for Vidyo Software	\$1,635
1 Year Renewal – VSGI 5 Star Integrated Room Service for A/V	\$975
Equipment not covered by separate maintenance plan	
1 Year Renewal – VSGI 5 Star Service for VidyoReplay	\$2,150

All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specifications and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this RFP if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained first in this Contract Agreement and second in the proposal specifications including project specifications for Video Conferencing Equipment in the Boone County Government Center and any applicable addenda shall prevail and control over the Contractor's proposal response.

Said specifications are part and parcel of this contract, and are incorporated in this contract as fully and effectively as if set forth in detail herein. The Contractor further agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this contract, and that his information was secured by personal investigation and research and not from any estimates of the Owner; and that he will make no claim against the Owner by reason of estimates, tests, or representation of any officer, agent, or employees of the Owner.

The said Contractor agrees further to begin work not later than the authorized date in the Notice to Proceed, and to complete the work within 45-60 days after receipt of Purchase Order and Notice to Proceed or such additional time as may be allowed by the County Representative under the contract. Training shall be provided to Boone County staff immediately upon completion of installation and during the same visit. Additional training is available upon request.

The work shall be done to complete satisfaction of the Owner and, in the case the Federal Government or any agency thereof is participating in the payment of the cost of construction of the work, the work shall also be subject to inspection and approval at all times by the proper agent or officials of such government agency.

The parties hereto agree that this contract in all things shall be governed by the laws of the State of Missouri.

The contractor agrees that he will comply with all federal, state, and local laws and regulations and ordinances and that he/she will comply and cause each of his/her subcontractors, and directives pertaining to nondiscrimination

566 - 2013

against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this contract, including procurement of materials and lease of equipment; and shall comply with all reasonable scheduling instructions of the County Representative.

The Contractor expressly warrants that he/she has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demand by him, included any sum by reason of such brokerage, commission, or percentage; and that all moneys payable to him hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the Owner, and that the Owner may retain to its own use from any sums due to or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

The Owner agrees to pay the Contractor in the amount: **Seventy Six Thousand Six Hundred Seven Dollars and Zero Cents: \$76,607.00** as full compensation for the performance of work embraced in this contract, subject to the terms of payment as provided in the contract documents and subject to adjustment as provided for changes in quantities and approved change orders.

IN WITNESS WHEREOF, the parties hereto have signed and entered this agreement on 12-19-13 at Columbia, Missouri. (Date)

CONTRACTOR:
VISUAL SYSTEMS GROUP, INC.
DBA VSGI

By: [Signature]
Authorized Representative Signature

By: DAVID W. KNOTT
Authorized Representative Printed Name
Title: Vice President of Finance

OWNER:
BOONE COUNTY, MISSOURI

By: [Signature]
Daniel K. Atwill, Presiding Commissioner

Approved as to Legal Form:

[Signature]
CJ Dykhouse
Boone County Counselor

ATTEST:

[Signature]
Wendy Norex, County Clerk

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.)

[Signature]
Signature

12/19/13
Date

2010/91301/\$56,787; 2010/91302/\$5,100;
2010/70050/\$3,270; 2010/60050/\$10,700; 2010/48002/\$750

Appropriation Account

VSGi CUSTOMER PRICE



HOW DO YOU COMMUNICATE?™

CUSTOMER INFORMATION		DATE:	5-Dec-13	
COMPANY	County of Boone - Missouri	ACCT MNGR:	David Weigman	
ADDRESS	801 E. Walnut	PHONE:	(469) 287-8852	
	Room 220	FAX:	(469) 713-2434	
	Columbia, MO 65201	QUOTE #:	BOONE-ADDENDUM-A	
CONTACT	Aron Gish	VSGi 7900 Westpark Dr Suite T-610 McLean, VA 22102 NOTE: REMIT TO ADDRESS LISTED BELOW		
PHONE:	(573) 886-4319			
FAX:	(573) 886-4322			
EMAIL:	agish@boonecountymo.org			
SITE(S)	Conference Room 214			
MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
Video Conferencing Technologies - Recording and Webcasting				
VTC-VID-REPLAY	VidyoReplay: 1U, 19" rack-mountable appliance to support webcast to up to 300 concurrent HD viewers, recording for up to 5 concurrent HD sessions or 15 concurrent SD sessions, and content management for recorded VidyoConferences.	1	\$ 8,175.00	\$8,175.00
Shipping	Shipping: Includes inside delivery	1	\$70.00	\$70.00

VSGI MANAGED SERVICES

MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
VSGi Maintenance Services				
1st Year Maintenance				
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for VidyoReplay Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician , next day parts replacement, software updates, warranty support and testing.	1	\$ 1,350.00	\$1,350.00
Optional 3-Year Term for Maintenance				
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for VidyoReplay Quoted Above		\$ 3,800.00	
Annual Maintenance Renewal Options				
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for VidyoReplay Quoted Above		\$ 2,150.00	
Vidyo Installation & Implementation				
NOTE-1	**NOTE #1** If ordered and scheduled for installation at the same time as the rest of the Vidyo infrastructure (i.e. VidyoPortal, VidyoRouter and VidyoGateway), then there will be no additional charge for implementation of VidyoReplay. However, if ordered and installed separately, then the following charge would apply.		\$ -	
INS-VID-D1	**This line item would only apply if VidyoReplay is ordered and scheduled separately for install** Vidyo On-Site Installation Support: Vidyo engineer delivering installation services on customer site. Service delivery also includes off-site coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included.		\$ 2,925.00	
SERVICES SUBTOTAL:				\$1,350.00

EQUIPMENT & SERVICES TOTAL:

\$9,595.00

VSGi Service Descriptions

VSGi Installation Services

VSGi Installation – P/N: INS-VSG-BASICINSTALL - Basic VSGi Installation includes a Project Manager assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. The Basic VSGi Installation also includes development of project design materials, setup and configuration of a "roll-about system" (video codec, cart, monitor and NT device) or set-top/desktop unit, speed dial setup, client acceptance testing, on-site training, installation, closeout and transition to ongoing support services.

VSGi Premium Integration – P/N: INS-VSG-PREMIUM - VSGi Installation includes a Project Manager assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. Development of project design materials, Includes the setup and configuration of a videoconferencing codec, NT device and up to two (2) wall mounted monitors, speed dial setup, client acceptance testing, on-site training, installation closeout and transition to ongoing support services.

VSGi Custom Integration – P/N: INS-VSG-CUSTOM - VSGi Custom Integration applies to all integrated room quotes. A Project Manager is assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. Custom Integration includes development of project design materials, Includes the setup and configuration of a videoconferencing codec and integrated room components, speed dial setup, client acceptance testing, on-site training, installation closeout and transition to ongoing support services.

VSGi Advanced Replacement Service - Manufacturer Specific

VSGi Advanced Replacement Service – VSGi Advanced Replacement Service Includes 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). The service contract provides coverage on the Polycom and Cisco videoconferencing equipment as quoted above. On-site technician support is available and can be provided on a T&M basis.

VSGi 5 Star Service - Manufacturer Specific

VSGi 5 Star Service [Videoconference Codec] – VSGi 5 Star Service includes Nationwide On-site technician support provided by VSGi technicians, 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). The service contract provides coverage on the Polycom and Cisco videoconferencing equipment as quoted above.

VSGi Integrated Room Services

VSGi Integrated Room Service - VSGi Integrated Room Service includes 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). Standard manufacturer warranty support on all videoconferencing and A/V equipment quoted above. The service contract provides VSGi Advanced Replacement Service on the Polycom and Cisco videoconferencing equipment only. All other equipment repair or replacement intervals will be in accordance with the standard manufacturer's warranty. On-site technician support is available and can be provided on a T&M basis. Changes or modifications to the original touch-panel code can be provided on a T&M basis.

VSGi Integrated Room 5 Star Service – VSGi Integrated Room 5 Star Service includes Nationwide On-site technician support provided by VSGi technicians, 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). Standard manufacturer's warranty support on all videoconferencing and A/V equipment quoted above. The service contract provides VSGi Advanced Replacement Service on the Polycom and Cisco videoconferencing equipment only. All other equipment repair or replacement intervals will be in accordance with the standard manufacturer's warranty. Changes or modifications to the original touch-panel code can be provided on a T&M basis.

VSGi Platinum Service

VSGi Platinum Service Add-on – This service contract may be added to VSGi's 5 Star Service or VSGi's Integrated Room 5 Star Service contracts. The coverage provides proactive daily monitoring of the customer's videoconferencing codec and network facilities by VSGi's Helpdesk. The service requires the customer to provide a "Public, Static IP Address outside of the customer's firewall" to allow VSGi to connect the videoconferencing system to its worldwide management software for monitoring.

VSGi Service Agreement Notes

- Service contracts assume the Customer will provide an on site representative to support remote trouble-shooting by VSGi's Helpdesk
- Equipment covered with advance replacement service will be sent next business day for Customer requests received prior to 3:00PM "Local Time" and following
 - remote testing with VSGi's Helpdesk.
- Equipment being returned to VSGi and/or the manufacture must be received within fifteen (15) days of the Customer's receipt of the replacement parts. reserves the right to invoice the Customer at the Manufacturer's List Price for the replacement product. The Customer is responsible for all charges associated with returning the defective equipment to VSGi and/or the manufacture.
- On site technical support will be provided Monday through Friday, 8:00AM to 5:00PM, excluding Holidays.
- Software keys (updates, upgrades and/or features) are available 10 to 14 days after receipt of the Customer's service contract renewal.
- IP and/or ISDN network trouble-shooting is the Customer's responsibility unless they are a VSGi network customer.
- VSGi must have a T&M form signed by the Customer with the credit card authorization approved prior to scheduling a site visit or requisitioning parts.
- VSGi may repair, replace or refurbish defective or discontinued equipment with an equivalent part.

VSGi Installation Notes

- Installations are performed during normal business hours Monday - Friday
- Quoted installation intervals assume uninterrupted and daily access to the room
- Customer delays, restricted access or return visits to the room will result in "wait charges"
- Installations cancelled within seventy-two (72) hours of the start date will be billable
- Customer responsibilities
 - Electrical work must be completed prior to the scheduled installation
 - Wall reinforcement must be completed prior to the scheduled installation
 - IP & ISDN networks should be installed, tested and extended to the conference room prior to the scheduled installation

VSGi Terms & Conditions (Applicable to this Quote)

- Quote is valid for 90 days from date of quote. Prices are quoted in U.S. dollars.
- Pricing is done on all or nothing basis (I.e. customer may not pick lowest cost items and purchase rest elsewhere).
- Federal, State, Local, VAT and other taxes and fees are not included in the quote
- Shipping is FOB Destination. Quote includes a firm. shall not exceed shipping charge.
- Upon shipment, equipment may not be returned.
- Payment Terms for Customers granted credit terms: Payment will be due within 30 days after receipt of a correct and valid invoice following completion and acceptance of project (NOTE: If the installation is delayed by Customer by more than 60 days after delivery of the equipment, then Customer will make a progress payment equal to the value of the equipment shipped.)
- Invoices are payable to VSGi in U.S. dollars drawn on a U.S. bank or by EFT.
- **Remit to address: Visual Systems Group, Inc.; 015394 Collections Center Drive Chicago, Illinois 60693**
- For invoice questions contact VSGi Collections at 703-848-8217
- Purchase orders are bound by the terms listed above.
- Purchase orders must include a Bill To Address, Ship To Address, and a Payables Contact Name, including telephone and fax number.

PURCHASE TERMS

1. PURCHASE PRICE:	\$	9,595
2. PAYMENT TERMS		NET 30

Quote Expiration Date _____

Customer Name (Printed) _____

Customer Signature _____

Date _____

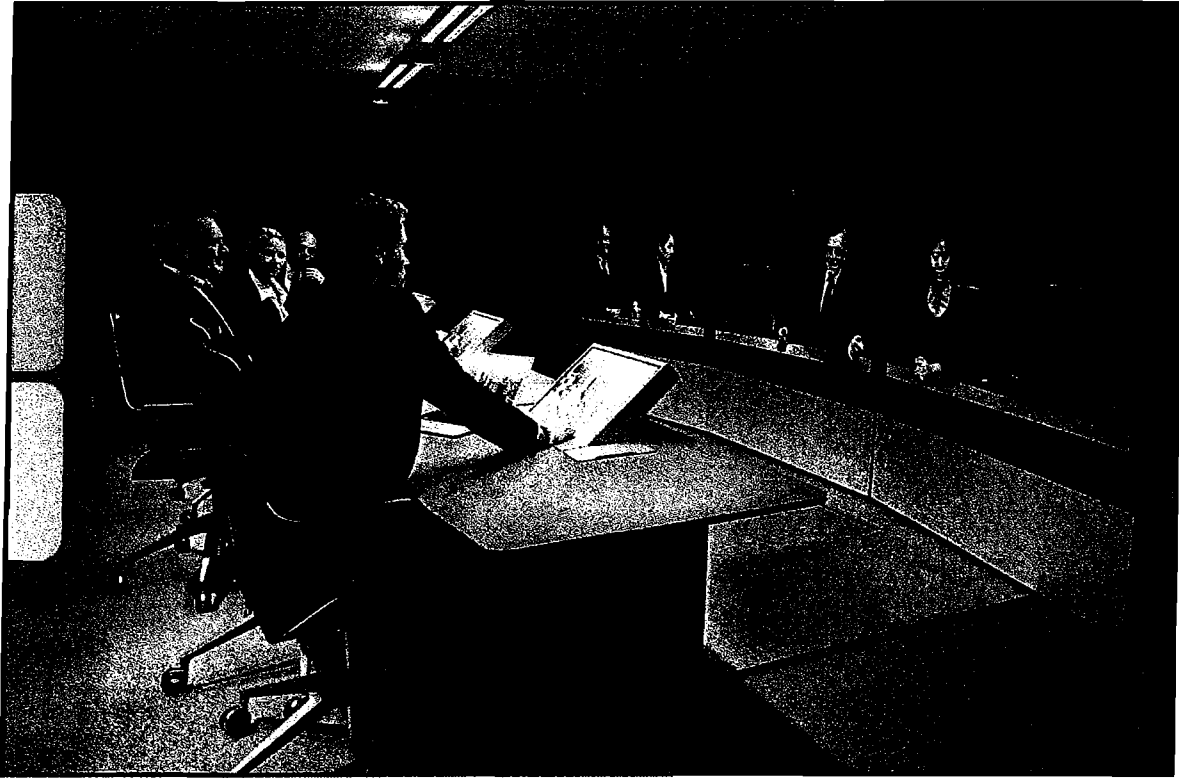
Melinda Bobbitt - Video Conferencing

From: Aron Gish
To: Melinda Bobbitt
Date: 12/5/2013 8:47 AM
Subject: Video Conferencing

Melinda,

When the time is right on this, let me know and IT (Trudy) can do the PO. We have many different items as part of this purchase and I can work with her and Tom's office to get this detail tied to the correct accounts.

Thanks,
Aron



County of Boone Missouri

RFP# 40-29OCT13

Proposal for

10/29/2013

**Video Conferencing Solution for Face-to-Face
Video Meetings**

Submitted to:

Attn: Melinda Bobbitt
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

VSGi Contact:

Adam Owenby
7900 Westpark Drive, Suite
T610, Mclean VA 22102
571.297.3471
aowenby@vsgi.com



All materials contained in this document are the confidential and proprietary property of VSGi. The information contained herein is provided by VSGi for the exclusive use of your agency. Dissemination to other parties is prohibited.



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 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: VSGi

Address: 7900 WESTPARK DR SUITE T-610
MCLEAN, VA 22102

Telephone: 571.297.3471 Fax: 703.848.8211

Federal Tax ID (or Social Security #): 52-2352910

Print Name: ADAMS OWENBY Title: Proposal Manager

Signature: [Handwritten Signature] Date: 10/29/2013

E-Mail Address: a.owenby@vsgi.com

5.1. Pricing Proposal

Pricing – The County is providing this Response Form for example pricing. Please attach a more detailed listing outlining the equipment, labor, installation, set-up, testing, and training with all costs. Costs shall include cost of equipment, add-on features cost, software (if applicable) cost, training cost, labor, a minimum of five years of renewal equipment maintenance broken out per year, warranty and any other costs to this page. Fee proposal shall include full itemized pricing information. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the Offeror to satisfy the purpose of this Request for Proposal.

Any list of equipment is provided for informational purpose. Offeror shall bid one of the identified, acceptable models within or bid an approved equal. Determination of equality is solely Boone County's responsibility.

Please attach itemized pricing with brand and model numbers.



BOONE COUNTY, MISSOURI

**Request for Proposal #: 40-29OCT13
Video Conferencing Solution for Face-To-Face Video Meetings**

ADDENDUM #1 - Issued October 15, 2013

This addendum is issued in accordance with Request for Proposal number 40-29OCT13 requirements 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 Offeror's proposal response.

Scope of Work 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:

The following questions have been received and the County is providing a response as outlined below.

Question 1: Do you have any existing Video conferencing infrastructure or endpoints like MCUs(video bridge), room systems, etc? If yes, is there a need to integrate with the above equipment and if so at what level?

Response: There are not any in place today.

Question 2: How many simultaneous video meetings do you plan to host at any given time and how many participants will be in each of the meetings?

- *Example: if you plan to host a max of 3 meetings with 5 participants in each meeting, then total concurrent video connections are 15?*

Response: Two (2) meetings with five (5) participants each

Question 3: Are you planning to integrate into an existing UC&C environment, if so who's?

Response: Not at this time.

Question 4: Are you looking at Capex or Opex model, or blend of both? (Hosted/Cloud vs. On-premise)

Response: Capex – On Premise

Question 5: Is it important to share PC-based information (i.e.: PowerPoint presentation) during a video call?

Response: Yes

Question 6: What is the desired video resolution? High-Def (HD), DVD quality or Standard-Def (SS)

Response: System should be able to present video resolution to device based on speed and quality of the devices connection. Systems should support a full range of HD to SS.

Question 7: Is streaming and recording a requirement or a nice to have? If recording is required how many consecutive meetings would be recording at one time?

Response: Streaming video meetings to a website (public or private) is not a requirement of the system at this time. Recording video meetings is not a requirement of the system at this time. However, we would like to see these options as possible upgrades with any cost associated if the system can support these functions.

Question 8: During the pre-proposal meeting, will Boone County provide a general layout how the new video conference solution will need to be installed in the conference room space or area?

Response: Solution should be "cart" based and semi mobile. Should be easily moved and stored within the room.

Question 9: Will there be any wiring required with the installation of the new A/V equipment with the video conference solution? If wiring or other cabling is required, does Boone County require union only personnel? Are there any special requirements or restrictions that need to be considered?

Response: No structure wiring should be required as part of this RFP.

Question 10: Will the installation of the new video conferencing and A/V equipment need to be done after hours or can it be accomplished during normal business hours of 8 am to 5 pm?

Response: Can be done during normal business hours of 8:00 a.m. to 5:00 p.m. CST.

Question 11: Is Boone County requesting 24x7 helpdesk support for programming changes associated with the new video conferencing solution? Please clarify your expectations for support.

Response: 24x7 support is not required or expected for programming changes. 24x7 helpdesk for user support is not required, however it can be presented as an optional piece if available. Technical user support from 8:00 a.m. to 5:00 p.m. is expected.

Question 12: Will Boone County allow a demo of another video collaboration solution prior to the bid deadline?

Response: Demonstrations of proposed solutions may be scheduled following close of proposal during the evaluation process at the County's option and the evaluation committee's recommendation.

Question 13: Is it a requirement to have 1000 soft client licenses associated with the new video collaboration solution? Would 800 soft client licenses support Boone County's needs for soft clients?

Response: The number of soft clients is a best effort on our part to estimate the usage. 800 soft clients would be considered as acceptable at this time.

Question 14: Is it a requirement to have up to 100 concurrent endpoint connections with the new video collaboration solution? Would up to 80 concurrent endpoint connections suffice?

Response: Yes

Question 15: If a conference attendee cannot join via video, will Boone County have trunking access available into the video collaboration solution via a PRI or other trunking method?

Response: The proposed solution must have a way of supporting the voice only connections. Boone County currently uses a Centrex Phone System that is hosted offsite.

Question 16: On your voice side, who is your current hardware / software vendor?

Response: CenturyLink hosted Centrex

By: Melinda B. Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal # 40-29OCT13 – Video Conferencing Solution for Face-To-Face Video Meetings receipt of which is hereby acknowledged:

Company Name: VSGi
Address: 7100 Westpark Dr. Suite T-610
McLean, VA 22102
Phone Number: 571.291.3471 Fax Number: 703.848.8244
E-mail address: adowney@vsgi.com
Authorized Representative Signature: [Signature] Date: 10/15/13
Authorized Representative Printed Name: Adam Downey

STATEMENT OF OFFEROR'S QUALIFICATIONS

(File with Response Form)

1. Number of years in business: 12 If not under present firm name, list previous firm names and types of organizations.

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

Item	Purchaser	Amount of Percent Contract Completed
<u>SEE PRIOR EXPERIENCE</u>		

3. General type of product sold and manufactured:

Videoconferencing equipment and services

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

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

5. List banking references:

Bridge Bank of Silicon Valley
55 Almaden Blvd. San Jose, CA 95113
Contact: Darin Cunningham 408-556-8329

6. Upon request will you within 3 (three) days file a detailed confidential financial statement?

Yes _____ No X*

Dated at _____

this _____ day of _____, 20 _____.

Visual Systems Group, Inc.

Name of Organization(s)

By [Signature]

(Signature)

Controller

(Title of person signing)

* VSGi is a private company owned by Venturehouse Group, LLC and as a private company it does not disclose financial statements. Any questions about VSGI's financial history can be directed to David Knott, VP of Finance at 703-848-8204.

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

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

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



Company ID Number: 415566

**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION
MEMORANDUM OF UNDERSTANDING**

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Visual Systems Group, Inc (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor with the FAR E-Verify clause") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed

Company ID Number: 415566

by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and non-citizens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

B. RESPONSIBILITIES OF DHS

1. After SSA verifies the accuracy of SSA records for employees through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to make available to the Employer at the E-Verify Web site and on the E-Verify Web browser, instructional materials on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of employees' employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and



Company ID Number: 415566

Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The photocopy must be of sufficient quality to allow for verification of the photo

E-Verify



Company ID Number: 415566

and written information. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in good faith compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 and E-Verify system compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after the Form I-9 has been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual, or in the case of Federal contractors with the FAR E-Verify clause, the E-Verify User Manual for Federal Contractors. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer

Company ID Number: 415566

uses the E-Verify system for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees in private of the finding and providing them written notice of the findings, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA, as applicable, by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-



Company ID Number: 415566

Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

D. RESPONSIBILITIES OF FEDERAL CONTRACTORS WITH THE FAR E-VERIFY CLAUSE

1. The Employer understands that if it is a subject to the employment verification terms in Subpart 22.18 of the FAR, it must verify the employment eligibility of any existing employee assigned to the contract and all new hires, as discussed in the Supplemental Guide for Federal Contractors. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors with the FAR E-Verify clause agree to become familiar with and comply with the most recent versions of the E-Verify User Manual for Federal Contractors and the E-Verify Supplemental Guide for Federal Contractors.

b. Federal contractors with the FAR E-Verify clause agree to complete a tutorial for Federal contractors with the FAR E-Verify clause.

c. Federal contractors with the FAR E-Verify clause not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify at the time of a contract award must enroll as a Federal contractor with the FAR E-Verify clause in E-Verify within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States,



Company ID Number: 415566

whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor with the FAR E-Verify clause, the Employer must initiate verification of employees assigned to the contract within 90 calendar days from the time of enrollment in the system and after the date and selecting which employees will be verified in E-Verify or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Employers that are already enrolled in E-Verify at the time of a contract award but are not enrolled in the system as a Federal contractor with the FAR E-Verify clause: Employers enrolled in E-Verify for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. Employers enrolled in E-Verify as other than a Federal contractor with the FAR E-Verify clause, must update E-Verify to indicate that they are a Federal contractor with the FAR E-Verify clause within 30 days after assignment to the contract. If the Employer is enrolled in E-Verify for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor with the FAR E-Verify clause in E-Verify must initiate verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

e. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors with the FAR E-Verify clause that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors with the FAR E-Verify clause may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

f. Verification of all employees: Upon enrollment, Employers who are Federal contractors with the FAR E-Verify clause may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only new employees and those existing employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

g. Form I-9 procedures for existing employees of Federal contractors with the FAR E-Verify clause: Federal contractors with the FAR E-Verify clause may choose to complete new Forms I-9 for all existing employees other than those that are completely exempt from this process. Federal contractors with the FAR E-Verify clause may also update previously completed Forms I-9 to initiate E-Verify verification of existing employees who are not completely exempt as long as that Form I-9 is complete (including the SSN), complies with



Company ID Number: 415566

Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the Supplemental Guide for Federal Contractors. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor with the FAR E-Verify clause.

2. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it

Company ID Number: 415566

determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding. The Employer must review the tentative nonconfirmation with the employee in private.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (paid for at employer expense).

7. If the Employer determines that there is a photo non-match when comparing the photocopied List B document described in Article II.C.5 with the image generated in E-Verify, the Employer must forward the employee's documentation to DHS using one of the means described in the preceding paragraph, and allow DHS to resolve the case.

Company ID Number: 415566

ARTICLE IV

SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V

PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual, the E-Verify User Manual for Federal Contractors or the E-Verify Supplemental Guide for Federal Contractors. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials. An Employer that is a Federal contractor with the FAR E-Verify clause may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor with the FAR E-Verify clause must provide written notice to DHS. If an Employer that is a Federal contractor with the FAR E-Verify clause fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to participants that are not Federal contractors with the FAR E-Verify clause, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

Company ID Number: 415566

D. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

E. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

F. The Employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

E-Verify



Company ID Number: 415566

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Visual Systems Group, Inc	
David Knott Name (Please Type or Print)	Title
Electronically Signed Signature	05/16/2011 Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed Signature	05/16/2011 Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name:	Visual Systems Group, Inc
Company Facility Address:	7900 Westpark Drive
	Suite T610
	McLean, VA 22102
Company Alternate Address:	
County or Parish:	FAIRFAX
Employer Identification Number:	522352910



Company ID Number: 415566

North American Industry Classification Systems Code:	517
Administrator:	
Number of Employees:	20 to 99
Number of Sites Verified for:	1
Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:	
<ul style="list-style-type: none">VIRGINIA 1 site(s)	

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

Name:	David W Knott	Fax Number:
Telephone Number:	(703) 848 - 8204	
E-mail Address:	dknott@vsgi.com	

(Please complete and return with Proposal Response)

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Eli Novich, Controller

Name and Title of Authorized Representative

Eli Novich

Signature

10-28-13

Date

Table of Contents

1 Method of Performance..... 1

Executive Summary..... 1

2 Experience/Expertise of Offeror..... 7

Prior Experience..... 7

3 Cost..... 9

Quote..... 9

1 Method of Performance

Executive Summary

Per the requirements of § 4.1.4.5 of the RFP, VSGi is providing the following narrative in association with our quote. The County of Boone is in need of a video conferencing system to enable face-to-face video meetings between the County and other participants' sites. More specifically, the County of Boone is seeking a trusted systems integrator with the unique combination of talent, experience, and wisdom to successfully design, implement and support a turnkey video conferencing solution that will enable users to connect with maximum video and audio quality regardless of device and network, thus transforming the way the County conducts tax hearings and pre-bid conferences, resulting in greater efficiency and cost savings.

Visual Systems Group, Inc. (VSGi) is that trusted systems integrator.

VSGi is a nationally recognized integrator of video, audio, data collaboration, and communication solutions with 23 years of experience and has provided over 9,000 federal agencies, state and local governments, corporations, higher education institutions, and numerous other entities with robust audio/video and visual communications solutions in over 20,000 locations. VSGi provides a comprehensive equipment and services portfolio delivered by the most experienced and knowledgeable technical support personnel in the industry. Our cross-functional team of sales, engineering, project management, and technical support personnel is the most tenured and trained in the industry and holds certifications with Polycom, Cisco/Tandberg, Vidyo, InfoComm International, and other industry-recognized certifications such as Certified Video Engineer (CVE).

Top Customers – Public Sector

- Drug Enforcement Agency
- Federal Aviation Administration
- Georgia Department of Human Resources
- Los Angeles County Sheriff's Department
- Maryland Transit Administration
- NOAA
- Organization of American States
- U.S. Army
- U.S. Department of Agriculture
- U.S. Department of State
- U.S. General Services Administration
- U.S. Marine Corps
- U.S. Navy
- White House Communications Office

As a true end-to-end video teleconferencing (VTC), telepresence, and audio/video solutions and services provider, VSGi works with each client to develop custom solutions that integrate audio and visual components, videoconferencing, local multimedia presentations, and audio conferencing in feature-rich and easy-to-use configurations.

Experience and Methodology

Our 23 years of experience, coupled with our direct and deep partnerships with Polycom, Cisco/Tandberg, Vidyo and other audio/video manufacturers allow VSGi to implement best practices and innovation, as well as an extensive portfolio of managed services that provide project design, implementation, ongoing maintenance, and technical support services required to maintain and grow the County's video solutions. VSGi proudly employs industry veterans with 15 to 20 years of experience who will support the County from a design development perspective. Our dedicated Project Managers will communicate and coordinate all project activities. Meanwhile, our dedicated Systems Engineers will complete site surveys and gather requirements, as well as produce technical drawings, a Scope of Work and Bill of Materials. Our Field Engineers – all of whom hold the CVE credential and boast an average of 10 years of experience – will perform installation, configuration, acceptance testing, and training of visual

communication solutions. In addition to delivering on-site services for installation, our Field Engineers will also perform maintenance and provide troubleshooting services, and will have direct access to VSGi's remote 24x7x365 support team and Vidyo's Tier 2/3 support engineers.

Partnering with innovators and technology leaders to deliver cutting-edge solutions

VSGi strives to stay ahead of all major advancements in the VTC and Telepresence industry to ensure that our customers are continually abreast of the changes and how those changes could be integrated to improve the way they communicate. One major new development in the industry is the arrival and deployment of H.264 Scalable Video Coding (SVC) video conferencing solutions. SVC dynamically optimizes the video for each endpoint individually and makes adjustments throughout a conference for variations in endpoint processing, display settings and network performance. Recognizing this transition and the inherent value of SVC-based solutions, VSGi has partnered with Vidyo. Vidyo pioneered the use of SVC in video conferencing in 2005 and supplies the technology that powers 40% of the major forces in unified communications' solutions. Vidyo's proven product suite based upon SVC is entering its third generation, and they continue to lead the standardization effort to ensure interoperability between all SVC-based solutions as well as standards-based H.323 and SIP solutions from the likes of Polycom and Cisco/Tandberg.

Challenge #1 facing Boone County: Registered users and guests over any device, any network

The County needs a solution that will enable participants and guests to join scheduled and ad hoc conferences from their office, home, or on the road, using whatever IP network is most readily available and whatever device works best at any given time, including smart phones, tablets, laptops, desktops, appliance-based room systems and immersive telepresence endpoints, all in the same conference.

Challenge #2 facing Boone County: Optimal video quality independent of other conference participants

The deployed solution must maintain optimal video for each individual connection based on available bandwidth, processing power and screen resolution. This must be done independent of any other participant's device and network, so that a low-quality connection for one participant does not negatively impact the video quality for any other conference participant.

Other important considerations: Flexibility, Scalability, Interoperability, and Ease of Use

Any deployed solution should easily allow for growth and scale in a cost-effective way, while being completely and seamlessly interoperable with other standards-based video conferencing systems from Polycom, Cisco, LifeSize and Radvision. Perhaps the most important element of all in any video conferencing deployment is ease of use—both for those administering the system and those using it.

Solution

Based on conversations with key County personnel, we have designed a solution that includes the very latest in video technologies and offers a state-of-the-art telepresence platform. By utilizing best-of-breed technologies from Vidyo and others, we are confident that the proposed solution will exceed the County's requirements and deliver long-lasting value.

A key feature unique to the Vidyo solution is dynamic bandwidth allocation. The Vidyo solution has intelligence built in to recognize a user's available network resources, network degradation, and other network factors that can affect the quality of a video call. The Vidyo solution will dynamically adjust each user's resolution rates to ensure that they are getting the best experience possible. This enables the County to effectively communicate over varied networks without the need for QoS while reducing the concern of performance degradation typically caused by network congestion, poor signal quality or limited bandwidth. Users can dial in from anywhere and expect a consistent, high-quality experience.

Dynamic Adaptation is not a feature currently offered within the Polycom or Cisco solutions. When issues arise on the network, quality degrades and never recovers. Vidyo solutions dynamically adapt in both directions throughout the call, providing a superior experience. Dynamic adaptation is especially important for mobile devices on wireless networks and for desktop clients using the internet. In Boone County's case, this is particularly critical based on the plan for remote participants, including property owners appealing taxes at Tax Commission hearings and vendors attending pre-bid conferences with the Purchasing Department who are connecting over mobile/desktop systems. This eliminates the need for the County to direct participants to a specific location with a fixed endpoint, or require geographically-dispersed attendees to travel all the way to Columbia.

The Vidyo solution also provides a "guest" feature where external participants (non-registered users) can join scheduled or ad hoc conferences, an important feature that Polycom and Cisco systems lack. Vidyo solutions offer easy guest access for room, desktop, and mobile participants, and also feature exclusive Multipoint Content Sharing, where every participant can share content together. Since Vidyo offers simple and fast connection with anyone at any time via one-click Guest Linking technology, the County will be able to conduct scheduled or ad hoc meetings, with no administration required to connect with unregistered users, no special hardware requirements and easy-to-understand dialing schemes.

The solution we have designed is a shift away from the traditional high-priced, hardware-based video bridging solutions used in the past, and instead moves toward a more flexible, scalable, and affordable software-based bridging platform through Vidyo. By using the VidyoRouter and proposed VidyoLines, the County can connect up to 5 desktop/mobile video participants and easily scale that number to 100 per Router at a fraction of the price of traditional bridging methods.

The VidyoPortal enables the County to effectively manage licenses, registrations and to easily deploy video conferencing to desktop and mobile users. The mobile and desktop interface was designed to be user-friendly and easy to understand for even a first-time user. It was also designed to allow registered users to send one-time video invitations to participants both inside and outside of the County's network and to create personalized meeting rooms. This allows the County to easily connect with vendors and outside parties for pre-bid conferences and tax hearings. The Portal is also used to create alias-based directories so that users only need to know the County-defined naming convention. This means registered users can access the County's directory and call by name as opposed to having to search for IP addresses or other confusing dialing mechanisms.

The Secured VidyoConferencing option allows the County to conduct video business securely with AES 128-bit encryption and HTTPS without compromising network integrity. This is critical for any governmental entity that has to be mindful of privacy protection. Effectively the VidyoPortal allows for secure video anywhere, anytime, from anyplace on any device.

By using the VidyoGateway, the County will be able to seamlessly connect Vidyo users to traditional Polycom, LifeSize and Cisco/Tandberg hardware-based endpoints. It also allows for connections to other video technologies utilizing H.323, H.264, SIP and SVC.

Vidyo Routers, Portals and Gateways can easily be stacked so that the County can quickly scale as requirements grow without having to do a hardware forklift or total re-engineering of your Vidyo infrastructure to accommodate larger demands.

Additionally, Vidyo delivers upgrades via software for new functionality – again, no hardware forklifts. This means that the County's investment in the Vidyo solution will last longer as new software releases allow for minor and major changes to the overall Vidyo solution without the need to replace hardware.

Finally, by using Vidyo infrastructure for call control, gatekeeping and bridging, the County will be able to add resources as needed and be able to sustain a healthy video environment due to the significant reduction in price for ongoing support contract renewals.

Method of Performance: Project Management, Delivery, Installation, Training, and Ongoing Support

Upon receipt of a valid purchase order, VSGi will assign a dedicated Project Manager (PM) to coordinate and communicate all activities related to the project. The PM is the single point of contact during the implementation phase and will manage all project activities and deliverables to include: order entry; design verification; scheduling of critical project elements; parts procurement; delivery coordination and installation of all equipment; and a seamless transition to our client service team for ongoing technical support. The PM will schedule the project kick-off meeting, coordinate regular project meetings and ensure a timely project closeout.

Delivery – Parts will typically start arriving within one to two weeks following receipt and processing of a valid purchase order. As part of our price proposal we have included a flat, not-to-exceed shipping charge and provided for FOB Destination with inside delivery to a designated room.

Installation – Lead times vary and each project is carefully considered. We would welcome the opportunity to have a VSGi Project Manager consult with the County to schedule an implementation based on such factors as site readiness, site availability, product fulfillment lead times, and available resources. VSGi's record of more than 20,000 successful installations points to our firm commitment to understanding our customer's needs, the ability to meet demanding timetables, and at times operate under difficult circumstances in challenging environments.

Installation services will be coordinated by VSGi's Project Manager and delivered by both licensed VSGi Field Engineers and licensed Vidyo Engineers. In addition to off-site preparation and coordination, a Vidyo Engineer will require two days on-site to complete the installation of all Vidyo infrastructure components (i.e. Portal, Router, and Gateway). To complete the installation of the cart-based system and integrated components in Conference Room 214, VSGi will require an additional two days on-site.

Training – The implementation will not be considered complete until the County acknowledges in writing that the system has been tested and works, and that the identified IT Technical Staff has received training on proper operation of the system and user support. Additionally, VSGi will

provide the County with a detailed diagram of the systems architecture representing all communications methods and signal paths. Training will be provided by VSGi Field Engineers while on-site and at the time of installation. Additional training tailored to the County's needs and use case can be designed and delivered on a paid-engagement basis.

Ongoing Support – Upon completion of the installation, the Project Manager will help transition the County to ongoing support, which is delivered by VSGi's award-winning Help Desk. VSGi's Help Desk will provide 24/7 support for all equipment and network service trouble-tickets. Each member of the VSGi Help Desk team has completed extensive product technical training with each of the major manufacturers and has achieved the industry-recognized Certified Video Engineer (CVE) certification. The Help Desk responsibilities include remote technical support, management of next business day equipment replacement, dispatch of VSGi's field engineers for on-site service, regular software updates, proactive equipment and network monitoring, and third-party network trouble-ticket support as applicable with the service contract. VSGi's Help Desk also provides extensive video test call facilities for ad hoc customer testing.

Conclusion

Video communications can have a profound impact on the way we work and collaborate, but to truly deliver on its potential, it has to be supported by an infrastructure that can deliver reliable, natural, easy-to-use experiences that make the technology transparent to end users. It has to be readily accessible regardless of location, network or device. The video infrastructure must scale cost effectively to support large numbers of endpoints in order to escalate in value from mere travel replacement for the executive elite, to a universally-available productivity tool for everyone.

As a leading systems integrator and expert in the area of video conferencing solutions, VSGi firmly believes that the flexibility, scalability and ease of use of the Vidyo solution is unmatched by the competition. For an organization that does not employ video engineers or dedicated headcount to support its video initiatives, the ease of use means that there is very little administration required by the County. The Adaptive Video Layering and Dynamic Adaptation technologies baked into all Vidyo clients and endpoints means that users can connect using any device, from anywhere, over any network and they will enjoy the highest quality experience on each call, every time. This includes registered named users as well as ad hoc, remote guests connecting for single sessions, such as tax hearings and pre-bid conferences.

Additionally, it is clear to us that the Vidyo solution is the most cost-effective, both in terms of the initial purchase and long-term support costs. If the County is successful in deploying video conferencing and it is widely adopted, the Vidyo platform provides for a cost-effective way of scaling. It can even be done incrementally in units of one (1) with a software license key. Others do not offer that type of flexibility in scaling, and certainly not at \$995 MSRP per line. Furthermore, there are no new boxes or implementation required until you exceed 100 concurrent connections, and even then the hardware required is a 1RU appliance that lists for only \$6,000 (or less for the VirtualRouter, already available). This impacts not only upfront expenses, but more importantly it significantly limits the impact on added support costs.

Why VSGi

VSGi is your one-stop shop for visual communications—from infrastructure to rooms to desktop and beyond, a full-service solution provider from pre-sale to post-sale. We have a national presence through our geographically-dispersed personnel, and are thus able to service any

customer, in any location. In fact, our reach and depth is so great that we are able to provide next-day, on-site support, regardless of location, using only VSGi certified techs.

Partner with an integrator who knows your business. VSGi is experienced in providing visual communications solutions to customers across all verticals. In fact, just earlier this month we successfully completed the installation of a visual communications solution for the Boone County Courthouse at 705 E. Walnut, in 2 South Hearing Room. Steve Smith, Technology Services Supervisor and project manager for the County, has assured us that he would be happy to speak with others about his recent experience with VSGi. He can be reached by phone at (573) 886-4086, or by email at steve.smith@courts.mo.gov.

2 Experience/Expertise of Offeror

Prior Experience

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name: Supreme Court of Nebraska – Probation Administration

Address: Lincoln, NE

Contact Name: Steve Gedwillo

Telephone Number: (402) 471-0651

Date of Contract: January 2013

Length of Contract: Ongoing

Description of Prior Services (include dates): Video conferencing and AV integration, installation, key user training, ongoing support and maintenance. Designed and installed eight (8) cart-based, mobile video conferencing solution using Vidyo room-based systems so that the customer had flexibility for use within the room or anywhere within the building. In addition, we installed a fixed, wall-mounted video conferencing system based on Vidyo technologies.

2. Prior Services Performed for:

Company Name: City of Cleveland – Department of Public Safety

Address: Cleveland, OH

Contact Name: Jesse Frye

Telephone Number: (216) 664-2271

Date of Contract: January 2013

Length of Contract: Ongoing

Description of Prior Services (include dates): Video conferencing, maintenance and training for length of contract. VSGi went on-site to perform services on video conferencing equipment that was purchased and installed by another vendor. VSGi field engineers reconfigured a Polycom RMX multipoint control unit and related video conferencing infrastructure to improve and optimize performance. Additionally, basic and advanced training on use and support of this infrastructure was provided to key users so that the City could better manage the video

3. Prior Services Performed for:

Company Name: County of Boone - Courthouse

Address: Columbia, MO

Contact Name: Steve Smith

Telephone Number: (573) 886-4086

Date of Contract: August 2013

Length of Contract: Ongoing

Description of Prior Services (include dates): Video conferencing and A/V integration, installation, key user training, ongoing support and maintenance. VSGi designed and implemented a solution in 2 South Hearing Room to allow for two-way audio and video between three desired participants (judge, defense and prosecution) in the courtroom and a defendant in a remote facility. In order to accomplish this, a variety of technologies had to be expertly integrated, including a Cisco codec for VTC and Crestron touch panels for system control.

3 Cost

Quote

The following pages are attached to provide a detailed listing outlining the equipment, labor, installation, set-up, testing, and training with all costs.

VSGI CUSTOMER PRICE



CUSTOMER INFORMATION		DATE:	29-Oct-13
COMPANY:	County of Boone - Missouri	ACCT MNGR:	David Weigman
ADDRESS:	801 E. Walnut	PHONE:	(469) 287-8852
	Room 220	FAX:	(469) 713-2434
	Columbia, MO 65201	QUOTE #:	BOONE-RFP40-29OCT13
CONTACT:	Aron Gish	VSGI 7900 Westpark Dr Suite T-610 McLean, VA 22102 NOTE: REMIT TO ADDRESS LISTED BELOW.	
PHONE:	(573) 886-4319		
FAX:	(573) 886-4322		
EMAIL:	agish@boonecountymmo.org		
SITE(S)	Conference Room 214		

EQUIPMENT/HARDWARE/PARTS

MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
Video Conferencing Technologies - Vidyo Infrastructure Components				
VTC-VID-PT-1K	VidyoPortal with 1,000 Vidyo soft client licenses: 1U, 19" rack-mountable appliance to manage users, system components and meetings for deployments of up to 10,000 registered users, 2,500 active users and 100 tenants. Includes mounting rails. Also includes 1,000 Vidyo soft client licenses.	1	\$ 6,000.00	\$6,000.00
VTC-VID-SC-1K	1,000 Soft Client (VidyoDesktop, VidyoMobile, VidyoWeb) Perpetual Licenses: For installation on Windows, Macintosh, Linux PCs, or iOS or Android tablets and smartphones. One license required per unique device on which the client is installed. During each maintenance contract year, Vidyo reserves the right to charge customer for soft client licenses in excess of 100 times the total number of customer deployed VidyoLines. Only available to enterprise customers which own the target VidyoPortal and have a Vidyo software maintenance and service plan in good standing.	1	FREE	FREE
VTC-VID-SW-AES	Secured VidyoConferencing Option: Optional software on a per VidyoPortal basis to enable a secured communication environment supporting HTTPS to the VidyoPortal and AES-128 bit media encryption.	1	\$ 850.00	\$850.00
VTC-VID-RTR	VidyoRouter: 1U, 19" rack-mountable appliance to host up to 100 concurrent endpoint connections. VidyoRouters are stackable with auto load balancing provided by the VidyoPortal. Includes mounting rails.	1	\$ 5,000.00	\$5,000.00
VTC-VID-LINE	VidyoLine License: Each license is perpetual and enables a concurrent connection through the VidyoRouter to a conference or another user with support for up to 1080p up & down.	5	\$ 850.00	\$4,250.00
VTC-VID-GW-XL	VidyoGateway XL: 1U, 19" rack-mountable appliance to connect Vidyo endpoints with Legacy H.323 and SIP Videoconferencing endpoints. Supports up to 5 HD, 15 SD or 25 concurrent CIF connections. Supports up to 50 voice only connections. Includes mounting rails.	1	\$ 5,000.00	\$5,000.00

Voice Solution

VTC-VID-VBPKG-750	VidyoVoice Base Package: One year subscription to VidyoVoice base package including 750 minutes per month of connectivity from landline or mobile phones into Vidyo conferences hosted on a single specified VidyoPortal. VidyoVoice provides a toll-free access number in the US. Each base package supports a maximum of ten (10) concurrent voice only connections. Additional concurrent capacity may be achieved through purchase of additional VidyoVoice base packages. Note: VidyoVoice participants do NOT consume VidyoLine software licenses when connected to conferences through the VidyoRouter.	1	\$ 750.00	\$750.00
-------------------	---	---	-----------	----------

Cart-Based Solution for Conference Room 214				
VTC-VID-HD220-CAM	VidyoRoom HD 220 with PTZ Camera: HD room appliance 1080p up to 30fps or 720p up to 60fps bundled with Sony EVI-HD7 PTZ camera. Supports two HD monitors. Monitors and speakerphone NOT INCLUDED.	1	\$ 7,950.00	\$7,950.00
DSP-SAM-LED65	Samsung 65" LED/LCD	2	\$ 1,950.00	\$3,900.00
ACC-MAP-CART-DD-R	Middle Atlantic Mobile Videoconferencing and Presentation Cart: Supports dual 70" displays and up to 12 additional rackspace.	1	\$ 1,990.00	\$1,990.00
ACC-MAP-SHLF-32X12	Middle Atlantic VTC Work Surface Slate: 32" wide, 12" deep	1	\$ 168.00	\$168.00
ACC-CRS-AM-100	Crestron AirMedia: Enables wireless presentation/content-sharing using laptops and mobile devices.	1	\$ 940.00	\$940.00
ACC-MAP-U1	Middle Atlantic 1 RU Rack Shelf for Crestron AirMedia	1	\$ 31.50	\$31.50
ACC-EXT-DA-HDMI-1X2	Extron HDMI 1x2 Distribution Amplifier	1	\$ 405.00	\$405.00
ACC-EXT-SHLF-9D	Extron 9" Deep Rack Shelf for HDMI DA/AMP	1	\$ 76.50	\$76.50
ACC-EXT-AMP-15W	Extron 15 Watts/Ch Stereo Amp	1	\$ 194.50	\$194.50
ACC-EXT-SPKR-8OHM	Extron 8 Ohm Speaker Set	1	\$ 165.00	\$165.00
AUD-RVO-FLX2-200	Revolabs FLX2 Mic System: Wireless conference phone with two (2) tabletop omni-directional mics	1	\$ 768.50	\$768.50
Hardware, Cables and Connectors				
ACC-EXT-CBL-HDMI-9	Extron 9' HDMI to HDMI Cable	2	\$ 47.00	\$94.00
HCC-EXT-CBL-DVI-HDMI-6FT	Extron DVI-HDMI cables 6'	2	\$ 29.50	\$59.00
HCC-VSG-INS-CBLCON	Installation Hardware, Cables and Connectors	1	\$ 625.00	\$625.00
Shipping	Shipping: Includes Inside delivery	1	\$1,300.00	\$1,300.00
EQUIPMENT SUBJECT TO AVAILABILITY				

VSGi MANAGED SERVICES				
MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
VSGi Maintenance Services				
1st Year Maintenance				
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for Vidyo <u>Hardware</u> Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician, next day parts replacement, software updates, warranty support and testing.	1	\$ 2,835.00	\$2,835.00
MNT-VSG-1Y5S	1st Year VSGi 5 Star Service for Vidyo <u>Software</u> Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician, next day parts replacement, software updates, warranty support and testing.	1	\$ 1,635.00	\$1,635.00
MNT-VSG-1Y5S-INT	1st Year VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan: Includes 24x7 Helpdesk support, next day on-site technician, parts replacement, software updates, warranty support and testing.	1	\$ 975.00	\$975.00
Optional 3-Year Term for Maintenance				
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for Vidyo <u>Hardware</u> Quoted Above		\$ 8,475.00	
MNT-VSG-3Y5S	**OPTIONAL** 3 Year VSGi 5 Star Service for Vidyo <u>Software</u> Quoted Above		\$ 3,270.00	
MNT-VSG-3Y5S-INT	**OPTIONAL** 3 Year VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan		\$ 2,225.00	
Annual Maintenance Renewal Options				
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for Vidyo <u>Hardware</u> Quoted Above		\$ 4,950.00	
MNT-VSG-1Y5S	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Service for Vidyo <u>Software</u> Quoted Above		\$ 1,635.00	
MNT-VSG-1Y5S-INT	**OPTIONAL** 1 Year Renewal - VSGi 5 Star Integrated Room Service for <u>A/V equipment</u> not covered by separate maintenance plan		\$ 975.00	

Installation & Implementation				
INS-VSG-CUSTOM	VSGI Custom Installation: Includes the physical setup and configuration of a video conferencing codec, mobile cart, displays and integrated room components; testing; on-site end user overview; and transition to ongoing support services. NOTE: Implementation of cart-based solution is expected to require two men, two days on-site.	1	\$ 4,800.00	\$4,800.00
INS-VID-D1	Vidyo On-Site Installation Support - First Day: First day of Vidyo engineer delivering installation services on customer site. Service delivery includes off-site coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included. NOTE: Vidyo engineer will be on-site to install Vidyo Infrastructure Components, as quoted above in equipment section. Install expected to require two days on-site.	1	\$ 2,925.00	\$2,925.00
INS-VID-CD	Vidyo On-Site Installation Support - Consecutive Days: Up to one additional consecutive day of Vidyo engineer already delivering installation services for same site visit.	1	\$ 2,350.00	\$2,350.00
SERVICES SUBTOTAL:				\$15,520.00
EQUIPMENT & SERVICES TOTAL:				\$56,037.00

VSGi Service Descriptions
VSGi Installation Services
VSGi Installation – P/N: INS-VSG-BASICINSTALL - Basic VSGi Installation includes a Project Manager assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. The Basic VSGi Installation also includes development of project design materials, setup and configuration of a "roll-about system" (video codec, cart, monitor and NT device) or set-top/desktop unit, speed dial setup, client acceptance testing, on-site training, installation, closeout and transition to ongoing support services.
VSGi Premium Integration – P/N: INS-VSG-PREMIUM - VSGi Installation includes a Project Manager assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. Development of project design materials, Includes the setup and configuration of a videoconferencing codec, NT device and up to two (2) wall mounted monitors, speed dial setup, client acceptance testing, on-site training, installation closeout and transition to ongoing support services.
VSGi Custom Integration – P/N: INS-VSG-CUSTOM - VSGi Custom Integration applies to all integrated room quotes. A Project Manager is assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. Custom Integration includes development of project design materials, Includes the setup and configuration of a videoconferencing codec and integrated room components, speed dial setup, client acceptance testing, on-site training, installation closeout and transition to ongoing support services.
VSGi Advanced Replacement Service - Manufacturer Specific
VSGi Advanced Replacement Service – VSGi Advanced Replacement Service Includes 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). The service contract provides coverage on the Polycom and Cisco videoconferencing equipment as quoted above. On-site technician support is available and can be provided on a T&M basis.
VSGi 5 Star Service - Manufacturer Specific
VSGi 5 Star Service [Videoconference Codec] – VSGi 5 Star Service includes Nationwide On-site technician support provided by VSGi technicians, 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). The service contract provides coverage on the Polycom and Cisco videoconferencing equipment as quoted above.
VSGi Integrated Room Services
VSGi Integrated Room Service - VSGi Integrated Room Service includes 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). Standard manufacturer warranty support on all videoconferencing and A/V equipment quoted above. The service contract provides VSGi Advanced Replacement Service on the Polycom and Cisco videoconferencing equipment only. All other equipment repair or replacement intervals will be in accordance with the standard manufacturer's warranty. On-site technician support is available and can be provided on a T&M basis. Changes or modifications to the original touch-panel code can be provided on a T&M basis.
VSGi Integrated Room 5 Star Service – VSGi Integrated Room 5 Star Service includes Nationwide On-site technician support provided by VSGi technicians, 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). Standard manufacturer's warranty support on all videoconferencing and A/V equipment quoted above. The service contract provides VSGi Advanced Replacement Service on the Polycom and Cisco videoconferencing equipment only. All other equipment repair or replacement intervals will be in accordance with the standard manufacturer's warranty. Changes or modifications to the original touch-panel code can be provided on a T&M basis.
VSGi Platinum Service
VSGi Platinum Service Add-on – This service contract may be added to VSGi's 5 Star Service or VSGi's Integrated Room 5 Star Service contracts. The coverage provides proactive daily monitoring of the customer's videoconferencing codec and network facilities by VSGi's Helpdesk. The service requires the customer to provide a "Public, Static IP Address outside of the customer's firewall" to allow VSGi to connect the videoconferencing system to its worldwide management software for monitoring.

VSGi Service Agreement Notes

- Service contracts assume the Customer will provide an on site representative to support remote trouble-shooting by VSGi's Helpdesk
- Equipment covered with advance replacement service will be sent next business day for Customer requests received prior to 3:00PM "Local Time" and following
 - remote testing with VSGi's Helpdesk.
- Equipment being returned to VSGi and/or the manufacture must be received within fifteen (15) days of the Customer's receipt of the replacement parts. reserves the right to invoice the Customer at the Manufacture's List Price for the replacement product. The Customer is responsible for all charges associated with returning the defective equipment to VSGi and/or the manufacture.
- On site technical support will be provided Monday through Friday, 8:00AM to 5:00PM, excluding Holidays.
- Software keys (updates, upgrades and/or features) are available 10 to 14 days after receipt of the Customer's service contract renewal.
- IP and/or ISDN network trouble-shooting is the Customer's responsibility unless they are a VSGi network customer.
- VSGi must have a T&M form signed by the Customer with the credit card authorization approved prior to scheduling a site visit or requisitioning parts.
- VSGi may repair, replace or refurbish defective or discontinued equipment with an equivalent part.

VSGi Installation Notes

- Installations are performed during normal business hours Monday - Friday
- Quoted installation intervals assume uninterrupted and daily access to the room
- Customer delays, restricted access or return visits to the room will result in "wait charges"
- Installations cancelled within seventy-two (72) hours of the start date will be billable
- Customer responsibilities
 - Electrical work must be completed prior to the scheduled installation
 - Wall reinforcement must be completed prior to the scheduled installation
 - IP & ISDN networks should be installed, tested and extended to the conference room prior to the scheduled installation

VSGi Terms & Conditions (Applicable to this Quote)

- Quote is valid for 90 days from date of quote. Prices are quoted in U.S. dollars.
- Pricing is done on all or nothing basis (I.e. customer may not pick lowest cost items and purchase rest elsewhere).
- Federal, State, Local, VAT and other taxes and fees are not included in the quote
- Shipping is FOB Destination. Quote includes a firm, shall not exceed shipping charge.
- Upon shipment, equipment may not be returned.
- Payment Terms for Customers granted credit terms: Payment will be due within 30 days after receipt of a correct and valid invoice following completion and acceptance of project (NOTE: If the installation is delayed by Customer by more than 60 days after delivery of the equipment, then Customer will make a progress payment equal to the value of the equipment shipped.)
- Invoices are payable to VSGi in U.S. dollars drawn on a U.S. bank or by EFT.
- Remit to address: Visual Systems Group, Inc.; 015394 Collections Center Drive Chicago, Illinois 60693
- For invoice questions contact VSGi Collections at 703-848-8217
- Purchase orders are bound by the terms listed above.
- Purchase orders must include a Bill To Address, Ship To Address, and a Payables Contact Name, including telephone and fax number.

PURCHASE TERMS

1. PURCHASE PRICE:	\$	56,037
2. PAYMENT TERMS		NET 30

Quote Expiration Date	
Customer Name (Printed)	
Customer Signature	
Date	



BOONE COUNTY, MISSOURI

**Request for Proposal #: 40-29OCT13
Video Conferencing Solution for Face-To-Face Video Meetings**

ADDENDUM #1 - Issued October 15, 2013

This addendum is issued in accordance with Request for Proposal number 40-29OCT13 requirements 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 Offeror's proposal response.

Scope of Work 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:

The following questions have been received and the County is providing a response as outlined below.

Question 1: Do you have any existing Video conferencing infrastructure or endpoints like MCUs(video bridge), room systems, etc? If yes, is there a need to integrate with the above equipment and if so at what level?

Response: There are not any in place today.

Question 2: How many simultaneous video meetings do you plan to host at any given time and how many participants will be in each of the meetings?

- *Example: if you plan to host a max of 3 meetings with 5 participants in each meeting, then total concurrent video connections are 15?*

Response: Two (2) meetings with five (5) participants each

Question 3: Are you planning to integrate into an existing UC&C environment, if so who's?

Response: Not at this time.

Question 4: Are you looking at Capex or Opex model, or blend of both? (Hosted/Cloud vs. On-premise)

Response: Capex – On Premise

Question 5: Is it important to share PC-based information (i.e.: PowerPoint presentation) during a video call?

Response: Yes

Question 6: What is the desired video resolution? High-Def (HD), DVD quality or Standard-Def (SS)

Response: System should be able to present video resolution to device based on speed and quality of the devices connection. Systems should support a full range of HD to SS.

Response: The proposed solution must have a way of supporting the voice only connections. Boone County currently uses a Centrex Phone System that is hosted offsite.

Question 16: On your voice side, who is your current hardware / software vendor?

Response: CenturyLink hosted Centrex

By: Melinda B. Bobbitt
Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Proposal # **40-29OCT13 – Video Conferencing Solution for Face-To-Face Video Meetings** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 40-29OCT13 – Video Conferencing Solution for Face-to-Face Video Meetings

A pre-proposal conference has been scheduled for Tuesday, October 15, 2013, at 10:30 a.m. central time in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri.

Sealed proposals will be accepted until 1:30 p.m. central time on Tuesday, October 29, 2013 in the Boone County Purchasing Office, Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.

The Request for Proposal is scheduled to be **opened shortly after 1:30 p.m. on Tuesday, October 29, 2013** in the Boone County Purchasing Department Conference Room, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymmo.org. A copy may also be down loaded from our web page at www.showmeboone.com. Select Purchasing / Current Bids / 40-29OCT13

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion: Tuesday, October 7, 2013
COLUMBIA MISSOURIAN

- 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.

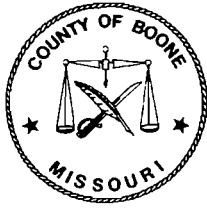
1.3 Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined 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.

1.4 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.

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

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

- 1.7 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 Annex Building, Conference Room, Tuesday, October 29, 2013 at 1:30 P.M., Central Time located at the following address:



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for competitive, sealed proposals for the furnishing of **Video Conferencing Solution for Face-to-Face Video Meetings** 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
- Prior Experience
Statement of Offeror's Qualifications
Instructions for Compliance with House Bill 1549
Work Authorization Certification
Certification of Individual Bidder
Affidavit
Certification Regarding Debarment
"No Bid" Response Form

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than 3:00 p.m., Thursday, October 10, 2013. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

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



3.0 SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County or Owner*, hereby solicits formal written proposals from qualified Offerors for the furnishing, delivery, installation, setup, testing, training and warranty and/or maintenance of a **Video Conferencing Solution for Face-to-Face Video Meetings in Conference Room 214 of the Boone County Government Center.**

3.2. Background:

3.2.1. The Video Conferencing Solution shall be installed in Conference Room 214 of the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri 65201.

3.2.2. There is not an elevated loading dock available at the Government Center. There is an elevator to the 2nd floor.

3.2.3. The County Government Center network is presented below:

<u>Location</u>	<u>Circuit</u>	<u>Bandwidth</u>	<u>Provider</u>
Government Center	Ethernet	7 Mbps	CenturyLink

3.2.4. All space at Conference Room 214 is believed to be ready to accept the requested system; however, a site inspection by the Offeror is required and will be offered at the pre-proposal meeting. Features of the space are:

- a) Ceiling heights are 9'.
- b) Wall construction is metal studs covered in sheet rock.
- c) Ceiling is suspended ceiling tile.
- d) Ceiling tiles are lay-in.
- e) Room size is 17' X 27'8".

3.2.5. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>.

3.2.6. 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. Offerors MUST confirm any information provided herein by a site visit to Conference Room 214.

3.3.4. Video Conferencing Equipment will use County network wiring. The in-room equipment should not be attached to the physical structure of the room and will be semi mobile. No wiring is anticipated to be needed by the Contractor.

3.3.5. Warranty and Guarantee: Offeror shall submit with their proposal response a complete description of any and all warranties offered as part of the resulting contract. At a minimum, Offeror agrees to the following:

Contractor warrants and guarantees to Owner that all work will be in accordance with the Contract Documents and will not be defective. All materials provided by Contractor shall be new material of high quality which shall give long life and reliable operation. The workmanship shall be of high quality in every detail. Prompt notice of all defects shall be given to Contractor. All defective work, whether or not in place, may be rejected, corrected, or accepted as follows:

3.3.6. Correction or Removal of Defective Work

If required by County Representative, Contractor shall promptly, as directed, either correct all defective Work, whether or not fabricated, installed or completed, or if the Work has been rejected by County Representative, remove it from the site and replace it with non-defective Work. Contractor shall bear all direct, indirect, and consequential costs of such correction or removal (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals made necessary thereby).

3.3.7. One Year Correction Period

If within one year after the date of Substantial Completion or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee required by the Contract Documents or by any specific provision of the Contract Documents, any Work is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions, either correct such defective Work, or if it has been rejected by Owner, remove it from the site and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work removed and replaced and all direct, indirect, and consequential costs of removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals) will be paid by the Contractor. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications or by Written Amendment.

3.3.8. Manuals: The Contractor must supply the user documentation/operating manuals necessary to operate the equipment/software provided.

3.3.8.a. Training: The Contractor must provide training to IT Technical Staff on operations and user support of all hardware and software pieces of the solution. The Contractor must also provide a detail diagram of the systems architecture representing all communication methods and paths.

of this contract during the life of the Contract. The minimum limit of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$2,000,000.00 and naming Boone County as additional insured.

Commercial Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

3.3.12. 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.

3.3.13. Subcontracts - The Contractor may enter into subcontracts for components of the project as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.

3.3.14. Billing and Payment: All invoices must be submitted to **Boone County Information Technology, Attn: Aron, Gish, IT Director, 801 E. Walnut Street, Room 220, Columbia, MO 65201**. Payment will be made within 30 days after receipt of a correct and valid invoice following completion and acceptance of project. Purchase Order or contract number should appear on invoice.

4.5. The successful Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

4.6. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

4.7. Award will be made by written notification from the Purchasing Director. This written notice shall be deemed to result in a binding contract which shall be governed by the laws of the State of Missouri as adopted and in force on the date of the agreement.

4.8. Contractor agrees to furnish services and to perform the project within the stated completion schedule, and in strict compliance with requirements stated in the RFP Document.

4.9. Contractor proposes and agrees to accept, as full compensation for furnished services, the price submitted in response to the RFP document. All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within this quoted price. The county shall not pay, nor be liable for, any additional cost including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.

4.10. Contractor agrees that no modification of any provision contained in the contract shall be made, or construed to be made, unless such modification is mutually agreed to by both parties and incorporated in a written amendment to the contract approved by the Purchasing Director.

4.11. Contractor shall provide and install equipment that meets or exceeds the specifications contained in this RFP.

4.12. The Contractor must provide any additional equipment necessary, at no cost to the County, if the awarded equipment does not meet the specifications outlined in this document. The County shall determine whether the specifications are adequately met.

4.13. Attached Standard Terms and Conditions for Contracts shall apply to the contract award.

4.14. Extra and/or Additional Work and Changes: If any extra and/or additional work is to be done or any change in the plans and specifications is deemed necessary, the County may issue to the Contractor a written change order directing that such extra and/or additional work be done or that such change be made, and the Contract shall be modified accordingly. Compensation to the Contractor will be calculated as an addition to or deduction from the Contract price, based upon such written terms as may be established by the owner, either (a) by an acceptable lump sum proposal of the Contractor, (b) on a cost-plus limited basis not to exceed a specified limit, or (c) on basis of bid or mutually agreed upon unit prices. In the event that none of the foregoing



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 six (6) additional copies (total of 7).

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB, Director of Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

b. The proposal response must be delivered no later than 1:30 p.m. on October 29, 2013. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

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.

4.2.3.3. At this point, the County may request presentations or interviews by Offerors, and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.2.3.4. 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.

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. Provide a listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event your firm has not provided a video conferencing solution for governmental entities, then provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, provide a detailed explanation of why references are not available.

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.



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 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: _____

5.1. Pricing Proposal

Pricing – The County is providing this Response Form for example pricing. Please attach a more detailed listing outlining the equipment, labor, installation, set-up, testing, and training with all costs. Costs shall include cost of equipment, add-on features cost, software (if applicable) cost, training cost, labor, a minimum of five years of renewal equipment maintenance broken out per year, warranty and any other costs to this page. Fee proposal shall include full itemized pricing information. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the Offeror to satisfy the purpose of this Request for Proposal.

Any list of equipment is provided for informational purpose. Offeror shall bid one of the identified, acceptable models within or bid an approved equal. Determination of equality is solely Boone County's responsibility.

Please attach itemized pricing with brand and model numbers.

VTC-VID-VBPKG-750	VidyoVoice Base Package: One year subscription to VidyoVoice base package including 750 minutes per month of connectivity from landline or mobile phones into Vidyo conferences hosted on a single specified VidyoPortal. VidyoVoice provides a toll-free access number in the US. Each base package supports a maximum of ten (10) concurrent voice only connections. Additional concurrent capacity may be achieved through purchase of additional VidyoVoice base packages. Note: VidyoVoice participants do NOT consume VidyoLine software licenses when connected to conferences through the VidyoRouter.	1	\$	\$
Cart-Based Solution				
VTC-VID-HD220-CAM	VidyoRoom HD 220 with PTZ Camera: HD room appliance 1080p up to 30fps or 720p up to 60fps bundled with Sony EVI-HD7 PTZ camera. Supports two HD monitors. Monitors and speakerphone NOT INCLUDED.	1	\$	\$
DSP-SAM-LED65	Samsung 65" LED/LCD	2	\$	\$
ACC-MAP-CART-DD-R	Middle Atlantic Mobile Videoconferencing and Presentation Cart: Supports dual 70" displays and up to 12 additional rackspaces.	1	\$	\$
ACC-MAP-SHLF-32X12	Middle Atlantic VTC Work Surface Slate: 32" wide, 12" deep	1	\$	\$
ACC-CRS-AM-100	Crestron AirMedia: Enables wireless presentation/content-sharing using laptops and mobile devices.	1	\$	\$
ACC-MAP-U1	Middle Atlantic 1 RU Rack Shelf for Crestron AirMedia	1	\$	\$
ACC-EXT-DA-HDMI-1X2	Extron HDMI 1x2 Distribution Amplifier	1	\$	\$
ACC-EXT-SHLF-9D	Extron 9" Deep Rack Shelf for HDMI DA/AMP	1	\$	\$
ACC-EXT-AMP-15W	Extron 15 Watts/Ch Stereo Amp	1	\$	\$

	Macintosh, Linux PCs, or iOS or Android tablets and smartphones; one license required per unique device on which the client is installed).			
MNT-3Y5S	**OPTIONAL** 3 Year Service for Vidyo Software Quoted Above		\$	\$
MNT-3Y5S-INT	**OPTIONAL** 3 Year Integrated Room Service for A/V equipment not covered by separate maintenance plan		\$	\$
Installation & Implementation				
INS-CUSTOM	Custom Installation: Includes the physical setup and configuration, testing, on-site end user overview, and transition to ongoing support services.	1	\$	\$
INS-VID-D1	Vidyo On-Site Installation Support - First Day: First day of Vidyo engineer delivering installation services on customer site. Service delivery includes off-site coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included.	1	\$	\$
INS-VID-CD	Vidyo On-Site Installation Support - Consecutive Days: Up to one additional consecutive day of Vidyo engineer already delivering installation services for same site visit.	1	\$	\$
Services Total (include 1 year maintenance option)				\$
Equipment + Maintenance Total				\$

5.2. Warranty and Maintenance:

Attached detailed information explaining the warranty and maintenance.

5.3. Renewal Option:

The County shall have the sole option to renew the contract for the maintenance in one year increments for a total accumulated period of five additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____

No _____



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):

6. Upon request will you within 3 (three) days file a detailed confidential financial statement?

Yes _____ No _____

Dated at _____

this _____ day of _____, 20 _____.

Name of Organization(s)

By _____
(Signature)

(Title of person signing)

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

State of Missouri)
)SS.
County of _____)

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

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

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

Notary Public

My Commission Expires:

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal



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

“No Bid” Response Form

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

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A 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: 40-29OCT13 – Video Conferencing Solution for Face-to-Face Video Meetings

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reasons for not submitting a proposal response:

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
VIDEO CONFERENCING SOLUTION
FOR FACE-TO-FACE VIDEO MEETINGS**

**RFP #40-29OCT13
Release Date: October 3, 2013**

**Submittal Deadline:
October 29, 2013
not later than 1:30 p.m. Central Time**

**PRE-PROPOSAL CONFERENCE:
October 15, 2013, 10:30 a.m. C.T.
Boone County Annex Building
Conference Room
613 E. Ash Street
Columbia, MO 65201**

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

**Melinda Bobbitt, CPPPO, Director
Phone: (573) 886-4391 / Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org**

40-29OCT13

1

10/3/13

-4392



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 40-29OCT13 – Video Conferencing Solution for Face-to-Face Video Meetings

A pre-proposal conference has been scheduled for **Tuesday, October 15, 2013, at 10:30 a.m.** central time in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri.

Sealed proposals will be accepted until **1:30 p.m. central time on Tuesday, October 29, 2013** in the Boone County Purchasing Office, Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.

The Request for Proposal is scheduled to be **opened shortly after 1:30 p.m. on Tuesday, October 29, 2013** in the Boone County Purchasing Department Conference Room, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org. A copy may also be down loaded from our web page at www.showmeboone.com. Select Purchasing / Current Bids / 40-29OCT13

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion: Tuesday, October 7, 2013
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) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.

1.2 **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.

1.3 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.

1.4 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.

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

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

1.7 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 Annex Building, Conference Room, Tuesday, October 29, 2013 at 1:30 P.M., Central Time located at the following address:

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

1.8 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 competitive, sealed proposals for the furnishing of **Video Conferencing Solution for Face-to-Face Video Meetings** 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
- Prior Experience
Statement of Offeror's Qualifications
Instructions for Compliance with House Bill 1549
Work Authorization Certification
Certification of Individual Bidder
Affidavit
Certification Regarding Debarment
"No Bid" Response Form

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than 3:00 p.m., Thursday, October 10, 2013. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

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

E-mail: mbobbitt@boonecountymo.org

2.3. Pre-Proposal Conference

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for Tuesday, October 15, 2013, at 10:30 a.m. central time in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are **strongly** encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

2.4. **Designee:** Boone County Information Technology, Aron Gish, IT Director, 801 E. Walnut, Columbia, MO 6520.

2.4. Proposed Solicitation/Award Schedule (these are approximate dates):

2.4.1.	October 3, 2013	Release of RFP
2.4.2.	October 7, 2013	Advertisement of RFP
2.4.3.	October 15, 2013, 10:30 a.m.	Pre-Proposal Conference
2.4.4.	October 10, 2013, 5:00 p.m.	Deadline for submitting questions
2.4.5.	October 29, 2013, 1:30 p.m.	Proposal due date and time
2.4.6.	October 29 - November 12, 2013	RFP Evaluation
2.4.7.	November 26, 2013	Contract Award



3.0 SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County or Owner*, hereby solicits formal written proposals from qualified Offerors for the furnishing, delivery, installation, setup, testing, training and warranty and/or maintenance of a **Video Conferencing Solution for Face-to-Face Video Meetings in Conference Room 214 of the Boone County Government Center.**

3.2. Background:

3.2.1. The Video Conferencing Solution shall be installed in Conference Room 214 of the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri 65201.

3.2.2. There is not an elevated loading dock available at the Government Center. There is an elevator to the 2nd floor.

3.2.3. The County Government Center network is presented below:

<u>Location</u>	<u>Circuit</u>	<u>Bandwidth</u>	<u>Provider</u>
Government Center	Ethernet	7 Mbps	CenturyLink

3.2.4. All space at Conference Room 214 is believed to be ready to accept the requested system; however, a site inspection by the Offeror is required and will be offered at the pre-proposal meeting. Features of the space are:

- a) Ceiling heights are 9'.
- b) Wall construction is metal studs covered in sheet rock.
- c) Ceiling is suspended ceiling tile.
- d) Ceiling tiles are lay-in.
- e) Room size is 17' X 27'8".

3.2.5. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>.

3.2.6. 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. Offerors MUST confirm any information provided herein by a site visit to Conference Room 214.

3.3.Scope of Work: The County seeks the capacity to provide video conferencing face-to-face video meetings between the County and other participant's sites via turn-key installation of a video conferencing system.

Turn key is understood to imply, but not limited to, provisioning of equipment, installation, configuration, operation, training, support, etc.

Video Conferencing Solution should enable participants and guests to join conference from their office, home or on the road, using whatever IP network is most readily available and whatever device works best at any given time, including smart phones, tablets, laptops, desktops, appliance based room systems and immersive telepresence endpoints, all in the same conference. The solution should be able to maintain maximum performance for each individual connection. There should not be a reduction in the quality of the high speed connections to accommodate the devices with a lower quality connection.

- 3.3.1. Manufacturers: Products from manufacturers are named in the RFP; however, the intent:
- a) Is to establish a level of performance and functionality. Other manufacturers' products will be considered if those products are functionally equivalent or greater, generally recognized in the industry as viable, and priced competitively.
 - b) Is to identify inherent features and benefits of a product without having to itemize those features in the document when the product is mentioned.
 - c) IS NOT to be considered a final design or a final bill of materials. The Offeror is expected to propose products that when integrated into a total solution will achieve a high level of performance and meet the functionality goals of the RFP. The awarded Contractor is ultimately responsible for the success of the engagement.
 - d) Offeror shall bid the identified, acceptable models on the Response Form or bid an approved equal in similar detail. Determination of equality is solely Boone County's responsibility.

3.3.2. Materials Management – The Contractor shall be responsible for delivering all equipment and materials to the project site. All shipments to and from the Government Center shall be made at the Contractor's expense. Materials may be store on site in an acceptable location approved by the Information Technology Department and the Contractor, at the risk and sole responsibility of the Contractor. Supervision of packing, unpacking, and placement of equipment shall be furnished by the Contractor.

The Contractor shall remove, on a daily basis, all empty cartons, crates, boxes, and debris from the project site. The Contractor may use County site trash containers. The Contractor shall keep all hallways and all working areas clear so as to not interfere with County business operations.

3.3.3. Post Acceptance Service – The Contractor shall provide the County a toll free number to report any problems from the time of acceptance. The Contractor shall receive and log all calls, and take immediate action to correct the situation. Any Help Desk request outstanding after 4 hours shall be identified to the Contractor's Project Manager for resolution, discussion, and escalation.

3.3.4. Video Conferencing Equipment will use County network wiring. The in-room equipment should not be attached to the physical structure of the room and will be semi mobile. No wiring is anticipated to be needed by the Contractor.

3.3.5. Warranty and Guarantee: Offeror shall submit with their proposal response a complete description of any and all warranties offered as part of the resulting contract. At a minimum, Offeror agrees to the following:

Contractor warrants and guarantees to Owner that all work will be in accordance with the Contract Documents and will not be defective. All materials provided by Contractor shall be new material of high quality which shall give long life and reliable operation. The workmanship shall be of high quality in every detail. Prompt notice of all defects shall be given to Contractor. All defective work, whether or not in place, may be rejected, corrected, or accepted as follows:

3.3.6. Correction or Removal of Defective Work

If required by County Representative, Contractor shall promptly, as directed, either correct all defective Work, whether or not fabricated, installed or completed, or if the Work has been rejected by County Representative, remove it from the site and replace it with non-defective Work. Contractor shall bear all direct, indirect, and consequential costs of such correction or removal (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals made necessary thereby).

3.3.7. One Year Correction Period

If within one year after the date of Substantial Completion or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee required by the Contract Documents or by any specific provision of the Contract Documents, any Work is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions, either correct such defective Work, or if it has been rejected by Owner, remove it from the site and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work removed and replaced and all direct, indirect, and consequential costs of removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals) will be paid by the Contractor. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications or by Written Amendment.

3.3.8. Manuals: The Contractor must supply the user documentation/operating manuals necessary to operate the equipment/software provided.

3.3.8.a. Training: The Contractor must provide training to IT Technical Staff on operations and user support of all hardware and software pieces of the solution. The Contractor must also provide a detail diagram of the systems architecture representing all communication methods and paths.

3.3.9.. Delivery and Installation: Firm delivery and installation schedules are essential in the performance of the contract to be awarded hereunder. Offerors shall set forth in their proposal the number of days in which delivery and installation will be fully complete in strict accordance with the specifications on the Response/Pricing Page. A timely delivery schedule with an installation and training schedule shall be stated on the Response Page. Delivery date should be within thirty days from date of purchase order unless stated otherwise.

Note: Contractor shall not ship or install equipment without a properly executed purchase order.

3.3.10. Delivery Terms: FOB Destination with Inside Delivery to designated room. All deliveries shall be made FOB Destination with freight charges included and prepaid. The seller pays and bears the freight charges.

3.3.11. Boone County Insurance Requirements - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.

Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit.

Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Proof of Coverage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms

of this contract during the life of the Contract. The minimum limit of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$2,000,000.00 and naming Boone County as additional insured.

Commercial Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

3.3.12. 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.

3.3.13. Subcontracts - The Contractor may enter into subcontracts for components of the project as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.

3.3.14. Billing and Payment: All invoices must be submitted to **Boone County Information Technology, Attn: Aron, Gish, IT Director, 801 E. Walnut Street, Room 220, Columbia, MO 65201**. Payment will be made within 30 days after receipt of a correct and valid invoice following completion and acceptance of project. Purchase Order or contract number should appear on invoice.



4. CONTRACT TERMS AND CONDITIONS

4.1. **Contract Period:** The initial term of the resulting contract agreement for the proposed **equipment/software** from this Request for Proposal will begin at the time of contract award and end upon project completion. If maintenance is offered on any of the hardware or software that is outside of the warranty, please describe in detail. **The maintenance** portion of the Contract Agreement should be from equipment installation through one year. The maintenance agreement may be renewed by the Purchasing Director for up to an **additional five (5) one-year periods**. Maintenance prices are subject to adjustment thereafter per pricing proposed on Response Page, effective on the renewal date, and must remain firm through the end of the renewal period.

4.2. **Contract Documents:** The successful Offeror shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If Offeror desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their response. County reserves the right to modify any proposed form agreement or withdraw its award to a successful Offeror if any proposed agreement contains terms and conditions inconsistent with its request or are unacceptable to county legal counsel.

4.3. **Provisions for Termination:** The contract may be terminated by the County for any of the following reasons or under any of the following circumstances.

4.3.1. Due to a material breach of any term or condition of this agreement.

4.3.2. If in the opinion of Boone County, delivery of products / services are delayed or products / services delivered are not in conformity with the contract documents.

4.3.3. If appropriations are not made available and budgeted for in any calendar year.

4.3.4. The resulting maintenance portion of the contract may be terminated at will by the County upon at least 60 days prior written notice to the Contractor.

4.3.5. Boone County reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor **MUST** notify the County.

4.4. In case of any default by the Contractor, the County may procure the product or service from other sources and hold the Contractor responsible for any damages incurred including, but not limited to, excess cost or handling charge. The County shall have the right to remove any Contractor who defaults on any contract with the County from all Bidders' lists.

4.5. The successful Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

4.6. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

4.7. Award will be made by written notification from the Purchasing Director. This written notice shall be deemed to result in a binding contract which shall be governed by the laws of the State of Missouri as adopted and in force on the date of the agreement.

4.8. Contractor agrees to furnish services and to perform the project within the stated completion schedule, and in strict compliance with requirements stated in the RFP Document.

4.9. Contractor proposes and agrees to accept, as full compensation for furnished services, the price submitted in response to the RFP document. All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within this quoted price. The county shall not pay, nor be liable for, any additional cost including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.

4.10. Contractor agrees that no modification of any provision contained in the contract shall be made, or construed to be made, unless such modification is mutually agreed to by both parties and incorporated in a written amendment to the contract approved by the Purchasing Director.

4.11. Contractor shall provide and install equipment that meets or exceeds the specifications contained in this RFP.

4.12. The Contractor must provide any additional equipment necessary, at no cost to the County, if the awarded equipment does not meet the specifications outlined in this document. The County shall determine whether the specifications are adequately met.

4.13. Attached Standard Terms and Conditions for Contracts shall apply to the contract award.

4.14. Extra and/or Additional Work and Changes: If any extra and/or additional work is to be done or any change in the plans and specifications is deemed necessary, the County may issue to the Contractor a written change order directing that such extra and/or additional work be done or that such change be made, and the Contract shall be modified accordingly. Compensation to the Contractor will be calculated as an addition to or deduction from the Contract price, based upon such written terms as may be established by the owner, either (a) by an acceptable lump sum proposal of the Contractor, (b) on a cost-plus limited basis not to exceed a specified limit, or (c) on basis of bid or mutually agreed upon unit prices. In the event that none of the foregoing

methods are agreed upon with the Contractor, the County may perform the work with its own forces or under separate contract with another contractor.

4.15. Patents: The Contractor shall protect the County against suits for patent infringement on material, equipment, and methods used.

4.16. Assignment of Contract: No assignment by the Contractor of any principal construction contract or any part thereof or of the funds to be received thereunder by the Contractor, will be recognized unless such assignment has had the approval of the County and the Surety has been given due notice of such assignment in writing. In addition to the usual recitals in assignment contracts, the following language must be set forth:

“It is agreed that the funds to be paid to the assignee under this assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms, or corporations rendering such services or supplying such materials.”

4.17. Legal Requirements: The Contractor shall do all work in such manner as to comply with all County ordinances, and laws of the County, State, and Nation as apply to the work herein outlined. The Contractor shall also obtain all necessary licenses and permits and keep necessary records as required.

4.18. Equal Opportunity: The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.

4.19. Domestic Purchasing Policy: Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this contract whenever the quality and price are comparable with other goods.

By submission of this bid, the vendor certifies that they are in compliance with section 34.353 and, if applicable, section 34.359 (“Missouri Domestic Products Procurement Act”) of the Revised Statutes of Missouri, 1987.

4.20. If a contradiction in the contract documents occurs then the more expensive interpretation shall prevail and be inclusive in that respective contractor’s proposal response.



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 six (6) additional copies (total of 7).

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB, Director of Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

b. The proposal response must be delivered no later than 1:30 p.m. on October 29, 2013. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

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 of Offeror**

c. **Cost**

4.1.3.2. The evaluation committee may 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.

4.2.3.3. At this point, the County may request presentations or interviews by Offerors, and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.2.3.4. 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.

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.

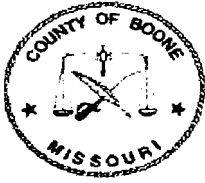
4.1.4.2. Provide a listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event your firm has not provided a video conferencing solution for governmental entities, then provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, provide a detailed explanation of why references are not available.

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. Information which demonstrates the Offeror's financial stability and ability to perform the required services. Audited financial statements may be required of those qualified as a result of this RFP.
- 4.1.4.5. 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.
- 4.1.4.6. 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.
- 4.1.4.7. 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.
- 4.1.4.8. 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 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: Communitronics Corporation Inc.

Address: 1907 S Kingshighway Blvd. Saint Louis MO 63110

Telephone: (314) 771-7160 x 16 Fax: (314) -771-9144

Federal Tax ID (#): 430919521

Print Name: Rita Leitensdorfer Title: Owner

Signature: _____

Date: 10/29/2013

E-Mail Address: rital@communitronics.com

5.1. Pricing Proposal

Pricing – The County is providing this Response Form for example pricing. Please attach a more detailed listing outlining the equipment, labor, installation, set-up, testing, and training with all costs. Costs shall include cost of equipment, add-on features cost, software (if applicable) cost, training cost, labor, a minimum of five years of renewal equipment maintenance broken out per year, warranty and any other costs to this page. Fee proposal shall include full itemized pricing information. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the Offeror to satisfy the purpose of this Request for Proposal.

Any list of equipment is provided for informational purpose. Offeror shall bid one of the identified, acceptable models within or bid an approved equal. Determination of equality is solely Boone County's responsibility.

Please attach itemized pricing with brand and model numbers.

40-29OCT13

20 10/3/13

EQUIPMENT / HARDWARE / PARTS
Model # Description QTY Unit Price Ext. Price

Vidyo Infrastructure	Description	QTY	Unit Price	Ext Price
VTC-VID-PT-1K	Vidyo Portal with 1,000 Soft Client Licenses: 1U, 19" rackmountable appliance to manage users, system components and meetings for deployments of up to 10,000 registered users, 2,500 active users and 100 tenants. Includes mounting rails. Also includes 1,000 Vidyo soft client licenses (perpetual licenses for installation on Windows, Macintosh, Linux PCs, or iOS or Android tablets and smartphones; one license required per unique device on which the client is installed).	1	\$ 0.00 See approved equal sheet Section one attached.	\$ 0.00 See approved equal sheet Section one attached.
VTC-VID-SWAES	Secured Vidyo Conferencing Option: Optional software on a per VidyoPortal basis to enable a secured communication environment supporting HTTPS to the VidyoPortal and AES-128 bit media encryption.	1	\$ 0.00 See approved equal sheet Section one attached.	\$ 0.00 See approved equal sheet Section one attached.
VTC-VID-RTR	VidyoRouter: 1U, 19" rackmountable appliance to host up to 100 concurrent endpoint connections. VidyoRouters are stackable with auto load balancing provided by the VidyoPortal. Includes mounting rails.	1	\$ 0.00 See approved equal sheet Section one attached.	\$ 0.00 See approved equal sheet Section one attached.
VTC-VID-LINE	VidyoLine License: Each license is perpetual and enables a concurrent connection through the VidyoRouter to a conference or another user with support for up to 1080p up & down.	5	\$ 0.00 See approved equal sheet Section one attached.	\$ 0.00 See approved equal sheet Section one attached.
VTC-VID-GW-XL	VidyoGateway XL: 1U, 19" rack-mountable appliance to connect Vidyo endpoints with Legacy H.323 and SIP Videoconferencing endpoints. Supports up to 5 HD, 15 SD or 25 concurrent CIF connections. Supports up to 50 voice only connections. Includes mounting rails. connections. Includes mounting rails.	1	\$ 0.00 See approved equal sheet Section one attached.	\$ 0.00 See approved equal sheet Section one attached.

VTC-VIDVBPKG-750	VidyoVoice Base Package: One year subscription to VidyoVoice base package including 750 minutes per month of connectivity from landline or mobile phones into Vidyo conferences hosted on a single specified VidyoPortal. VidyoVoice provides a toll-free access number in the US. Each base package supports a maximum of ten (10) concurrent voice only connections. Additional concurrent capacity may be achieved through purchase of additional VidyoVoice base packages. Note: VidyoVoice participants do NOT consume VidyoLine software licenses when connected to conferences through the VidyoRouter.	1	\$ 0.00 See approved equal sheet Section one attached.	\$ 0.00 See approved equal sheet Section one attached.
RFP #: 40-29OCT13	21			10/3/13

Cart-Based Solution	Description	QTY	Unit Price	Ext Price
VTC-VID-HD220-CAM	VidyoRoom HD 220 with PTZ Camera: HD room appliance 1080p up to 30fps or 720p up to 60fps bundled with Sony EVIHD7 PTZ camera. Supports two HD monitors. Monitors and speakerphone NOT INCLUDED.	1	\$ 0.00 See approved equal sheet Section one attached.	\$ 0.00 See approved equal sheet Section one attached.
DSP-SAM-LED65	Samsung 65" LED/LCD	2	\$ 6,565.55	\$ 3,282.77
ACC-MAP-CARTDD-R	Middle Atlantic Mobile Videoconferencing and Presentation Cart: Supports dual 70" displays and up to 12 additional rackspaces.	1	\$ 2,333.33	\$ 2,333.33
ACC-MAP-SHLF-32X12	Middle Atlantic VTC Work Surface Slate: 32" wide, 12" deep	1	\$ 197.33	\$ 197.33
ACC-CRS-AM-100	Crestron AirMedia: Enables	1	\$ 1,200.00	\$ 1,200.00

	wireless presentation/contentsharing using laptops and mobile devices.			
ACC-MAP-U1	Middle Atlantic 1 RU Rack Shelf for Crestron AirMedia	1	\$ 140.00	\$140.00
ACC-EXT-DAHDMI-1X2	Extron HDMI 1x2 Distribution Amplifier	1	\$460.00	\$ 460.00

ACC-EXT-SHLF-9D	Extron 9" Deep Rack Shelf for HDMI DA/AMP	1	\$53.33	\$53.33
ACC-EXT-AMP-15W	Extron 15 Watts/Ch Stereo Amp	1	\$246.67	\$246.67
ACC-EXT-SPKR-8OHM	Extron 8 Ohm Speaker Set	1	\$ 266.67	\$ 266.67
AUD-RVO-FLX2-200	Revolabs FLX2 Mic System: Wireless conference phone with two (2) tabletop omni-directional mics	1	\$ 1,333.33	\$ 1,333.33
ACC-EXT-CBLHDMI-9	Extron 9' HDMI to HDMI Cable	2	\$ 266.67	\$ 266.67
HCC-EXT-CBL-DVIHDMI-6FT	Extron DVI-HDMI cables 6'	2	\$ 266.67	\$ 266.67
HCC-INS-CBLCON	Installation Hardware, Cables and Connectors		\$ 200.00	\$ 200.00
Shipping		1	\$300.00	\$ 300.00

RFP #: 40-29OCT13 22 10/3/13

SECTION ONE BOONE COUNTY VTC

JOB NAME VTC Room
 CUSTOMER NAME & ADDRESS 613 EAST ASH ST. ROOM 110
 SALES PERSON Latham McCaskill Latham
 DATE 10/29/13 PURCHASE ORDER/CONTRACT # BID 40-29OCT13

QTY	VENDOR	MODEL	DESCRIPTION	SALES PRICE	UNIT PRICE
1	StarLeaf	3330-1312	StarLeaf 3330 Group Telepresence Mini (inc	\$ 3,252.67	\$ 3,252.67
1	StarLeaf	0105-1000	Sony EVI-HD7V PTZ Camera (1080p60)	\$ 1,700.00	\$ 1,700.00
1	StarLeaf	0155-1000	StarLeaf Microphone	\$ 295.33	\$ 295.33
1	StarLeaf	3330-3102	1 year Warranty - StarLeaf 3330 Group Telepresence Mini (incl. Phone/Touch)	\$ 149.33	\$ 149.33
1	StarLeaf	0100-3100	1 year Warranty - Sony EVI-HD Series PTZ Camera	\$ 295.33	\$ 295.33
1	StarLeaf	1000-8151	StarLeaf Hardware Service Access Fee (1 year)	\$ 1,109.33	\$ 1,109.33
3	StarLeaf	1000-8170	StarLeaf Concurrent Usage licence (1 year)	\$ 3,328.00	\$ 1,109.33
2	StarLeaf	1000-8170-FOC	StarLeaf Concurrent Usage licence (1 year) - (Free of charge)	\$ -	\$ -
1	CTC	CTC	CABLES, CONNECTORS & HARDWARE	\$ 200.00	\$ 200.00
SUB-TOTAL EQUIPMENT				\$ 10,330.00	
1	CTC	CTC	Bandwith By Cenlink	\$ 2,250.00	\$ 2,250.00
1				\$ -	\$ -
1				\$ -	\$ -
	CTC	CTC	WARRANTY & EQUIPMENT	\$ 826.40	
WARRANTY & EQUIPMENT TOTAL				\$ 826.40	
6	CTC	CTC	Engineering	\$ 720.00	
20	CTC	CTC	Project Management	\$ 1,600.00	
42	CTC	CTC	Installation	\$ 3,360.00	
6	CTC	CTC	Programming	\$ 720.00	
4	CTC	CTC	Administrative	\$ 220.00	
1	CTC	CTC	Shipping	\$ 300.00	
TOTAL LABOR				\$ 6,620.00	
TOTAL EQUIPMENT				\$ 13,406.40	
TOTAL SALES PRICE				\$ 20,026.40	

1 Year Maintenance	Description	QTY	Unit Price	Ext Price
MNT-1Y5S	1 Year Service for Vidyo Hardware Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician , next day parts replacement, software updates, warranty and testing. Also includes 1,000 Vidyo soft client licenses (perpetual licenses for installation on Windows, Macintosh, Linux PCs, or iOS or Android tablets and smartphones; one license required per unique device on which the client is installed).	1	\$ 0.00 See approved equal sheet section two attached.	\$ 0.00 See approved equal sheet section two attached.
MNT-1Y5S	1 Year Service for Vidyo Software Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician , next day parts replacement, software updates, warranty and testing.	1	\$ 0.00 See approved equal sheet section two attached.	\$ 0.00 See approved equal sheet section two attached.
MNT-1Y5S-INT	1 Year Service for A/V equipment not covered by separate maintenance plan: Includes 24x7 Helpdesk support, next day on-site technician , next day parts replacement, software updates, warranty and testing.	1	\$ 0.00 See approved equal sheet section two attached.	\$ 0.00 See approved equal sheet section two attached.
RFP #: 40-29OCT13	23			10/3/13

3 Year	Description	QTY	Unit Price	Ext Price
---------------	--------------------	------------	-------------------	------------------

Maintenance				
MNT-3Y5S	**OPTIONAL** 3 Year Service for Vidyo Hardware Quoted Above and 1,000 Vidyo soft client licenses (perpetual licenses Macintosh, Linux PCs, or iOS or Android tablets and smartphones; one license required per unique device on which the client is installed).	1	\$ 0.00 See approved equal sheet section two attached.	\$ 0.00 See approved equal sheet section two attached.
MNT-3Y5S	**OPTIONAL** 3 Year Service for Vidyo Software Quoted Above	1	\$ 0.00 See approved equal sheet section two attached.	\$ 0.00 See approved equal sheet section two attached.
MNT-3Y5S-INT	**OPTIONAL** 3 Year Integrated Room Service for A/V equipment not covered by separate maintenance plan	1	\$ 0.00 See approved equal sheet section two attached.	\$ 0.00 See approved equal sheet section two attached.

SECTION TWO MAINTENANCE BOONE COUNTY VTC

JOB NAME VTC Room JOB DESCRIPTION _____
 CUSTOMER NAME & ADDRESS 613 EAST ASH ST. ROOM 110
 SALES PERSON Latham McCaskill COMPANY CONTACT _____
 DATE 10/29/13 PURCHASE ORDER/CONTRACT # _____

QTY	VENDOR	MODEL	DESCRIPTION	UNIT COST	EXT COST
1	StarLeaf	3330-1312	StarLeaf 3330 Group Telepresence Mini (inc	\$ 3,485.00	\$ 3,485.00
1	StarLeaf	3330-3102	1 year Warranty - StarLeaf 3330 Group Tele	\$ 160.00	\$ 160.00
1	StarLeaf	0100-1100	Sony EVI-HD7V PTZ Camera (1080p60)	\$ 1,500.00	\$ 1,500.00
1	StarLeaf	0100-3100	1 year Warranty - Sony EVI-HD Series PTZ C	\$ 260.00	\$ 260.00
1	StarLeaf	0155-1000	StarLeaf Microphone	\$ 1,188.00	\$ 1,188.00
1	StarLeaf	1000-8151	StarLeaf Hardware Service Access Fee (1 ye	\$ 3,564.00	\$ 3,564.00
3	StarLeaf	1000-8170	StarLeaf Concurrent Usage licence (1 year)	\$ 832.00	\$ 2,496.00
2	StarLeaf	1000-8170-FOC	StarLeaf Concurrent Usage licence (1 year) - (Free of charge)	\$ -	\$ -
TOTAL VTC Telepresence					
THREE YEAR 3330 Telepresence Mini					
1	StarLeaf	3330-1312	StarLeaf 3330 Group Telepresence Mini (inc	\$ 3,485.00	\$ 3,485.00
1	StarLeaf	3330-3102	3 year Warranty - StarLeaf 3330 Group Tele	\$ 410.00	\$ 410.00
1	StarLeaf	0100-1100	Sony EVI-HD7V PTZ Camera (1080p60)	\$ 1,500.00	\$ 1,500.00
1	StarLeaf	0100-3100	3 year Warranty - Sony EVI-HD Series PTZ C	\$ 620.00	\$ 620.00
1	StarLeaf	0155-1000	StarLeaf Microphone	\$ 3,030.00	\$ 3,030.00
1	StarLeaf	1000-8151	StarLeaf Hardware Service Access Fee (3 ye	\$ 9,090.00	\$ 9,090.00
3	StarLeaf	1000-8170	StarLeaf Concurrent Usage licence (3 years)	\$ 832.00	\$ 2,496.00
2	StarLeaf	1000-8170-FOC	StarLeaf Concurrent Usage licence (3 years) - (Free of charge)	\$ -	\$ -
TOTAL SYSTEM					
CONTRACTS					
0				\$ -	\$ -
TOTAL CONTRACTS & HARDWARE					
SUB-TOTAL EQUIPMENT					
MISCELLANEOUS CONTRACTS					
0				\$ 1.00	\$ -
TOTAL CONTRACTS					
WARRANTY					
1	CTC	CTC	WARRANTY & EQUIPMENT		\$ 39,157.65
WARRANTY & EQUIPMENT TOTAL					\$ 39,157.65
LABOR					
0	CTC	CTC	Engineering	\$ 120.00	\$ -
0	CTC	CTC	Project Management	\$ 80.00	\$ -
0	CTC	CTC	Installation	\$ 80.00	\$ -
0	CTC	CTC	Programming	\$ 120.00	\$ -
125	CTC	CTC	WARRANTY & Labor	\$ 55.00	\$ 6,875.00

0	CTC	CTC	Shipping	\$ -
TOTAL LABOR				\$ 6,875.00
OPTION FOR MAINTENANCE FOR ONE YEAR				\$ 18,018.49
OPTION FOR MAINTENANCE FOR THREE YEARS				\$ 27,404.38

Installation and Implementation	Description	QTY	Unit Price	Ext Price
INS-CUSTOM	Custom Installation: Includes the physical setup and configuration, testing, on-site end user overview, and transition to ongoing support services.	1	\$ 5,070.00	\$ 5,070.00
INS-VID-D1	Vidyo On-Site Installation Support - First Day: First day of Vidyo engineer delivering installation services on customer site. Service delivery includes offsite coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included.	1	\$ 0.00 See approved equal sheet attached.	\$ 0.00 See approved equal sheet attached.
INS-VID-CD	Vidyo On-Site Installation Support - Consecutive Days: Up to one additional consecutive day of Vidyo engineer already delivering installation services for same site visit.	1	\$ 0.00 See approved equal sheet attached.	\$ 0.00 See approved equal sheet attached.
	Services Total (include 1 year maintenance option)		\$ 0.00	\$ 0.00
	Equipment + Maintenance Total		\$ 0.00	\$ 0.00

5.2. Warranty and Maintenance:

Attached detailed information explaining the warranty and maintenance.

5.3. Renewal Option:

The County shall have the sole option to renew the contract for the maintenance in one year increments for a total accumulated period of five additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____ No _____

If no, please indicate the maximum percentage of increase or decrease for each renewal year: (2) %.

Note: These renewal options will be used in the evaluation.

5.4. Equipment shall be delivered and installed 30/60 calendar days after receipt of Purchase Order and Notice to Proceed.

5.5. List all Sub-Contractors that will be utilized on this project: No Sub will be used on this project.

5.6. Describe warranty on equipment and labor (or attach):

5.7. List any deviations to the original specifications:

Communitronics Corporation will be bidding an Alternate or Apporved Equal to product listed in bid documents.

5.8. Training shall be provided to Boone County staff within 30/60 days of installation.

5.9. State date that pricing is firm through for the equipment proposed in your proposal response (if longer than the required 90 days): 90 DAYS.

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

5.11. **Provide a contact person** who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

Name: Rita Leitensdorfer

Organization: Communitronics Corporation Inc.

Address: 1907 S Kingshighway Blvd. Saint Louis MO 63110

E-mail: rital@communitronics.com

Phone Number: (314) 771-7160 x 16

Fax: (314) -771-9144

5.12. **Identification of Bidders/Offerors:** How were you notified or heard about this bid/proposal?

(NO) newspaper advertisement

(Yes) Boone County Electronic Bid Notification other, please list:



PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name: **Covidien/Mallinckrodt**
Address: 3600 North 2nd Saint Louis MO 63147
Contact Name: Mr. Dave Gerstenkorn
Telephone Number: 314-654-3739
Date of Contract: 01/01/13
Length of Contract: Projects and Maintenance Contract

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name: Sisters of Mercy Health System
Address: 14528 South Outer 40 Rd. Suites 100, Chesterfield MO 63017
Contact Name: Mr. Bill Morton
Telephone Number: 314-628-3820
Date of Contract: 01/01/13
Length of Contract: Projects and Maintenance Contract

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name: DuPont Nutrition & Health, Solae LLC
Address: 4300 Duncan Avenue
Contact Name: Mr. Tim Bax, Sr. Manager Pilot Plant & Facilities - Protein Solutions
Telephone Number: (314) 659-3910
Date of Contract: 07/24/13
Length of Contract: Projects and Maintenance Contract

STATEMENT OF OFFEROR'S QUALIFICATIONS

(File with Response Form)

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

44 Years

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

Amount of Percent

Item Purchaser Contract Completed

Company Name: **Covidien/Mallinckrodt**
Address: 3600 North 2nd Saint Louis MO 63147
Contact Name: Mr. Dave Gerstenkorn
Telephone Number: 314-654-3739
Date of Contract: 01/01/13
Length of Contract: Projects and Maintenance Contract

3. General type of product sold and manufactured:

Audio Visual

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

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

(b) Description of defaulted contracts and reason therefore:

5. List banking references:

Commerce Bank

6. Upon request will you within 3 (three) days file a detailed confidential financial statement?

Yes X No _____

Dated at J.S. Communitronics Corp.
this 28th day of October, 2013.

Communitronics
Name of Organization(s)

By [Signature]
(Signature)

President
(Title of person signing)

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

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

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

Company ID Number: 676779

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Communitronics Corporation (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor with the FAR E-Verify clause") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed

Company ID Number: 676779

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Communitronics Corporation

Rita Leitensdorfer

Name (Please Type or Print)

Title

Electronically Signed

Signature

05/30/2013

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

05/30/2013

Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: **Communitronics Corporation**

Company Facility Address: **1907 S Kingshighway Blvd**

saint louis, MO 63110

Company Alternate
Address:

County or Parish: **SAINT LOUIS**

Employer Identification

Number: **430919521**

Company ID Number: 676779

North American Industry Classification Systems Code:	519
Administrator:	
Number of Employees:	10 to 19
Number of Sites Verified for:	1

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

- MISSOURI 1 site(s)

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

Name:	Rita Leitensdorfer	Fax Number:	(314) 771 - 9144
Telephone Number:	(314) 771 - 7160		
E-mail Address:	rital@communitronics.com		
Name:	Chris Phillips	Fax Number:	(314) 771 - 9144
Telephone Number:	(314) 771 - 7160		
E-mail Address:	chris@communitronics.com		

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- ____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

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

State of Missouri)
)SS.
County of _____)

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

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

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

Notary Public

My Commission Expires:

(Please complete and return with Proposal Response)

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

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Rita Leitensdorfer President

Name and Title of Authorized Representative



Signature

10/29/13

Date

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal

laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.



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

“No Bid” Response Form

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

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A 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: 40-29OCT13 – Video Conferencing Solution for Face-to-Face Video Meetings

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reasons for not submitting a proposal response:



sva
Architectural
Interior Design
Planning
Sustainability
Construction
300 Perry Street
Columbia, MD 21031
770.242.1477
414 Washington North
St. Louis, MO 63108
www.sva.com

PROJECT ENGINEER:
6 SOUTH CHASE DRIVE
COLUMBIA, MD 21031

PROJECT ARCHITECT:
1801 PINEBROOK AVENUE
COLUMBIA, MD 21031

BOONE COUNTY GOVERNMENT
CENTER REMODEL
307 E. Walker
Columbia, MD 21001



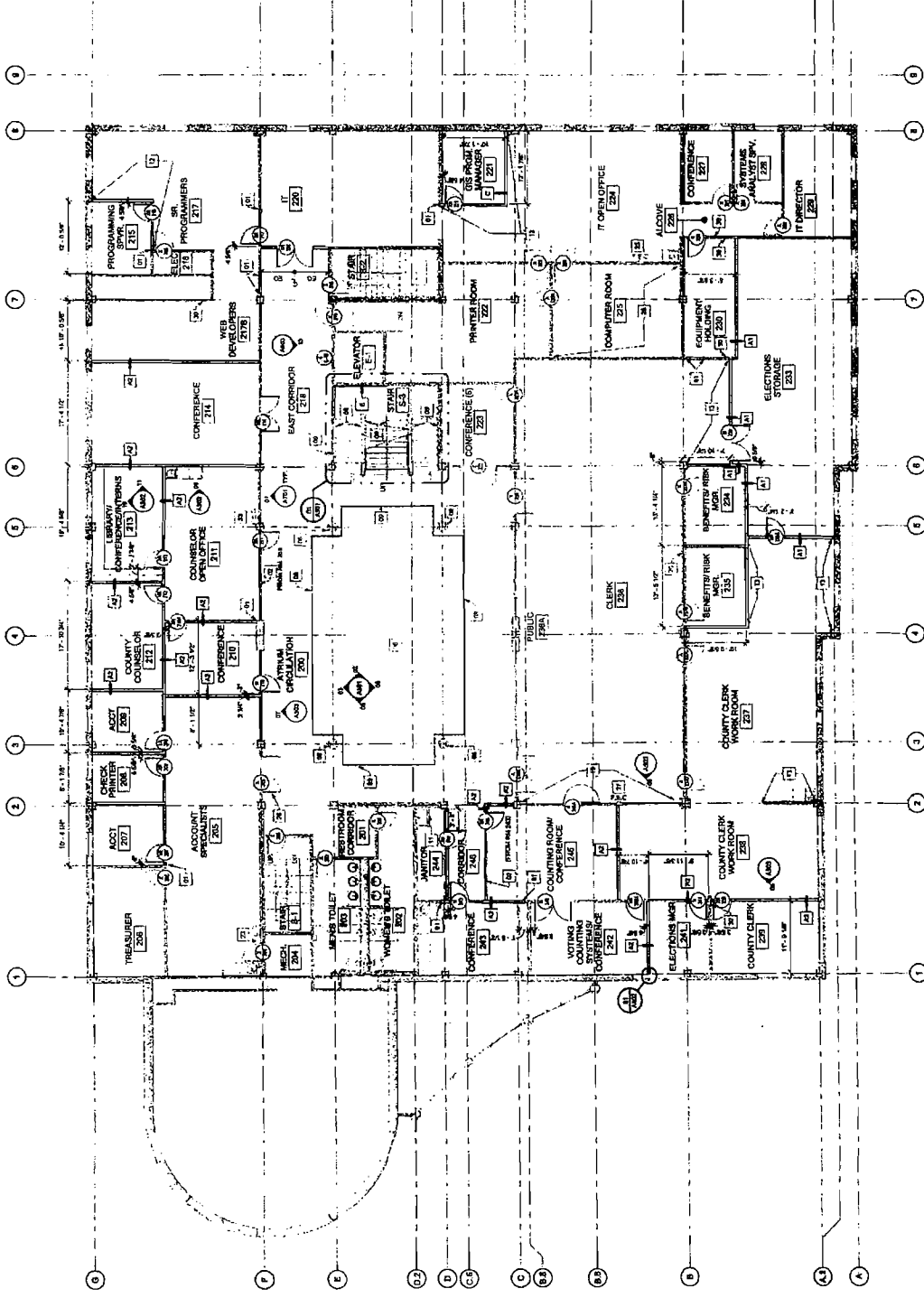
SECOND FLOOR NEW WORK PLAN
PROJECT 0823.00

NEW WORK GENERAL NOTES

1. CONSULT ALL GENERAL NOTES TO THIS PROJECT AND THE PROJECT MANUAL.
2. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
3. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND ALL APPLICABLE CODES AND REGULATIONS.
4. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND ALL APPLICABLE CODES AND REGULATIONS.
5. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND ALL APPLICABLE CODES AND REGULATIONS.
6. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND ALL APPLICABLE CODES AND REGULATIONS.
7. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND ALL APPLICABLE CODES AND REGULATIONS.
8. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND ALL APPLICABLE CODES AND REGULATIONS.
9. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND ALL APPLICABLE CODES AND REGULATIONS.
10. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE PROJECT MANUAL AND ALL APPLICABLE CODES AND REGULATIONS.

NEW WORK KEYNOTES

1. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
2. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
3. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
4. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
5. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
6. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
7. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
8. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
9. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
10. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
11. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
12. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
13. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
14. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
15. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
16. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
17. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
18. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
19. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
20. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
21. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
22. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
23. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
24. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
25. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
26. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
27. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
28. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
29. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.
30. ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.



1 SECOND FLOOR NEW WORK PLAN
REV. 12-17-10

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/01/2013

PRODUCER
CAEN LEACH & MCLEAN INSURANCE AGENCY
702 WEST PEARCE
WENTZVILLE, MO 63385

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Communitronics Corporation
1907 South Kingshighway
St Louis, MO 63110

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: State Auto Insurance Companies

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PBP 9447627	04/01/2013	04/01/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	BAP2168635	04/01/2013	04/01/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	PBP9447627	04/01/2013	04/01/2014	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WCP9447629 14	04/01/2013	04/01/2014	WC STATU-TORY LIMITS <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	OTHER BUILDING AND PERSONAL PROPERTY	PBP 9447627	04/01/2013	04/01/2014	BUILDING LIMIT- 1,662,465 REPLACEMENT PERSONAL PROP-206,824 SPECIAL FORM

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 15 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Communitronics Corporation
1907 S. Kingshighway
St. Louis, MO 63110
Office: 314-771-7160

Engineering

Mike Leitensdorfer
Office: 314.771.7160 x30
Mobile: 314-568-2440
Fax: 314.771.9144
mleitensdorfer@communitronics.com

Operations

David Vinyard
Office: 314.771.7160 x17
Fax: 314.771.9144
Mobile: 314-750-6026
Email: dvinyard@communitronics.com

System Specialist

Latham McCaskill
Mobile: 703-582-5343
Office: 314.771.7160 x16
Fax: 314.771.9144
Email: latham@communitronics.com

STATEMENT OF OFFEROR'S QUALIFICATIONS

(File with Response Form)

1. Number of years in business: 42 not under present firm name, list previous firm names and types of organizations.

Bell Video Systems – 3 years

Raymer/Anderson – 7 years

Communitronics Corporation – 32 years

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

Item	Purchaser	Amount of Percent Contract Completed
1	DISA/Scott AFB	New – received June 4 th
2	Scott AFB – Bldg. P3	50%

3. General type of product sold and manufactured:

Communitronics is an Audio Visual Systems Integrator providing product and solutions for AV, Audio and Video Systems.

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

(a) Number of contracts on which default was made: N/A

(b) Description of defaulted contracts and reason therefore:

5. List banking references:

Commercial Bank
2330 West Port Plaza Drive
St Louis MO 63146
314.434.4141



Certified Technology Specialist

Michael A. Leitensdorfer

has been examined and has demonstrated competence in all technical aspects of a Certified Technology Specialist, has met the requirements of the InfoComm independent Certification Committee necessary for professional competency, is in good standing in the Directory of Certified Technology Specialists, has agreed to abide by the CTS Code of Ethics and Conduct, and is therefore entitled to use the name Certified Technology Specialist and the CTS® designation.

Effective Date
April 29, 2006

Date of Expiration
August 31, 2015

Certification Number
1134244

Doug Dillman, CTS-D, CTS-I
Chair, InfoComm independent
Certification Committee



infoComm
INTERNATIONAL



The InfoComm Certified Technology Specialist certification is accredited by the American National Standards Institute (ANSI) under the International Standard ISO/IEC 17024 General Requirements for Bodies Operating Certification Schemes of Persons program.



DMC-D

DIGITAL MEDIA CERTIFIED DESIGNER

This certifies that

MIKE LEITENSORFER

has successfully completed the
requirements of the
Creston DigitalMedia™ certification program
and is hereby awarded the title of

DigitalMedia Certified Designer

8/20/2010
Date

D-101-100820-1603
Certification Number


Authorized Signature



DMC-E

DIGITAL MEDIA CERTIFIED ENGINEER

This certifies that

MIKE LEITENSORFER

has successfully completed the
requirements of the
Creston DigitalMedia™ certification program
and is hereby awarded the title of

DigitalMedia Certified Engineer

8/20/2010
Date

E-101-100820-1185
Certification Number


Authorized Signature

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred) See Attached

1. Prior Services Performed for:

Company Name: **See Attached Document for details**
Address: **See Attached Document for details**

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):

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Service Performed For:

Company Name: AMC Tanker Control Center (TACC)

HQ AMC/A6 – F3SF55

Address: 203 W Losey St

Scott AFB Il. 62225-5223

Contact Name: Judy Jennings

Contract Specialist

375th CONS/LGCB

Telephone Number: 618-256-9271

Dollar Amount: \$873,842.14

Date of Contract: 30 September 2011

Contract Description:

The following is an overview of the task which Communitronics completed for the AMC Tanker Control Center (TACC). Communitronics was tasked to engineer, furnish, install and test (EFI&T) a fully functional Video Datawall System in the AMC Tanker Control Center (TACC). Communitronics divided the task into the following five individual phases;

- Phase 1 – Develop planning requirements for system installation, review schedule with customer, preliminary work off-site, order equipment, conduct technical and user meetings to validate requirement.
- Phase 2 – Install Crestron digital media control, video and audio system.
- Phase 3 – Install, commission, and test Christie data wall and controller.
- Phase 4 – Train government representative (s) on the new data wall.
- Phase 5 – Provide documentation to the government representative.

Communitronics adhered to an aggressive installation schedule. The following are the major action items of the project. Communitronics upgraded 18 – Christie CX67-100U 67” cubes in the AMC TACC operation center. This included installing 18 – 1 chip SXGA + DLP, LED displays and the installation of retrofit kits to upgrade all (18) 67” cubes. This requirement was to restore the display brightness, color balance and enhance the resolution capabilities which were accomplished in accordance to manufactures guidelines.

Communitronics had to ensure our proposal, in relation to the video cubes installed, met or exceeded the following equipment operational requirements; “had no or low maintenance design, capable of providing higher resolution (1920x1080) or SXGA+ (1400x1050), network capable, superior long term performance and reliability, solid state design which had no lamp, dust filter or color wheels, intelligent automatic brightness and color management, a modular design for fast and easy servicing.” Our proposal met this requirement.

We also installed a Christie TVC-1211 digital display wall controller in the equipment rack that provided the performance, compatibility and versatility required for real world 24x7 video wall applications.

2. Prior Service Performed For:

Company Name: DISA CONUS
Address: 604 Tyler Street
Scott AFB IL 62225

Contact Name: Jay Hill (COR)

Telephone Number: 618-220-9233

Dollar Amount: \$247,343.60

Date of Contract: 18 May 2012

Contract Description:

Communitronics was responsible for maintaining the agency's video teleconferencing and Audio Visual equipment which consist of 168 items of equipment which covers amplifiers, speakers, cassette/compact disk recorder, DVD recorder, microphones, cameras, projectors, matrix switchers and other items of equipment.

Communitronics was responsible for providing all personnel, management, tools, materials, supplies, equipment, and transportation to perform (1) Remedial Repairs; which comprises submitting a written repair report which addressed what was accomplished to repair equipment, develop invoices for repaired or acquired equipment, provide training to government personnel on all newly installed equipment, provide documentation and manuals for all replaced equipment, install and maintain any newly acquired equipment for network expansion and if necessary, install test and configure newly acquired A/V and VTC systems, (2) Emergency Repairs; which comprises providing emergency services on equipment in the areas of fault isolation, running diagnostics, testing and replacement of failed equipment, (3) Software Upgrades; we are responsible for install software upgrades for all applicable touch panels and ensure the software is fully tested before releasing equipment back to the government. (4) VTC Services Integrated Services Digital Network (ISDN) and Internet Protocol)).

Communitronics is responsible for ensuring both conference rooms (Commander's and Main) equipment is in compliance with the Institute of Electrical and Electronic Engineers (IEEE) standards and all equipment modes of operation are functioning at optimal levels. We also are responsible ensuring the roll-around VTC equipment is operating at optimal levels as well. A data base has been developed to ensure the equipment disposition is accurate and timely for report development and invoice submissions in a timely manner.

3. Prior Service Performed For:

Company Name: Quanteq (Force Flow)
Address: 10 Strecker Road
Suite 1170
Ellisville, Mo. 63011

Contact Name: Jim Shaefer (customer representative)

Telephone Number: 618-220-4083

Dollar Amount: \$622,075.49

Date of Contract: September 23, 2011

Contract Description:

Communitronics worked with the Army Corps of Engineers on the renovation of an existing building to accommodate a conference center for USTRANSCOM which comprised a total of 12 rooms to include a Main Hall, Executive Conference Room, 2 Classrooms and 8 Breakout Rooms. Communitronics designed the facilities audio visual and videoconferencing systems. The majority of the systems components are located in a central communication room that feed to each individual AV system. Each system is automated and controlled via a Digital Media Crestron remote control system.

Communitronics installed the infrastructure, 21 ceiling mounted projectors, ceiling recessed electric screens, equipment racks, and secure/non-secure videoconferencing systems. A live camera feed from the Main Hall and the Executive Conference Room are fed to the other System documentation was provided including detailed system drawings, Crestron program files, and manufacturer manuals. Communitronics has a 3 year warranty and preventive maintenance contract on the system.

VISUAL SYSTEMS GROUP, INC.
DUNS: 084567473 CAGE Code: 1WK90
Status: Active

7900 WESTPARK DR STE T610
MC LEAN, VA, 22102-3321,
UNITED STATES

Entity Overview

Entity Information

Name: VISUAL SYSTEMS GROUP, INC.
Doing Business As: VSGI
Business Type: Business or Organization
POC Name: Michael Glazer
Registration Status: Active
Expiration Date: 08/08/2014

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.1278.20131018-1401

WWW2

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



Client#: 277986

VISUASYS1

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

7/10/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services LLC 3190 Fairview Park Drive Suite 400 Falls Church, VA 22042-4546		CONTACT NAME: PHONE (A/C, No, Ext): 703 698-0788 FAX (A/C, No): 610 362-8377 E-MAIL ADDRESS: usi.certrequest@usi.biz	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Berkley Insurance Company	NAIC # 32603
		INSURER B: Berkley Regional Insurance Comp	29580
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
Visual Systems Group, Inc.
 7900 Westpark Drive Ste. T-610
 McLean, VA 22102

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			TCP700171410	12/01/2012	12/01/2013	EACH OCCURRENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COM/OP AGG	\$2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
A	AUTOMOBILE LIABILITY			TCP700171410	12/01/2012	12/01/2013	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR		TCP700171410	12/01/2012	12/01/2013	EACH OCCURRENCE	\$5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC700171510	12/01/2012	12/01/2013	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	<input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A				E.L. EACH ACCIDENT	\$500,000
							E.L. DISEASE - EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The General Liability policy include an Additional Insured endorsement that provides Additional Insured status to the Certificate Holder, only when there is a written contract that requires such status, and only with regard to work performed on behalf of the named insured.

CERTIFICATE HOLDER**CANCELLATION**

Boone County Missouri
 613 E. Ash
 Columbia, MO 65201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

C.A. Fenoglio

© 1988-2010 ACORD CORPORATION. All rights reserved.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

December Session of the October Adjourned

Term. 20 13

County of Boone

} ea.

In the County Commission of said county, on the

19th

day of

December

20 13

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

Now on this day the County Commission of the County of Boone does hereby award bid 49-02DEC13 – Holographic Weapon Sights to Black Rifle, LLC of Columbia, MO. The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 19th day of December, 2013.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins, Senior Buyer
DATE: December 12, 2013
RE: 49-02DEC13 – Holographic Weapon Sights

49-02DEC13 – Holographic Weapon Sights opened on December 2, 2013. Eleven bids were received and the Sheriff Department recommends award by low bid to Black Rifle, LLC of Columbia, MO.

Invoices will be paid from department 2533 – Local Law Enforcement Block Grant, account 23850 – Minor Equipment & Tools (<\$1,000.)

Attached is the Bid Tabulation for your review.

ATT: Bid Tabulation

cc: Captain Gary German, Sheriff Dept.
Sergeant Lance Robbins, Sheriff Dept.
Bid File

Bid Tabulation - 49-02-DEC13 - Holographic Weapon Sights

4.8. Pricing

Description	Tabulated Pricing (Low to High)	Qty	Bidders		4.9. Warranty Information	
New EOTech, Inc. brand XPS2-0 holographic weapon sights	1	Qty	Black Rifle, LLC (Columbia, MO)		2 Year Factory Warranty, full repair or replacement, 30 day in store warranty, replacement. Battery use not covered, improper use or neglect not covered.	
			Unit Price	Extended Price		
	15	\$ 399.62	\$5,994.30			
	2	Qty	Lawmens & Shooters Supply (Vero Beach, FL)		No information provided	
			Unit Price	Extended Price		
	15	\$ 403.24	\$6,048.60			
	3	Qty	Gulf States Distributors (Montgomery, AL)		2 Year Factory Warranty	
			Unit Price	Extended Price		
	15	\$ 409.00	\$6,135.00			
	4	Qty	Streicher's, Inc. (Minneapolis, MN)		Manufacturer's Warranty	
			Unit Price	Extended Price		
	15	\$ 417.00	\$6,255.00			
	5	Qty	Kelley's Police & Tactical Supply (Springfield, MO)		2 Year Factory Warranty	
			Unit Price	Extended Price		
15	\$ 417.47	\$6,262.05				
6	Qty	Kiesler Police Supply (Jeffersonville, IN)		2 Year Factory Warranty		
		Unit Price	Extended Price			
15	\$ 426.00	\$6,390.00				
7	Qty	OMB Guns (Olathe, KS)		Factory warranty		
		Unit Price	Extended Price			
15	\$ 429.00	\$6,435.00				

Bid Tabulation - 49-02-DEC13 - Holographic Weapon Sights

4.8. Pricing

Description	Tabulated Pricing (Low to High)	Qty	Bidders		4.9. Warranty Information
New EOTech, Inc. brand XPS2-0 holographic weapon sights	8	Qty	GT Distributors, Inc. (Austin, TX)		2 Year Factory Warranty
		15	Unit Price	Extended Price	
		\$ 432.83	\$6,492.45		
	9	Qty	Alamar Uniforms (Kansas City, MO)		Lifetime warranty with factory defect
		15	Unit Price	Extended Price	
		\$ 433.55	\$6,503.25		
	10	Qty	SRT Supply Inc. (St. Petersburg, FL)		2 Year Factory Warranty
		15	Unit Price	Extended Price	
		\$ 448.00	\$6,720.00		
	11	Qty	Botach Tactical (Los Angeles, CA)		Lifetime warranty
		15	Unit Price	Extended Price	
		\$ 459.20	\$6,888.00		

Please return all documentation to Auditor's Office.

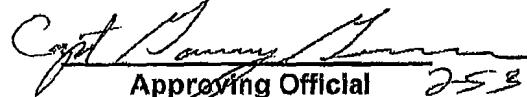
12/5/13**REQUEST
DATE****PURCHASE REQUISITION
BOONE COUNTY, MISSOURI**14943**VENDOR NO.**Black Rifle, LLC**VENDOR NAME**49-02DEC13**BID NUMBER**


Ship to Department # 2533

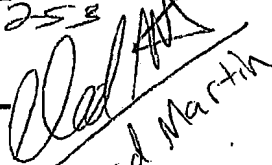
Bill to Department # 2533

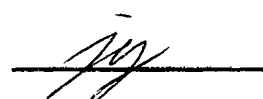
Department	Account	Item Description	Qty	Unit Price	Amount
2533	23850	EOtech, inc. brand XPS2-U holographic weapon sights	13	399.62	\$5,195.06
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
GRAND TOTAL:					5,195.06

I certify that the goods, services or charges above specified are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.


Approving Official 253


Prepared By


Chad Martin



**PURCHASE AGREEMENT
FOR
HOLOGRAPHIC WEAPON SIGHTS**

THIS AGREEMENT dated the 19th day of December 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Black Rifle, LLC**, herein "Vendor."

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 **thirteen (13) new EOtech, Inc. brand XPS2-0 holographic weapon sights**, bid number **49-02DEC13**, any applicable addenda, and the Contractor's bid response. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents this Purchase Agreement, the Request for Bid and any applicable addenda shall prevail and control over the Contractor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with thirteen (13) new EOtech, Inc. brand XPS2-0 holographic weapon sights as follows:

	<u>Unit Price</u>	<u>Qty</u>	<u>Extended Price</u>
XPS2-0 Holographic Weapon Sights:	\$399.62	13	\$5,195.06
<ul style="list-style-type: none"> • Includes 2 year manufacturer warranty, Full repair or replacement, 30 day in-store Warranty, replacement. 			

3. **Delivery** - Vendor agrees to deliver equipment as set forth in the bid documents, FOB Destination, inside delivery, with freight charges fully included and prepaid. Delivery shall be to the Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Sheriff Department and billings may only include the prices listed in the vendor's bid response. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt. 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 Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

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

7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

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

567-2013

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.

BLACK RIFLE LLC

by _____

title _____

[Handwritten Signature]
Manager

BOONE COUNTY, MISSOURI

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

[Handwritten Signature]

APPROVED AS TO FORM:

C.J. Dykhouse, County Counselor

[Handwritten Signature]

ATTEST:

Wendy S. Noren, County Clerk

[Handwritten Signature]

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.)

2533/23850 - \$5,195.06

Jane Pitchford by jg 12/13/13

Signature

Date

Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or **e-mail** will be accepted. **U.S. mail only.**
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price

shall govern.

16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

Department

4. Response Form

- 4.1. Company Name: Black RIFLE, LLC,
- 4.2. Address: 601 BUSINESS LOOP 70 WEST
- 4.3. City/Zip: COLUMBIA, MO 65203
- 4.4. Phone Number: 573-256-0130
- 4.5. E-mail: SALES@BLACKRIFLELLC.COM
- 4.6. Fax Number: 573-256-5561
- 4.7. Federal Tax ID: 26-3047232

- 4.7.1. Corporation
- Partnership - Name _____
- Individual/Proprietorship - Individual Name _____
- Other (Specify) LIMITED LIABILITY COMPANY

4.8. Pricing

Description	Unit Price	Quantity	Extended Price
New EOTech, Inc. brand XPS2-0 holographic weapon sights	\$ <u>399.62</u>	15	\$ <u>5994.30</u>

4.9. Warranty

Please provide details of warranty coverage offered:

Two year manufacturer warranty, full repair or replacement, 30 Day in store warranty, replacement. Battery use not covered, improper use or neglect not covered.

5. ***Federal Grant Requirements for FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program***

- 5.1. **Federal Funds to be Used:** All agreements or contracts will include, and are subject to federal contract conditions (per 28 C.F.R. Part 66.36), statements, assurances and certifications, and said requirements are incorporated herein by reference. The following requirements shall be fully considered in preparing responses and performing work under any resulting award.
- 5.2. **Subawards to Debarred and Suspended Parties:** Boone County will not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."
- 5.2.1. Complete the attached *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions*.
- 5.3. **Protest Provisions:**
- 5.3.1. *Right to Protest.* Any actual or prospective bidder, Offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Boone County Commission. Protesters are urged to seek resolution of their complaints initially with the purchasing agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and could not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.
- 5.3.2. *Stay of Procurements During Protests.* In the event of a timely protest under Subsection (1) of this Section, the purchasing agent will not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the Boone County Commission makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County.
- 5.3.3. *Entitlement to Costs.* In addition to any other relief, when a protest is sustained, the protesting Offeror shall be entitled to the reasonable costs incurred in connection with the solicitation, including bid preparation costs other than attorney's fees.
- 5.3.4. All protests will be reported to the Federal Grant Agency.
- 5.4. **Disadvantaged Business Enterprise Statement:** Contractors offering bids on County contracts funded in whole or in part by assistance from a federal agency shall take the following affirmative steps to assure that small, woman owned, and minority businesses are utilized when possible as sources of supplies, services and construction items.
- 5.4.1. Contractors shall submit the name and other information, if any, about their DBE sub-contractors along with their bid information.
- 5.4.2. Sufficient and reasonable efforts will be made to use qualified DBE sub-contractors when possible on County contracts.
- 5.4.3. Qualified small, woman owned, and minority businesses will be included on solicitation lists as sub-contractors for County supplies, services, and construction.
- 5.4.4. Qualified small, woman owned, and minority businesses will be solicited whenever they are potential sources.
- 5.4.5. When economically feasible, contractors will divide total requirements into smaller tasks or quantities so as to permit maximum small, woman owned, and minority business participation.
- 5.4.6. Where the requirements permit, contractors will establish delivery schedules which will encourage participation by small, woman owned and minority businesses.
- 5.4.7. Contractors will use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprises and the Community Services Administration.
- 5.5. **Conflict of Interest:** The submission of a proposal response to this request shall be deemed a certification that to the best of the Offeror's knowledge, no employee of the County of Boone or member of any Central Missouri Regional Justice Information System committee or its agents, has

any direct or indirect financial or other interest in any agreement, contract or bid for equipment, supplies or work to be furnished under this request. Contractor further certifies that such Offeror has not and will not, either directly or indirectly entered into any agreement, or understanding; participated in any collusion; or otherwise taken any action in restraint of free competitive pricing in connection with this request. Contractor further certifies that contractor will not knowingly provide gratuities to County of Boone employees, or member of any Central Missouri Regional Justice Information System committee or its agents, or to their family members. Contractor shall require all subcontractors at all tiers to be bound by this conflict of interest provision.

- 5.6. **Access to Records and Reports:** The following access to records requirements apply to the resulting contract from this RFP:
- 5.6.1. The Contractor agrees to provide the County, the DOJ Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the resulting contract for the purposes of making audits, examinations, excerpts and transcriptions.
- 5.6.2. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- 5.6.3. The Contractor agrees to maintain all books, records, accounts and reports required under the resulting contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of the contract, in which case Contractor agrees to maintain same until the County, the Grant Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(I) (11).
- 5.7. **Federal Changes:** Contractor shall at all times comply with all applicable federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the resulting Purchase Agreement between County and Contractor, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.
- 5.8. **Civil Rights:**
- 5.8.1. **Nondiscrimination** - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements which the federal government may issue.
- 5.8.2. **Equal Employment Opportunity** - The following equal employment opportunity requirements apply to the underlying contract:

(a) **Race, Color, Creed, National Origin, Sex** - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training,

including apprenticeship.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities.

5.8.3. The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance, modified only if necessary to identify the affected parties.

5.9. **Environmental Compliance:**

5.9.1. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq* , the Clean Water Act, as amended, 33 U.S.C. §1368, Executive Order 11738 and EPA regulations. The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to federal granting agency and the appropriate EPA Regional Office.

5.9.2. The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance.

5.10. **Energy Conservation Requirements:**

5.10.1. The Contractor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

5.10.2. The Contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance.

5.11. **No Obligation by the Federal Government:**

5.11.1. The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

5.11.2. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance under this Contract. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5.12. **Notice of Reporting Requirements:**

5.12.1. Contractor acknowledges that it has read and understands the reporting requirements of Homeland Security stated in 28 C.F.R. §§ 66.40 *et seq.*, 70.50-70.52 and Part III of Chapter 11 of the United States Department of Justices Office of Justice Programs *Financial Guide*, and agrees to comply with any such applicable requirements.

5.12.2. Contractor agrees to include the above clause in each third party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5.13. **Notice of Requirements Pertaining to Copyrights:**

5.13.1. Contractor agrees that Homeland Security shall have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes:

(a) The copyright in any work developed with the assistance of funds provided under this Agreement;

- (b) Any rights of copyright to which Contractor purchases ownership with the assistance of funds provided under this Agreement. 28 C.F.R. §§ 66.34, 66.36(i)(8)-(9).
- 5.13.2. Contractor agrees to include the above paragraph in each third party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
- 5.14. **Patent Rights:** *(applicable to contracts for experimental, research, or development projects financed by Homeland Security. 28 C.F.R. §§ 66.36(i)(8), 70.48(e), Part 70, Appendix A.)*
- 5.14.1. General. If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under this Agreement, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the County and Contractor agree to take actions necessary to provide immediate notice and a detailed report to the Homeland Security.
- 5.14.2. Unless the Government later makes a contrary determination in writing, irrespective of the Contractor's status (large business, small business, state government or instrumentality, local government, nonprofit organization, institution of higher education, individual), the City and Contractor agree to take the necessary actions to provide, through Homeland Security, those rights in that invention due the Government described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.
- 5.14.3. Contractor also agrees to include the above paragraphs in each third party subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by Homeland Security.
- 5.15. **Lobbying:**
- 5.15.1. Contractor shall not use or pay any funds received under this Agreement to influence or attempt to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 5.15.2. Contractor agrees to the provisions of the attached Certification Regarding Lobbying, attached hereto and incorporated herein (applicable for contracts or subcontracts in excess of \$100,000).
- 5.15.3. Contractor agrees to include the above two paragraphs in each third party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
- 5.16. **Compliance with Laws, etc:** The Contractor agrees to comply with the applicable provisions of the Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts; the OCFO Financial Guide; the 2009 Recovery Act – MJCCG/JAG Grant Program Application Packet; and other applicable federal laws, orders, circulars or regulations. Special attention is called to, but not limited to, the local environmental ordinances. Ignorance on the part of the Offeror will in no way relieve him or her from responsibility of compliance with all said laws, ordinances, rules, and regulations.
- 5.16.1. The Contractor agrees to comply with the non-discrimination requirement of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

(Please complete and return with Bid)

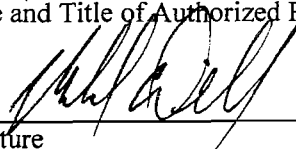
Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Michael O'Dell - Manager
Name and Title of Authorized Representative

 11-29-13
Signature Date

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

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

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

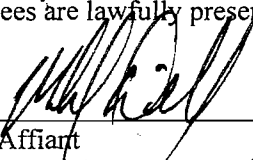
**COUNTY OF BOONE - MISSOURI
 WORK AUTHORIZATION CERTIFICATION
 PURSUANT TO 285.530 RSMo
 (FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Boone)
)ss
 State of MO)

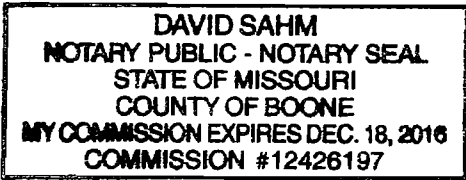
My name is Michael O'Dell. I am an authorized agent of Black Rifle LLC

(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

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


 Affiant 11-29-13
 Date
Michael O'Dell
 Printed Name

Subscribed and sworn to before me this 29 day of November, 2013.




 Notary Public

Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling.

Company ID Number: 731783

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING FOR E-VERIFY EMPLOYER AGENTS

ARTICLE I

PURPOSE AND AUTHORITY

The parties to this Agreement are the Department of Homeland Security (DHS), and **BLACK RIFLE LLC.** (E-Verify Employer Agent). The purpose of this Agreement is to set forth terms by which SSA and DHS will provide information to **BLACK RIFLE LLC.** (E-Verify Employer Agent) on behalf of the E-Verify Employer Agent's client (the Employer). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, SSA, the Employer, and the E-Verify Employer Agent. References to the Employer include the E-Verify Employer Agent when acting on behalf of the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

The Employer is not a party to this MOU. The E-Verify program requires an initial agreement between DHS and the E-Verify Employer Agent as part of the enrollment process. After agreeing to the MOU as set forth herein, completing the tutorial, and obtaining access to E-Verify as a E-Verify Employer Agent, the E-Verify Employer Agent will be given an opportunity to add a client once logged into E-Verify. All parties, including the Employer, will then be required to sign and submit a new MOU. The responsibilities of the parties remain the same in each MOU.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor with the FAR E-Verify clause") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer (through the E-Verify Employer Agent) with available information that will allow the Employer to confirm the accuracy of Social Security Numbers

Company ID Number: 731783

e. Form I-9 procedures for existing employees of Federal contractors with the FAR E-Verify clause: A Federal contractor with the FAR E-Verify clause may choose to complete new Forms I-9 for all existing employees other than those that are completely exempt from this process. Federal contractors with the FAR E-Verify clause may also update previously completed Forms I-9 to initiate E-Verify verification of existing employees who are not completely exempt as long as that Form I-9 is complete (including the SSN), complies with Article II.C.4, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.4, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.4, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.4, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.4, subject to any additional or superseding instructions that may be provided on this subject in the Supplemental Guide for Federal contractors. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor with the FAR E-Verify clause.

2. If the Employer is a Federal contractor with the FAR E-Verify clause, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

E. RESPONSIBILITIES OF E-VERIFY EMPLOYER AGENT

1. The E-Verify Employer Agent agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the E-Verify Employer Agent representatives who will be accessing information under E-Verify.

2. The E-Verify Employer Agent agrees to become familiar with and comply with the E-Verify User Manual and provide a copy of the manual to the Employer so that the Employer can become familiar with and comply with E-Verify policy and procedures

3. The E-Verify Employer Agent agrees that any E-Verify Employer Agent Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The E-Verify Employer Agent agrees that all E-Verify Employer Agent representatives

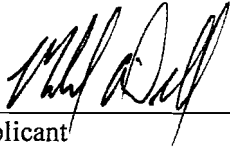
CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

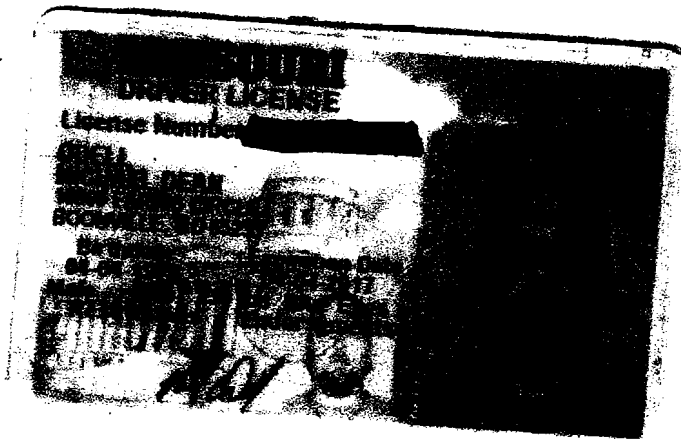
NO 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

NA 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

NA 3. I have provided a completed application for a birth certificate pending in the State of _____ . Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.


Applicant _____ Date _____

Michael O'Dell
Printed Name



MISSOURI DEPARTMENT OF REVENUE
DRIVER LICENSE BUREAU
DRIVER RECORD ADDRESS CHANGE

NAME Michael ODELL		
NEW ADDRESS 5127 CLARK LA #201		
CITY Columbia	STATE MO	ZIP CODE 65202
DRIVER LICENSE NUMBER [REDACTED]		
This card indicates an address change to the Missouri Driver Record.		

DOR 4273-04-2012

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

State of Missouri)
)SS.
County of BOONE)

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

11-29-13
Date

[Signature]
Signature

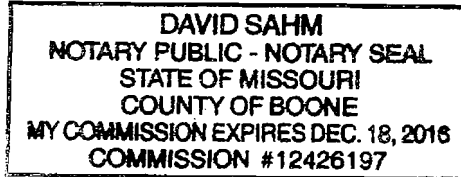
492888898
Social Security Number
or Other Federal I.D. Number

Michael O'Dell
Printed Name

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

[Signature]
Notary Public

My Commission Expires: 12/18/16



STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price

shall govern.

16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

Boone County Purchasing



613 E. Ash, Room 109
Columbia, MO 65201

"No Bid" Response Form

Amy Robbins, 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 BID**

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

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

Bid:

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:



Request for Bid (RFB)

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

Amy Robbins, Senior Buyer
(573) 886-4391 – Fax: (573) 886-4390
Email: arobbins@boonecountymo.org

Bid Data

Bid Number: **49-02DEC13**

Commodity Title: **Holographic Weapon Sights**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Monday, December 2, 2013**

Time: **1:30 P.M. (Bids received after this time will be returned unopened)**

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

Directions: The Purchasing office is located on the Northwest corner of 7th Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Monday, December 2, 2013**

Time: **1:30 P.M. Central Time**

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

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
- 5.0: **Federal Grant Requirements for Justice Assistance Grant (JAG)
Debarment Form
Instructions for Compliance with House Bill 1549
Work Authorization Certification
Certification of Individual Bidder
Individual Bidder Affidavit
Standard Terms and Conditions
"No Bid" Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
 - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
 - Purchasing* - The Purchasing Department, including its Purchasing Director and staff.
 - Department/s or Office/s* - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.
 - Designee* - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
 - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
 - Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
 - Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
 - Supplier* - All business/s entities which may provide the subject goods and/or services.
 - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
 - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
 - 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
 - 1.4. **AWARD** - Award will be made to the Bidder/s whose offer/s provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
 - 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
 - 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);

- 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as "County," proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a contract for the provision of approximately twelve to fifteen (12-15) new EOTech, Inc. brand XPS2-0 holographic weapon sights for the Boone County Sheriff Department.
- 2.2. **MINIMUM TECHNICAL SPECIFICATIONS**
 - 2.2.1. **OPERATION:**
 - 2.2.1.1. **Optics:** Transmission holography – parallax free
 - 2.2.1.2. **Magnification:** 1x
 - 2.2.1.3. **Eye Relief:** Unlimited
 - 2.2.1.4. **Length/Width/Height:** 3.5"x2"x2.4" (88.9 x 50.86 x 60.96)
 - 2.2.1.5. **Weight:** 8oz (227 grams)
 - 2.2.1.6. **Temperature:** -40 to 150 F
 - 2.2.1.7. **Waterproof:** Submersible to 10 ft depth
 - 2.2.1.8. **Sealing:** Fog proof internal optics
 - 2.2.1.9. **Adjustment (per click):** 0.5 MOA (1/2" at 100 yds)
 - 2.2.1.10. **Adjustment Range:** +/- 40 MOA travel
 - 2.2.1.11. **Mount:** 1" Weaver or Picatinny (MIL-STD-1913) rail
 - 2.2.1.12. **Return to Zero:** Repeatable to 2 MOA after re-mounting
 - 2.2.1.13. **Night Vision Compatibility:** none
 - 2.2.2. **HEADS-UP DISPLAY WINDOW:**
 - 2.2.2.1. **Optical Surfaces:** Anti-glare coating
 - 2.2.2.2. **Window Dimensions:** 1.20" x 0.85" (30 x 23mm)
 - 2.2.2.3. **Front Window Material:** 1/8" solid glass
 - 2.2.2.4. **Rear Window Material:** Shatter resistant laminate (3/16" thick)
 - 2.2.2.5. **Field of View (100 yds):** 30 yds (28m) at a 4" eye relief
 - 2.2.3. **ELECTRICAL:**
 - 2.2.3.1. **Brightness Adjustment Range:** 146,000:1 brightest to lowest
 - 2.2.3.2. **Power Source:** (1) 123 lithium battery
 - 2.2.3.3. **Battery Life:** 600 continuous hours at nominal setting 12
 - 2.2.3.4. **Brightness Settings:** 20 settings with scrolling feature
 - 2.2.3.5. **Auto Battery Check Indicator:** Flashing reticle upon start-up
 - 2.2.3.6. **Auto Shut-down:** At 8 hrs – programmable to 4 hrs
- 2.3. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum order quantities or total prices.
 - 2.3.1. All prices shall be FOB Destination, freight prepaid and allowed. This shall mean that the contractor bears all insurance costs and responsibilities for transporting the items, and the cost of freight, delivery, shipping, etc. must be built into the unit cost of the item. The County shall not pay freight, etc. in addition to the price of the item.
- 2.4. **QUANTITY** – All orders shall be placed based upon need. The County reserves the right to deviate from the estimated quantities listed on the Response Form.
- 2.5. **DELIVERY:** Delivery shall be made FOB Destination, inside delivery, with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.5.1. **Delivery Address:** FOB-Destination. Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202.
- 2.6. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202. Payment will be made within 30 days from receipt of an accurate invoice.
- 2.7. **Designee** – Boone County Sheriff Department

- 2.8. **Contact** – Amy Robbins, Boone County Purchasing Department, 613 E. Ash, Room 109, Columbia, MO 65201. Telephone: 573-886-4392 Facsimile: 573-886-4390
Email: arobbins@boonecountymo.org.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline." NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1. **Advice of Award** - Bid results may be viewed on our web page www.showmeboone.com.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1. **Rejection or Correction of Responses** - The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation** - The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2. **Acceptability** - The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

Search Results

Current Search Terms: Black* Rifle* LLC*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.
No records found for current search.

SAM | System for Award Management 1.0

IBM v1.1278.20131018-1401



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20 13

County of Boone

In the County Commission of said county, on the

19th

day of

December

20 13

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

Now on this day, the County Commission of the County of Boone does hereby adopt the Boone County operating budget for fiscal year 2014. The adopted budget shall consist of all appropriations included in the Proposed Budget submitted to the County Commission by the County Auditor, subject to the adjustments shown in the attached Schedule of Changes to the Proposed Budget.

Total appropriations are set forth by line item and are summarized as follows:

- 1) by category of expenditure (i.e., class 1, class 2, etc up to and including class 9.);
- 2) by office, department or spending agency; and,
- 3) by fund.

Appropriations may not be exceeded at the class level for a given office, department, or spending agency without approval pursuant to the County's Budget Adjustment Policy. Total appropriations for each fund are set forth in the individual Fund Statements and are published in the County's FY 2014 Budget. The Proposed Budget submitted by the County Auditor, which is hereby incorporated into this appropriation order by reference, contains detailed documentation and descriptions for each line-item account within each category of expenditure. Appropriations shall be expended only for the purposes that are within the intent of the category in which they are included.

The County Commission approves all employee positions included in the Proposed Budget, adjusted for Commission changes noted in the attached schedule, together with the specified budgeted hours, range, and benefit status for each position.

The County Commission approves appropriations for the specific fixed assets identified in the various fixed asset appropriation accounts and authorizes procurement of the same in accordance with the Budget Adjustment Policy and the County Purchasing Policy adopted by the County Commission.

The County Commission authorizes the County Auditor to re-appropriate unspent FY 2013 grant funds (which may be carried forward into FY 2014 according to the terms of the grant award) upon determination that a remaining balance of the grant award is available for re-budgeting.

Done this 19th day of December, 2013.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

Term. 20

In the County Commission of said county, on the

day of

20

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

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

Schedule of Changes to the Proposed Budget

	<u>Expenditure</u>	<u>Dept.</u>	<u>Account</u>	<u>Revenue</u>	<u>Description</u>
General (Fund #100)					
Contingency	\$ 61,370	1123	86850	\$ -	Potential postage equipment replacement
Computer Hardware	400	1170	91301	-	Re-budget FY 2013 android tablet for development & testing
Computer Hardware	850	1170	91301	-	PC needed for initial operation of Fleet Software
Replacement Computer Hardware	1,600	1170	92301	-	Replace laptop; omitted from original replacement schedule
Replacement Computer Hardware	(200,000)	1170	92301	-	Remove Backup & Recover System; purchased in Dec. 2013
Other Claims Deductible	28,000	1195	71018	-	Increase deductible to an amount consistent with actual costs
Total Changes to General Fund	\$ (107,780)			\$ -	

Assessment (Fund #201)

Contingency	\$ 10,830	2010	86850	\$ -	Potential postage equipment replacement
Total Changes to Assessment Fund	\$ 10,830			\$ -	

Road and Bridge (Fund #204)

Resource Management – Design & Construction Projects re-budgeted from FY2013:

Federal Grant Reimbursement	\$ -	2045	3411	\$ 54,000	Re-budget grant reveue related to Rustic Road Bridge Replacement
Outside Services	210,000	2045	71100		Re-budget Rustic Road Bridge Replacement Project
Outside Services	185,000	2045	71100		Re-budget Creasy Springs Bridge Construction Project
Easement Acquisition Costs	19,200	2045	71118		Re-budget Rustic Road Right-of-way acquisition costs
Subtotal	\$ 414,200			\$ 54,000	
Total Changes to Road & Bridge Fund	\$ 414,200			\$ 54,000	

Facilitites & Grounds (Fund #610)

Grounds Maintenance	\$ 8,000	6100	60400	\$ -	Sidewalk repairs - Ash Street
Grounds Maintenance	9,934	6100	60400	-	Add back contract maintenance for Courthouse Square (2014 is final year); maintenance to be transitioned to county staff
Total Changes to Facilities and Grounds Fund	\$ 17,934			\$ -	

Summary of Changes to the Proposed Budget (By Fund):

	<u>Expenditure</u>	<u>Revenue</u>
Governmental Funds (excluding Capital Project Funds):		
General (Fund #100)	\$ (107,780)	\$ -
Assessment (201)	10,830	-
Road and Bridge (Fund #204)	414,200	54,000
Facilitites & Grounds (Fund #610)	17,934	-
Capital Repairs & Replacements (Fund #620)	-	-
Total	\$ 335,184	\$ 54,000

2014 Budget Summary (excluding Capital Project Funds)

	Major Funds						Total Governmental Funds	Internal Service Funds	Private Purpose Trust Funds	Grand Total
	General Fund	Road & Bridge Fund	Law Enforcement Services Fund	Community Children's Services Fund	911/ Emergency Management Fund	Nonmajor Governmental Funds				
FINANCIAL SOURCES:										
Revenues										
Property Taxes	\$ 3,171,100	1,389,220	-	-	-	-	4,560,320	-	-	4,560,320
Assessments	-	-	-	-	-	156,084	156,084	-	-	156,084
Sales Taxes	13,380,000	13,805,000	3,341,500	6,560,000	9,532,500	1,900	46,620,900	-	-	46,620,900
Franchise Taxes	136,000	-	-	-	-	-	136,000	-	-	136,000
Licenses and Permits	413,512	7,980	-	-	-	138,180	559,672	-	-	559,672
Intergovernmental	1,913,867	1,426,300	9,978	-	-	288,350	3,638,495	-	-	3,638,495
Charges for Services	4,034,545	250,840	-	-	-	1,800,256	6,085,641	4,336,975	-	10,422,616
Fines and Forfeitures	10,000	-	-	-	-	-	10,000	-	-	10,000
Interest	58,622	35,780	9,250	-	-	22,155	125,807	27,905	634	154,346
Hospital Lease	1,816,600	-	-	-	-	517,700	2,334,300	-	-	2,334,300
Other	510,321	13,000	-	-	-	75,525	598,846	22,031	-	620,877
Total Revenues	25,444,567	16,928,120	3,360,728	6,560,000	9,532,500	3,000,150	64,826,065	4,386,911	634	69,213,610
Other Financing Sources										
Transfer In from other funds	-	-	-	-	-	150,000	150,000	-	-	150,000
Proceeds of Long-Term Debt	-	-	-	-	-	-	-	-	-	-
Other (Sale of Capital Assc's, Insurance Proceeds, etc)	5,100	140,950	34,000	-	-	-	180,050	4,500	-	184,550
Total Other Financing Sources	5,100	140,950	34,000	-	-	150,000	330,050	4,500	-	334,550
Fund Balance Used for Operations	1,761,343	2,016,278	50,897	-	-	435,635	4,264,153	1,056,595	2,226	5,322,974
TOTAL FINANCIAL SOURCES	\$ 27,211,010	19,085,348	3,445,625	6,560,000	9,532,500	3,585,270	69,419,753	5,448,006	2,860	74,870,619
FINANCIAL USES:										
Expenditures										
Personal Services	\$ 16,083,987	4,081,897	2,397,013	138,397	473,064	1,244,123	24,418,481	618,900	-	25,037,381
Materials & Supplies	1,348,351	2,459,701	114,783	1,400	-	131,553	4,055,788	62,977	-	4,118,765
Dues Travel & Training	246,704	45,347	26,935	2,340	-	134,305	455,631	660	-	456,291
Utilities	533,942	106,365	68,686	4,310	-	11,818	725,121	429,058	-	1,154,179
Vehicle Expense	532,657	758,365	475	200	-	12,798	1,304,495	16,324	-	1,320,819
Equip & Bldg Maintenance	375,621	307,247	82,344	740	-	31,777	797,729	172,143	-	969,872
Contractual Services	3,420,357	10,005,881	310,160	10,450	2,886,778	818,858	17,452,484	3,935,116	2,860	21,390,460
Debt Service (Principal and Interest)	379,113	-	-	-	-	270,965	650,078	-	-	650,078
Emergency	750,000	250,000	25,000	-	-	12,000	1,037,000	12,100	-	1,049,100
Other	2,882,398	7,275	27,350	200	251,000	528,503	3,696,726	97,428	-	3,794,154
Fixed Asset Additions	547,880	1,063,270	392,879	8,710	-	381,635	2,394,374	103,300	-	2,497,674
Total Expenditures	27,101,010	19,085,348	3,445,625	166,747	3,610,842	3,578,335	56,987,907	5,448,006	2,860	62,438,773
Other Financing Uses										
Transfer Out to other funds	110,000	-	-	-	-	40,000	150,000	-	-	150,000
Early Retirement of Long-Term Debt	-	-	-	-	-	-	-	-	-	-
Total Other Financing Uses	110,000	-	-	-	-	40,000	150,000	-	-	150,000
TOTAL FINANCIAL USES	\$ 27,211,010	19,085,348	3,445,625	166,747	3,610,842	3,618,335	57,137,907	5,448,006	2,860	62,588,773
FUND BALANCE:										
FUND BALANCE (GAAP), beginning of year	\$ 11,811,221	9,880,353	2,142,676	4,805,798	2,250,652	8,494,525	39,385,225	4,680,096	112,063	44,177,384
Less encumbrances, beginning of year	-	-	-	-	-	(601,106)	(601,106)	-	-	(601,106)
Add encumbrances, end of year	-	-	-	-	-	597,746	597,746	-	-	597,746
Fund Balance Increase (Decrease) from operations (NET) *	(1,761,343)	(2,016,278)	(50,897)	6,393,253	5,921,658	(468,185)	8,018,208	(1,056,595)	(2,226)	6,959,387
FUND BALANCE (GAAP), end of year	10,049,878	7,864,075	2,091,779	11,199,051	8,172,310	8,022,980	47,400,073	3,623,501	109,837	59,156,391
Less: FUND BALANCE UNAVAILABLE FOR APPROPRIATION, end of year										
APPROPRIATION, end of year	(47,296)	(1,884,287)	(1,213,301)	-	-	(1,335,684)	(4,480,568)	-	(37,471)	(4,518,039)
NET FUND BALANCE, end of year	\$ 10,002,582	5,979,788	878,478	11,199,051	8,172,310	6,687,296	42,919,505	3,623,501	72,366	46,615,372
Net Fund Balance as a percent of expenditures	36.91%	31.33%	25.50%							

* Net Change = "Total Financial Sources" - "Total Financial Uses" - "Fund Balance Used for Operations"

2014 Matrix of Expenditures by Function and Class— All Governmental Funds Combined Excluding Capital Project Funds

Function	Personal Services	Materials & Supplies	Dues, Travel & Training	Utilities*	Vehicle Expense	Equip & Bldg Maintenance	Contractual Services **	Debt Service (Principal & Interest)	Emergency & Other	Fixed Asset Additions	Total Expenditures
General Government Operations	\$ 5,498,554	\$ 553,389	\$ 209,905	\$ 90,510	\$ 20,338	\$ 224,309	\$ 2,034,259	\$ 379,113	\$ 2,022,307	\$ 531,298	\$ 11,563,982
Public Safety & Judicial - Courts	1,905,830	181,839	63,925	136,151	24,495	50,787	1,104,226	-	270,210	72,902	3,810,365
Public Safety & Judicial - Sheriff/Corrections	8,740,803	787,134	76,376	327,459	440,682	167,198	455,261	-	354,844	563,578	11,913,335
Public Safety & Judicial - Prosecuting Attorney	2,319,325	48,745	26,223	26,087	8,750	12,868	182,413	-	41,907	11,220	2,677,538
Public Safety & Judicial - 911 & Emergency Management	473,064	2,320	17,380	-	-	-	2,886,778	-	251,150	-	3,630,692
Public Safety & Judicial - Other	357,180	4,675	2,625	23,973	16,600	800	257,599	-	50,600	-	714,052
Environment, Protective Inspection & Infrastructure	4,932,393	2,473,236	55,697	114,405	791,130	314,107	10,132,889	-	261,875	1,131,320	20,207,052
Community Health & Public Services	191,332	2,100	3,500	6,440	2,500	1,100	233,006	-	1,371,411	34,056	1,845,445
Other	-	2,350	-	96	-	26,560	166,053	270,965	109,422	50,000	625,446
Total	\$ 24,418,481	\$ 4,055,788	\$ 455,631	\$ 725,121	\$ 1,304,495	\$ 797,729	\$ 17,452,484	\$ 650,078	\$ 4,733,726	\$ 2,394,374	\$ 56,987,907

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 19th day of December 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the following job reclassification in class code 3028: Senior Sign Maintenance Specialist, salary range 29 to salary range 31 and job reclassification in class code 3034: Field Services Technician, salary range 23 to salary range 26. Both effective January 1, 2014.

Done this 19th day of December, 2013.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

The Public Works Department proposes changes to the pay range for two job classifications, Field Services Technician and Senior Sign Maintenance Specialist. Each of these classifications has only one position allocated to the classification. Due to the unique nature of these positions, it is highly unlikely that additional positions would ever be warranted for either classification. The request for a change to these salary ranges is the result of a current review of duties and required skills for these positions as compared to the Maintenance Worker classification series.

FIELD SERVICES TECHNICIAN: Proposed pay range 26 from current 23

The technical skills necessary for this position have evolved somewhat, but a review of current job duties indicates that skill levels and job duties performed by the Field Services Technician are quite comparable to that of a MW III. The FST must have a CDL and be able to operate all types of equipment as well as perform limited diagnosis and repair of various vehicles and equipment. The FST also has responsibility for tracking and entering data on repair orders, and parts and labor. In the interest of internal equity and appropriate compensation, we recommend that the salary range for the Field Services Technician classification be moved from pay range 23 to pay range 26. Total cost of this adjustment (providing an increase equivalent to the difference in the base of the ranges) for 2014 would be \$2,034.

SENIOR SIGN MAINTENANCE SPECIALIST: Proposed pay range 31 from current 29

After a couple of years of experience with the sign production facility and development of the GIS sign inventory, the job description for this position has been revised to reflect the current range of responsibilities and skills utilized. Greater responsibility for supervision of the Sign Maintenance Specialist has also been added to the job description, as this seems to be the most effective way to operate the sign shop. After some experience with the sign production operation, it is apparent that the knowledge and technical skill required to perform these specific functions requires extensive training and experience to develop full proficiency. We believe that the necessary skills are different than, but comparable to the skills required of our MW IV's and Mechanics. Having this position at a lower salary range than the MW IV & Mechanic positions makes it always susceptible to high turnover as incumbents are eligible to bid on higher paying positions. Without continuity in this position, the current level of success of the sign production operation and the mapping inventory would be in jeopardy. The total cost of this adjustment (providing an increase equivalent to the difference in the base of the ranges 29 and 31) for 2014 would be \$1,555.

**POSITION DESCRIPTION QUESTIONNAIRE
BOONE COUNTY**

Description of form: to review a current position for appropriate classification

Procedure:

1. Employee completes Section 1, signs and dates the form and forwards it to their immediate supervisor.
2. Immediate supervisor completes Section 2, signs and dates the form and submits it to their Administrative Authority. (If the employee reports directly to the Administrative Authority, the Administrative Authority would complete Section 2.)
3. Administrative Authority reviews the information, completes Section 3, signs the form and submits it to Human Resources.
4. Human Resources reviews the information and submits it to the Job Classification Committee.
5. Job Classification Committee reviews the request and forwards their recommendation to the Boone County Commission for a decision.

SECTION 1: TO BE COMPLETED BY EMPLOYEE

Name: Deborah Raenell Mackey

Date: 7/17/13

Job Title: Sr. Sign Maintenance Specialist

Dept: Maintenance Operations

Work Schedule (indicate days and hours you work – explain rotating shifts, on-call duties or other unusual work schedules): Usual Hours 7:00 a.m. – 3:30 p.m. or 6:00 a.m – 4:30 p.m, alternate shift scheduling during severe weather events and subject to call-outs as needed to place signs or barricades as needed for public safety.

Immediate Supervisor: Chet Dunn

Location: Boone County

Salary: \$16.71/hr

Total Annual Compensation: \$34,757

B. General Responsibilities (Summarize the primary duties and responsibilities of your position.):

*Manage County Signage Program to address public safety concerns related to road travel and ensure compliance with Federal (Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD)), State, and County Policies and Regulations

Develop and review sign plans to ensure safety of the public and workers on County roads.

*Develop procedures to capture accurate data for GIS System layers in effort to ensure availability of a database which includes a complete, accurate and searchable inventory of sign data available to County and City agencies.

*Set up and run graphic production facility to cost effectively provide county street name and equipment signs, and re-face/recycle all usable regulatory and warning signs. Signage services may also be provided to other county entities as capacity allows.

*Develop and implement a sign assessment, maintenance and management plan to establish and maintain County compliance with MUTCD and FHWA requirements within the published deadlines.

B. Your Duties: Describe in detail your permanent duties and responsibilities. List your most important duties first. Indicate time spent on each duty (approximately what percentage of your time is spent on each task, total amount of time for this job must add up to 100%). Attach additional sheet(s) if necessary.

<u>Duties</u>	<u>% of Time</u>
*Install/replace/maintain regulatory, warning, information and temporary signs	35
*Input and audit sign data in ARC-PAD for County GIS system	5
*Identify, mark, and submit utility locates thru Missouri One-Call and follow/enforce safety protocols.	5
*Fabricate graffics and signs for equipment/county agencies and recycle/reface old signs	25
*Inventory, order, and maintain supply stock levels	5
Coordinate with County Planning, Engineering, Sheriff and GIS for regulatory guidance and provide input to county signage policy and address public safety concerns.	15
Confirmation of information, data verification, and report development using asset management systems.	10

C. List any special tasks you perform less frequently (example: special monthly reports, etc.)

<u>Task</u>	<u>How Often</u>
*Bridge and guardrail maintenance – visual inspection and herbicide application	3 wk/yr
Prepare new or audit old purchase contract bids	Annual

D. Contacts: Explain if an important part of your work is contact with others; describe purpose and frequency and mode of communication such as in-person, telephone, correspondence, etc.

- Address public safety concerns, weekly/as required, with Sheriff Dept/citizens, by phone, email and in person.
- Coordinate work effort, daily, in-person, with crew leaders and Superintendents
- Confirm EMS Coordinates – sign location with Planning Dept via email/telephone
- Coordinate/modify data input daily with GIS Dept. via email/telephone
- Develop reports or sign plans for temporary work zones as requested by Engineering Dept or Superintendents and crew leaders in person.

E. Physical Effort: Describe physical effort required such as lifting, standing, walking, etc.

- Climb up/down flatbed work truck platform; lift, move, set 12 ft poles; lift, move, store, install signs; lift, move, set type II & III barricades; walk with trailer applying herbicide

F. Travel Requirements: Indicate purpose and frequency of travel and whether day or overnight.

- Potential travel for training purposes on very infrequent basis.

G. Supervision of Others (If none, skip to H. Materials and Equipment.)

1. Number of Employees directly under the supervision of this position.

Name Teresa Shaw Title Sign Technician FT or PT (if PT, # of hours) FT

2. Percentage of time spent on supervision and related duties: 30%

3. As a supervisor, do you:

	Yes	No
<i>a. Make daily assignments</i>	X	
<i>b. Approve and disapprove leave requests</i>	X	
<i>c. Reassign job duties on permanent basis</i>	X*	
<i>d. Interview and make hiring recommendations</i>	X*	
<i>e. Recommend disciplinary actions</i>	X	
<i>f. Prepare and conduct performance evaluations</i>	X*	

*Performed jointly or in consultation with Maintenance Operations Manager

4. Is the primary emphasis of your work the technical skill used or the supervision of other employees? Technical and Supervisory

H. Materials and Equipment

1. What are the principle materials and products that you handle such as incoming mail, computer reports, purchase orders, applications, etc.

- Work Request forms which are generated by Public Works staff, the community, Engineering staff or self generated.
- Web-based reports on sign status
- Purchase Orders and shipping invoices
- Signs, posts, hardware, sign blanks, sign films, barricades, traffic cones

2. List the equipment used in your work such as computer, calculator, copy machine, etc.
Juno GPS and Data Collection Unit, FLEXI Expert Graphic Production Suite, Graphitec FC8000 series cutter plotter, ARC GIS Mobile Application for Windows on Toughbook, graphic vinyl plotter cutter system, squeeze press for application, computer, copy machine, cutting tools

One-ton truck with hydraulic driver, fork lift, sprayer pump, chain saw, trimmers, electronic information boards, and various hand tools

I. Source of Instruction

Describe your source of instruction (oral, written, etc.)

Main source of instruction is written in various Federal, State and County publications, which outline the requirements and goals to be met. Based on those requirements, I generate a work plan to address problems, replacements, new installs, and incorrect placements. I consult with Resource Management Engineering staff regularly on questions of public safety as related to signage.

Special or "one-time" instruction is often oral.

J. Decisions

What decisions do you have to make without consulting your supervisor?

All on-site procedural and logistical determinations, worksite safety procedures for self and another sign technician

K. Records and Reports

2. **What records and reports do you personally prepare? How do others use these reports?**
Road file records kept on new installations and regulatory changes which serve to reduce or negate County liability

Individual sign data records kept in GIS system recording over 15 pieces of information on each sign – used to generate replacement reports, budget reports, assist law enforcement, reduce/negate County civil liability

4. **What is the source of data for these reports?**
Primary source is input from sign technician into GIS

Research into road files and Commission records

L. Checking of Your Work and Training

2. **How is your work inspected, checked, or verified?**
Visual inspection/verification

4. **Who inspects, checks, or verifies your work?**
Public Works Superintendents, GIS Director, Engineering staff

4. **How long would it take to train a person to perform your job at an acceptable level or proficiency?**
Six months to 1 year

M. Working Conditions

Describe any conditions where you work that you would consider unfavorable or disagreeable such as noise, dust, fumes, etc.

Traffic, wind, rain, noise, dust

N. Qualifications

What qualifications do you believe are necessary to perform your job adequately (educational level, specific mental or physical abilities, experience on specific equipment, etc.)?

High School Diploma – GED; ability to read, comprehend, and interpret Federal, State and County regulations, manuals, guidelines and policies and apply to sign installation; basic computer literacy to include aptitude for learning or existing knowledge and ability to work in GIS system, on-line mapping applications for utility locates, sign making software, MS Word and Excel, and Cutter-Plotter for sign making.

O. Comments

Please use the space below to make any comments or suggestions about your position. Also, note any significant problems that you experience with the position.

Employee Signature

Date

SECTION 2: TO BE COMPLETED BY IMMEDIATE SUPERVISOR

A. Are the statements of the employee accurate and complete? (Indicate inaccuracies and incomplete items.) Yes

B. Position Salary Range: 26

C. Does Overtime Apply? Yes No

D. Identify the essential duties and responsibilities of the position. *You may want to label all essential duties by placing an asterisk (*) in front of the listed duties/responsibilities on the preceding pages.

Refer to asterisks.

E. Do you believe this position is correctly classified? Yes No

If no, please explain: Several changes in MUTCD requiring implementation plan for retroreflectivity standards within specified deadlines; set-up of sign production area; and integration of sign data into GIS system

F. Does the employee exercise discretion and independent judgment with respect to matters of significance? Yes No If yes, describe how: Work conducted in traffic zones, flood areas, as well as deep digging in utility corridors requires on-site decision making which impacts public and personal safety.

G. Does this position involve office or non-manual work? Yes No

If yes, describe the work: Entering data on GIS system, utility locates, sign making, inventory and record keeping.

H. Supervision provided to this position: Close General Administrative or Policy Directed

How closely is this position supervised? Not close – position is largely autonomous

I. Identify any units, sections or division within the agency that the employee is responsible for managing: Any and all to do with making/placement/locates on signs, entering sign data into GIS system, MUTCD Regulations and deadlines

J. Regularly supervises 1 full-time employees and 0 part-time employees.

K. If recommendations are made regarding the hiring, firing, advancement or other change in employment status of employees, how often are recommendations followed: All considered

L. Describe the employee's involvement in the following activities:

1. Interviewing, selecting and hiring employees:

Yes, if new hire made

2. Training employees:

Yes

3. Setting and adjusting rates of pay for employees:

No

4. Setting employee's hours of work:

No

5. Directing, planning and assigning work:

Yes

6. Evaluating employees:

No

7. Promoting and/or rewarding employees:

No

8. Handling employee grievances/complaints:

No

9. Disciplining employees:

No

10. Maintaining production records for use in supervision or control:

Yes

11. Determining the manner in which the work is performed:

Yes

12. Determining the type of materials or supplies to be bought, stocked or sold:

Yes

13. Controlling the flow and distribution of materials and supplies:

Yes

14. Providing for the safety of employees and the employer's property:

Yes

M. Has any discipline been imposed on this position which results in a loss of pay? Yes No
If yes, describe the length (i.e. 1 hour, 1 day) and type of discipline (i.e. suspension, pay reduction, etc.).

N. Is this position subject to a reduction in pay for less than a full workday? Yes No

O. Summarize the job skills and abilities necessary to perform the duties of this position.

Refer to A, B, C & D.

P. Does the position require a specific college or graduate degree or a specific sequence of college-level courses in a recognized field of science or learning? Yes No If yes, identify the degrees or courses required, or the equivalent combination of work experience and instructional experience.

Q. Does the position primarily involve computer systems analysis to determine hardware, software, or system functional specifications, or design, development, documentation, analysis, creation, testing or medication of computer systems, programs or operating systems? Yes No If yes, describe those duties. _____

R. Does the position primarily involve artistic work requiring invention, imagination, or talent in a recognized field of artistic endeavor (i.e., music, writing, theater, graphic arts, etc.)? Yes No If yes, describe the artistic work:

S. Additional information and comments (additional sheets may be attached.)

Significant changes in responsibility for this position have been driven by the impending retroreflectivity requirements established in the MUTCD as well as the subsequent decision to set up an in-house sign production facility to alleviate the cost burden of meeting those requirements. The new requirements have also contributed to the need to establish an accurate sign inventory which includes several fields of data for each sign. Added technical skills are required for the collection and management of this data.

Supervisor's Signature

Date

SECTION 3: TO BE COMPLETED BY ADMINISTRATIVE AUTHORITY

Additional information and comments (additional sheets may be attached.)

Full proficiency in the use of the graphic software used in sign production and the ARC GIS layer of sign inventory requires extensive training and experience to develop, as does knowledge of MUTCD and FHWA traffic safety standards and regulations. Having a sign shop manager with the ability to manage the workload based on an understanding of safety regulations and concerns who is capable of directing and supervising all aspects of sign assessment, production, and database inventory is extremely valuable to the department. The sign shop currently functions quite autonomously due to the at a high level of proficiency. I believe that the necessary skills are different than, but comparable to the skills required of our MW IV's and Mechanics. Having this position at a lower salary range than the MW IV & Mechanic positions makes it always susceptible to high turnover as incumbants are eleigible to bid on higher paying positions. Without continuity in this position, the current level of success of the sign production operation and the mapping inventory would be in jeapordy.

Administrative Authority or Designee's Signature

Date

**POSITION DESCRIPTION QUESTIONNAIRE
BOONE COUNTY**

Description of form: to review a current position for appropriate classification

Procedure:

1. Employee completes Section 1, signs and dates the form and forwards it to their immediate supervisor.
2. Immediate supervisor completes Section 2, signs and dates the form and submits it to their Administrative Authority. (If the employee reports directly to the Administrative Authority, the Administrative Authority would complete Section 2.)
3. Administrative Authority reviews the information, completes Section 3, signs the form and submits it to Human Resources.
4. Human Resources reviews the information and submits it to the Job Classification Committee.
5. Job Classification Committee reviews the request and forwards their recommendation to the Boone County Commission for a decision.

SECTION 1: TO BE COMPLETED BY EMPLOYEE

Name: James Csolak

Date: 7/15/13

Job Title: Field Services Technician

Dept: Maintenance Operations

Work Schedule (indicate days and hours you work – explain rotating shifts, on-call duties or other unusual work schedules): Unusal Hours 7:00 a.m. – 3:30 p.m. or 6:00 a.m – 4:30 p.m, alternate shift scheduling during severe weather events.

Immediate Supervisor: Rickey Harvey

Location: Boone County

Salary: \$17.69/hr

Total Annual Compensation: \$36,795

A. B. General Responsibilities (Summarize the primary duties and responsibilities of your position.):

*Performs roadside service and delivery of materials and supplies to various job sites as required.

* Performs roadside refueling of vehicles and construction equipment, flat tire dismounting and remounting for motor graders and other constuction equipment, both heavy and light.

*Performs limited diagnosis and mechanical repairs and maintenance to disabled vehicles and equipment; performs field welding tasks to repair equipment.

*Assists mechanics in maintenance and repair of vehicles and construction equipment; performs routine inspections and preventive maintenance on vehicles and equipment as directed by the Shop Superintendent.

*Tracks inventory to order and maintain adequate quantities of motor grader blades, mower blades, snowplow blades, tire chains, common hardware and shop supplies; maintains a variety of records relating to maintenance and repair of vehicles and construction equipment, inputs repair order and parts and labor data into fleet maintenance system.

B. Your Duties: Describe in detail your permanent duties and responsibilities. List your most important duties first. Indicate time spent on each duty (approximately what percentage of your time is spent on each task, total amount of time for this job must add up to 100%). Attach additional sheet(s) if necessary.

<u>Duties</u>	<u>% of Time</u>
*Roadside service and delivery of materials and supplies	30
*Roadside refueling of vehicles and construction equipment, flat tire dismounting and remounting	20
* Diagnosis and mechanical repairs and maintenance to disabled vehicles and equipment	20
* Assist mechanics in maintenance and repair of vehicles and construction equipment	15
*Inventory, order, and maintain supply stock levels, maintain data in fleet management system	15

C. List any special tasks you perform less frequently (example: special monthly reports, etc.)

<u>Task</u>	<u>How Often</u>
Serve on committees as needed	varies
Organize shop storage	monthly
Assist in loading, securing and unloading materials and supplies	weekly

D. Contacts: Explain if an important part of your work is contact with others; describe purpose and frequency and mode of communication such as in-person, telephone, correspondence, etc.

- Daily coordinate with superintendents to prioritize needs in the field – in person and by telephone
- Daily coordinate with mechanics and equipment/vehicle operators to troubleshoot equipment problems, in person and by telephone or radio
- Coordinate daily with vendors to purchase a variety of supplies and repair parts in person and by telephone.

E. Physical Effort: Describe physical effort required such as lifting, standing, walking, etc.

Employee must frequently lift and/or move up to 100 pounds. Employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls; reach with hands and arms to operate tools or controls. Employee is frequently required to stand, walk, climb, stoop, kneel, crouch and crawl. Employee will frequently be required to perform close visual inspection which requires color vision, peripheral vision, depth perception and the ability to adjust focus. Employee required to utilize sense of smell.

F. Travel Requirements: Indicate purpose and frequency of travel and whether day or overnight.

Potential travel for training purposes on very infrequent basis.

G. Supervision of Others (If none, skip to H. Materials and Equipment.)

1. Number of Employees directly under the supervision of this position.

<u>Name</u>	<u>Title</u>	<u>FT or PT (if PT, # of hours)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Percentage of time spent on supervision and related duties:

3. As a supervisor, do you:

<i>a. Make daily assignments</i>	Yes	No
<i>b. Approve and disapprove leave requests</i>	Yes	No
<i>c. Reassign job duties on permanent basis</i>	Yes	No
<i>d. Interview and make hiring recommendations</i>	Yes	No
<i>e. Recommend disciplinary actions</i>	Yes	No
<i>f. Prepare and conduct performance evaluations</i>	Yes	No

4. Is the primary emphasis of your work the technical skill used or the supervision of other employees?

Technical

Supervisory

H. Materials and Equipment

1. What are the principle materials and products that you handle such as incoming mail, computer reports, purchase orders, applications, etc.

- Variety of diagnostic tools and equipment
- Repair parts and supplies
- Repair order tickets and maintenance records

2. List the equipment used in your work such as computer, calculator, copy machine, etc.

Must be able to operate all types of construction equipment and trucks for diagnostics and transportation, operate field service truck which is a one and a half-ton truck with hydraulic driver and crane, utilize a wide variety of power tools and diagnostic equipment, welder and related equipment, computer and fleet software.

I. Source of Instruction

Describe your source of instruction (oral, written, etc.)

Main source of instruction is communication from superintendents.

J. Decisions

What decisions do you have to make without consulting your supervisor?

On-site troubleshooting of equipment repair options and logistical determinations, worksite safety procedures for various field situations.

K. Records and Reports

2. What records and reports do you personally prepare? How do others use these reports?

Vehicle maintenance records which are used to determine maintenance schedules and replacement cycles.

4. What is the source of data for these reports?

Record of activities performed by myself and personal observations obtained from inspection of vehicles and equipment.

L. Checking of Your Work and Training

2. How is your work inspected, checked, or verified?

Visual inspection/verification

4. Who inspects, checks, or verifies your work?

Public Works Superintendents, Mechanics

4. How long would it take to train a person to perform your job at an acceptable level or proficiency?

Six months to 1 year

M. Working Conditions

Describe any conditions where you work that you would consider unfavorable or disagreeable such as noise, dust, fumes, etc.

Traffic, wind, rain, snow, ice, noise, dust

N. Qualifications

What qualifications do you believe are necessary to perform your job adequately (educational level, specific mental or physical abilities, experience on specific equipment, etc.)?

High School Diploma – GED; ability to read, comprehend, and interpret repair manuals, basic computer literacy for recordkeeping.

O. Comments

Please use the space below to make any comments or suggestions about your position. Also, note any significant problems that you experience with the position.

Employee Signature

Date

SECTION 2: TO BE COMPLETED BY IMMEDIATE SUPERVISOR

A. Are the statements of the employee accurate and complete? (Indicate inaccuracies and incomplete items.) Yes

B. Position Salary Range: 23

C. Does Overtime Apply? Yes No

D. Identify the essential duties and responsibilities of the position. *You may want to label all essential duties by placing an asterisk (*) in front of the listed duties/responsibilities on the preceding pages.

Refer to asterisks.

E. Do you believe this position is correctly classified? Yes No

If no, please explain: The classification is correct, however the duties of this position seem to require at least as much skill and experience as required of a MWIII, so pay range 26 would seem to be a more appropriate salary range.

F. Does the employee exercise discretion and independent judgment with respect to matters of significance? Yes No If yes, describe how: Servicing disabled vehicles in traffic zones requires a level of judgement and consideration of safety.

G. Does this position involve office or non-manual work? Yes No

If yes, describe the work: Entering data on fleet software and maintenance of vehicle records.

H. Supervision provided to this position: Close General Administrative or Policy Directed

How closely is this position supervised? This position has supervision from the Shop Superintendent, but is also receives requests for services from the other superintendents.

I. Identify any units, sections or division within the agency that the employee is responsible for managing:

J. Regularly supervises full-time employees and 0 part-time employees.

K. If recommendations are made regarding the hiring, firing, advancement or other change in employment status of employees, how often are recommendations followed:

L. Describe the employee's involvement in the following activities:

1. Interviewing, selecting and hiring employees:

None

2. Training employees:

Minimal, may work with new employees to orient them to maintenance practices.

3. Setting and adjusting rates of pay for employees:

No

4. Setting employee's hours of work:

No

5. Directing, planning and assigning work:

No

6. Evaluating employees:

No

7. Promoting and/or rewarding employees:

No

8. Handling employee grievances/complaints:

No

9. Disciplining employees:

No

10. Maintaining production records for use in supervision or control:

Yes

11. Determining the manner in which the work is performed:

No

12. Determining the type of materials or supplies to be bought, stocked or sold:

Yes

13. Controlling the flow and distribution of materials and supplies:

Yes

14. Providing for the safety of employees and the employer's property:

Yes

M. Has any discipline been imposed on this position which results in a loss of pay? Yes No
If yes, describe the length (i.e. 1 hour, 1 day) and type of discipline (i.e. suspension, pay reduction, etc.).

N. Is this position subject to a reduction in pay for less than a full workday? Yes No

O. Summarize the job skills and abilities necessary to perform the duties of this position.

Refer to A, B, C & D

P. Does the position require a specific college or graduate degree or a specific sequence of college-level courses in a recognized field of science or learning? Yes No If yes, identify the degrees or courses required, or the equivalent combination of work experience and instructional experience.

Q. Does the position primarily involve computer systems analysis to determine hardware, software, or system functional specifications, or design, development, documentation, analysis, creation, testing or medication of computer systems, programs or operating systems? Yes No If yes, describe those duties. _____

R. Does the position primarily involve artistic work requiring invention, imagination, or talent in a recognized field of artistic endeavor (i.e., music, writing, theater, graphic arts, etc.)? Yes No
If yes, describe the artistic work:

S. Additional information and comments (additional sheets may be attached.)

Internal equity is the primary reason for requesting this review.

Supervisor's Signature

Date

SECTION 3: TO BE COMPLETED BY ADMINISTRATIVE AUTHORITY

Additional information and comments (additional sheets may be attached.)

Administrative Authority or Designee's Signature

Date

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

}
} ea.

December Session of the October Adjourned

Term. 20 13

County of Boone

In the County Commission of said county, on the

19th

day of

December

20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the recommendation by the Job Classification Committee to establish a new position classification titled Senior Accountant/Financial Analyst within the County's Salary Plan, effective January 1, 2014. The position will have a new class code number 1006, Range 43, and be classified as non-exempt.

Done this 19th day of December, 2013.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner



BOONE COUNTY AUDITOR

JUNE E. PITCHFORD, CPA

BOONE COUNTY GOVERNMENT CENTER

801 East Walnut, Room 304 □ Columbia, MO 65201-7729 □ (573) 886-4275 OFFICE □ (573) 886-4280 FAX

November 6, 2013

To: Range Classification Committee
RE: New Classification for Sr. Accountant/Financial Analyst

Background information and justification:

Voter approval of the children's services sales tax proposal (November 2012) and the 911/OEM sales tax proposal (April 2013) will have a significant impact on the Auditor's Office. This follows several years of cumulative impact resulting from two other voter-approved sales tax expansions: one-half cent road sales tax and the one-eight cent law enforcement sales tax. After the 911/OEM sales tax proposal was approved in April 2013, I discussed the need for additional accounting staff with the County Commission and advised them that I would be re-aligning existing duties and assigning new duties, which would necessitate a reclassification of the two existing Accountant positions. I discussed my intentions and rationale with Nicole Galloway (Treasurer) and Pat Lensmeyer (Collector) shortly thereafter, as they each have one Accountant position on staff and I wanted them to be aware of my reclassification request. Nicole stated that she had assumed that Caryn and Jason were already classified at a higher range than the Accountant position in her office and did not see any immediate impact on her office. Pat stated that she understood the need and my rationale, but was not in a position at that time to assess the impact, if any, on her office. I have provided each of them a copy of the proposed job description and advised them that the Job Classification Committee is reviewing the request.

The Commission approved funding for the additional Accountant position in July 2013 at which time I advised the Commission that I would submit the reclassification request as a FY 2014 supplemental request, using a placeholder range (R43), with the final range to be recommended by the Job Classification Committee.

Listed below are the primary reasons for requesting a new Class Code and range for a Sr. Accountant/Financial Analyst position. See the Proposed Job Description for additional information.

1. Fiscal growth and expansion has resulted in the need for me to assign "coordinating" responsibilities to Caryn and Jason. They are now responsible for managing significant business processes for the Auditor's Office: Jason is responsible for fiscal year closing/analytical review, CAFR preparation, and audit coordination while Caryn is responsible for county-wide budget-related activities and coordinating internal processes and deadlines for the Auditor's Office.
2. The County needs to improve its budget planning for equipment replacement, as well as its long-range planning in general. I have re-assigned certain duties to the new Accountant position and I am assigning new duties to Caryn and Jason related to this need.
3. Increased volume and complexity of tasks. Examples: Road and Bridge Sales Tax Distribution calculations (County Commission approved a new formula which is now administered by the Auditor's Office); transfer of 911 operations to the County; new Community Services Department (including Children's Community Services Sales Tax); increased number of court-related grants; TIF calculations (sales tax); Collector's Office receipt/distribution and bank reconciliation review.
4. I need an appropriate job description and range in the event of turnover. This is an area of high risk to the office, in my opinion. The County's fiscal and budget operations have grown and expanded such that it is necessary to recruit and hire individuals who possess the necessary qualifications and experience to handle the increased responsibilities. The responsibilities and tasks currently performed are significantly beyond the scope of the current job description such that in the event of turnover, I believe that I would be unable to recruit *qualified and experienced* applicants.

I look forward to discussing this further with you on Friday.

Requesting New Range Classification/Class Code

Job Title: Sr. Accountant/Financial Analyst (Suggested title-- Final job title TBD)
Reports To: Administrative Authority (Auditor)
Department: Auditor's Office
FLSA Exempt: TBD
Job Code: TBD
Range: TBD
Effective Date: 1/1/2014

Work is performed under the immediate supervision of the County Auditor, Boone County's Accounting and Budget Officer. ***This senior-level accountant position is distinguished from the accountant position within the Auditor's office in that the senior-level position is responsible for significant coordinating responsibilities pertaining to county-wide financial reporting activities and county-wide budget activities.*** In addition, within the Auditor's Office, the most complex budgets (such as Internal Service Funds and major special revenue funds) are assigned to senior-level accountants.

Essential Functions:

Accounting and Financial Reporting-- Provides high level professional accounting functions for all funds within the County's reporting entity (General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Internal Service Funds, and Fiduciary Funds).

Primary activities include interpreting and applying accounting rules (GAAP- generally accepted accounting principles) and applicable Governmental Accounting Standards Board (GASB) pronouncements to all financial activities and transactions of the County. Reviews new GASB pronouncements to determine applicability and assists the Auditor in developing implementation strategies. Assist the County Auditor with the development of internal control, financial, accounting, and reporting policies. Review accounting transactions generated by other County offices and provides accounting guidance as needed to ensure compliance with the County's financial policies, accounting standards, and/or financial reporting requirements; initiate corrective action when needed. Advise County offices and departments concerning allocation of funds, assignment of accounting codes, accounting treatment, and other financial matters. Researches and analyzes all financial operations associated with assigned county funds and/or departments. Prepares adjusting entries for county funds in conjunction with the annual fiscal year closing process and coordinates the year-end internal analytical review process. Responsible for coordinating financial statement and annual audit preparation activities for the Auditor's Office and coordinates the compilation and preparation of the Comprehensive Annual Financial Report, or CAFR (Basic Financial Statements, Notes to the Financial Statements, Required Supplementary Information, Other Supplementary Information, and the Statistical Section) and all other related reports. Plans and coordinates the preparation of the Schedule of Federal Awards (SEFA). The coordinating role for the CAFR and SEFA entails developing an overall timeline (with specific tasks and deadlines) and communicating this to other Auditor's Office staff and monitoring progress to ensure that work is completed in accordance with deadlines.

Prepares ad hoc financial analysis and reports for various federal/state/local agencies, county officials, commission-appointed committees, external auditors and others as needed or as directed by the County Auditor. Attends and presents financial information at commission meetings, work sessions, or other meetings as needed.

May perform internal audits of County operations and financial activities, systems, and processes.

Financial Analysis and Budget Development—Assists County Auditor in developing financial forecasts and projections: determines relevant data, locates data sources, collects data, designs and runs analyses, and summarizes findings in a useful and effective reporting format. Assist the Auditor in designing and implementing long-range financial planning activities. Ability to utilize technology such as AS400 (IBM i-series), spreadsheet formulas, queries, etc... to collect, analyze, and summarize financial data for financial decision-making purposes. Researches, designs, and develops technical financial reports to present complex financial and statistical information in a clear and succinct manner for budgeting and other financial functions.

Develops and expands working knowledge and understanding of the County's various departmental operations. Plans, prioritizes, and organizes work flow effectively to assist County officials and department directors with the County-wide budget process, working under pressure with strict deadlines.

Assist the County Auditor in developing and implementing financial and budgeting policies and guidelines. Prepares internal service charge allocations, calculates all personnel salaries and benefits for the annual budget, and coordinates with the Human Resources Department (or other appropriate personnel) to implement salary classification and reorganization requests approved during the budget process. Develops, coordinates, and conducts financial and budget training and assists user department personnel in the preparation of revenues and expenditures in the budget system. Coordinate directly with high level management and other professional staff within the County in the preparation, review, and production of the budget document. Performs analyses of various departmental data during the budgeting process and prepares detailed and summary information packets for budget meetings while effectively managing multiple budget projects under stringent deadlines. Reviews departmental estimates and requests for compliance with budget guidelines, consistency, reasonableness, and completeness; analyzes trends, identifies and compiles relevant financial data, noting areas of concern for referral and discussion with the County Auditor. Plan and coordinate the internal budget preparation process for Auditor's Office staff. This entails developing a detailed internal budget calendar and coordinating budget activities and deadlines for Auditor's Office staff as well as personnel in other offices. Oversee the compilation and analysis of data for the published budget book, including the preparation of tables, charts, graphs, reports, and summaries. Compiles and analyzes data needed for capital asset replacement planning, and any other financial or budget-related activity.

Prepare and/or review budget revisions and budget amendments for assigned departments and approve for Auditor's signature; assess future budgetary impact for each. Perform mid-year review of assigned budgets and develop estimates for current year actual revenues and expenditures. Perform research on budgeting issues, assessing financial environment, and make recommendations

based on findings. Demonstrate ability to tactfully address future fiscal and/or operational ramifications of decisions being considered by County management and staff.

Review and approve all Personnel Action Forms for assigned departments; review and certify all contracts for assigned departments.

General-- Demonstrate initiative in planning, scheduling, adhering to deadlines, and identify ways to improve and/or streamline the financial reporting and budgeting processes. Identify software/program deficiencies and functionality improvements; prepare IT HelpDesk request and assist Auditor in defining end-user requirements, testing, and implementation.

Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work including elected officials, department directors, managers, and other professional and clerical staff, as well as similar positions within other agencies and entities.

Minimum Qualifications—Bachelor's degree in Accounting and five years of successful, increasingly responsible experience as an accountant with some of the experience specific to governmental entities or any equivalent combination of education and experience which would provide the following knowledge, skills, and abilities: considerable knowledge of accounting practices and procedures in a government setting; ability to interpret and implement accounting rules and procedures; federal and state withholding, social security, and other pertinent laws; current federal, state, and local grant regulations; ability to extensively use computers and related accounting software/systems in performing financial job tasks, specifically spreadsheet manipulation using formulas, links, etc; ability to set up and develop databases, extracting data, trouble-shooting and preparing graphs and reports used to analyze the County's financial position and the fiscal impact of operational decisions; thorough knowledge and experience in governmental operating and capital budgeting including knowledge of principles, theories, organizational structure, functions, and operations. Ability to evaluate and formulate policies and procedures, make appropriate recommendations, and implement approved recommendations; knowledge of research and analysis methodologies and the ability to conduct research and prepare comprehensive reports in a clear and succinct manner. Skill in communicating complex ideas effectively, both orally and in writing, and in making presentations to groups. Ability to work well with all levels of elected officials, department directors, managers and other employees. Ability to manage time and work under pressure with stringent deadlines.



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Accountant</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Administrative Authority</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Various</u>	JOB CODE: 203	

DEFINITIONS:

With general supervision, performs professional accounting work such as maintaining ledgers, analyzing account information, preparing and analyzing budgets, reconciling accounts and preparing financial reports.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Participates in development of policies and procedures for annual budget process; coordinates with Information Technology to develop procedures and reports; analyzes and reviews budget submissions and budget requests; evaluates revenue and expenditure projections; meets with Auditor, elected officials and department heads to review budgets; develops and updates budget presentations and analysis.

Provides budget analysis throughout the year; updates Auditor on budget-items; evaluates and recommends approval of requests for budget revisions and amendments; reviews and certifies contracts; reviews and approves fixed asset purchase requests and personnel action forms; maintains spreadsheet documenting all fixed asset purchases; maintains up-to-date grant files and tracks major construction projects.

Assists in development of accounting policies and procedures and advises departments; assists departmental staff with use of on-line accounting/budgeting procedures; reviews daily accounting systems reports for verification; performs month-end closing, including review of balance sheet accounts; assists with year-end closing, year-end accrual, year-end balance sheets, and budget reports; prepares reports and schedules for outside auditors and works with audit staff to coordinate audit functions and compile final report.

Updates bank reconciliation and balance ledgers; balance cash for all county funds; tracks investment-calculated interest earned for each fund; prepares monthly statements for outside entities; calculates bond principle and interest payments for all issues; calculates interest for inter-fund borrowing; calculates all financing for Neighborhood Improvement Districts.

Tracks Credit Card payments; processes payment requisitions, journal entries, budget revisions/amendments; checks payroll and ACH transfers; balances and remits monthly retirement contributions.

Balances cash and desk drawers; prepares summary of collections and delivers cash, checks and documentation to Treasurer; prepares monthly spreadsheet for all taxing entities; collects tax revenue, and processes payments; balances, prepares and verifies monthly tax distributions and prepares annual report for the State of Missouri; create spreadsheets and make journal entries for refund checks; identifies and resolves problems related to balancing and distribution.

Reconciles tax billings, collections, deposits, distributions and fund balances daily, monthly and annually. Develops monitors and controls electronic transfer of tax remittances and reconciles with bank records.

Acts as a notary.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of Generally Accepted Accounting Principles
2. Considerable knowledge of Boone County policies and procedures.
3. Considerable knowledge of automated accounting systems
4. Skill in the use of personal computers, especially of spreadsheet software.
5. Skill in analysis, problem solving, and mathematics.
6. Skill in developing and maintaining cooperative working relationships with other County Departments.
7. Skill in written and oral communication.
8. Considerable skill in cash handling
9. Skill in dealing with the public in a professional and courteous manner.

MINIMUM QUALIFICATIONS:

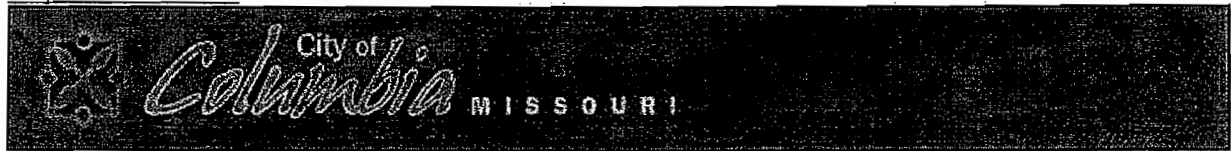
Bachelor's degree in Accounting or related field and three years' governmental accounting experience or equivalent combination of education and experience.

APPROVALS:

Administrative Authority: _____ Date: _____
 (Signature)

HR Director: _____ Date: _____
 (Signature)

[Skip to Main Content](#)



- [Home](#)
- [Search Jobs](#)
- [Search Position Library](#)
- [Create Account](#)
- [Login](#)
- [Help](#)

Note to Permanent City of Columbia employees: [Click Here](#) if you need to update your contact information.

[Pay Grid-Permanent Positions](#)

[Pay Grid-Temporary Positions](#)

Senior Accountant

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Position Details

Position Information

Position Title Senior Accountant
Pay Grade 19
Job Code 06203
FLSA Exempt
Division ACCOUNTING

Job Description Summary Work is performed under the immediate supervision of the Comptroller. This is senior-level professional financial and accounting work.

Work Performed Provides all high level professional accounting functions for all funds within the city (General Fund, Special Revenue Funds, Debt Service Funds, Enterprise and Internal Service Funds, Trust and Capital Project Funds) interpreting all accounting rules and procedures of Governmental Accounting Standards Board (GASB) that the city is required to follow. Review pronouncements from GASB and determine necessary city implementation measure if applicable. Complies records and maintains assigned payroll records and prepares monthly, quarterly and annual financial statements and reports for city management, council, and for local, state and federal authorities. Reviews all financial documents and materials and prepares the Comprehensive Annual Financial Report (CAFR) including notes to the financial statements and statistical tables

Underlining indicates duties applicable to positions in Auditor's office

and assists in preparing the City's Annual Budget in accordance with GAAP and GFOA certification programs. Provides oversight and advises departments concerning allocation of funds, assignment of accounting codes, and various other financial activities. Researches and analyzes all financial operations associated with all the funds; (council minutes, transfers, reconciliations, audits, tax data, city payments and receipts etc.) Closes financial transactions on a monthly basis for all assigned funds and associated accounts, corrects, edits, and prepares summaries and reports as needed or requested. Works closely with public and private auditors completing reports for HUD, CDBG, FTA/FHWA, NTD etc releasing appropriate records and information once issues and concerns have been resolved and responded to. Must provide timely and accurate feedback to the numerous local/state/federal authorities that monitor and govern the financial and operational activities of all city services/functions. May perform internal audits on City operations and financial systems. Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work including department heads and professional and clerical staff. Prepares journal entries for expenditures, and accruals on all funds. Records and reports sales tax on appropriate enterprise activities to the Department of Revenue. Develops and prepares monthly revenue and expenditures summaries for enterprise activities and presents financial statement to appropriate boards, commissions, and/or city management. Prepares and balances monthly reports on all accounts for the general ledger on expenditure appropriations, revenue allocations, receivables, payables, and inventory. Prepares monthly and/or quarterly revenue and expenditures, capital outlay, and fixed assets reports for review by management. Directs and coordinates activities with various other government agencies on collaborative financial efforts between the city and the agencies. Attends municipal board and commission meetings as needed. Performs related duties as needed or assigned.

**Minimum
Qualifications**

Possession of a Bachelor's degree in Accounting and three years of successful, increasingly responsible experience as an accountant; with some of the experience specific to municipal/public accounting or any equivalent combination of education and experience which would provide the following knowledge, skills, and abilities: Considerable knowledge of accounting practices and procedures in a government setting; Ability to interpret and implement accounting rules and procedures; federal and state withholding, social security, and other pertinent laws; and current federal, state, and local grant regulations. Extensive knowledge of municipal computerized information systems and related accounting/business software applications. Demonstrates attention to detail and commitment to accurate results. Ability to evaluate and formulate policies and procedures, make appropriate recommendations, and implement approved recommendations. Knowledge of research methodologies. Ability to conduct research, prepare comprehensive reports and present complex financial and statistical information in a clear and succinct fashion. Skill in communicating complex ideas effectively, both orally and in writing, and an ability to make presentations. Ability to work well with all levels of officials and employees. Ability to develop accounting procedures and to monitor compliance with existing ones. Ability to successfully lead subordinate personnel and establish effective working relationships with others. Excellent work history and attendance record.

**Supervision
Exercised**

Supervision may be exercised over accounting assistant and clerical staff during short term projects. May provide recommendations concerning the hiring of new personnel as well as, the promotion and assignment of present employees.

©2012 City of Columbia

[Skip to Main Content](#)



- [Home](#)
- [Search Jobs](#)
- [Search Position Library](#)
- [Create Account](#)
- [Login](#)
- [Help](#)

Note to Permanent City of Columbia employees: [Click Here](#) if you need to update your contact information.

[Pay Grid-Permanent Positions](#)

[Pay Grid-Temporary Positions](#)

Financial Analyst

Below you will find the details for the position including any supplementary documentation and questions you should review before applying to the opening. To apply to the position, please click the **Apply to this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Position Details

Position Information

Position Title Financial Analyst
Pay Grade 19
Job Code 06204
FLSA Exempt
Division ADMINISTRATION (Finance)

Job Description Summary Work is performed under the immediate supervision of the Budget Officer. This is senior-level professional financial work.

Work Performed Serves as acting Budget Officer in their absence. Develops financial forecasting models; determines relevant data; locates sources; collects data, runs analyses and reports findings. Researches, designs and develops technical financial reports to present complex financial and statistical information in a clear and succinct fashion for budgeting and other financial functions. Ability to utilize technology such as AS400, GIS, database, and spreadsheet formulas, queries and reports to collect, analyze, and report information used to make financial decisions. Plans, prioritizes, and organizes work flow effectively to assist departments with the city-wide budget process working under pressure with strict deadlines. Knowledge and understanding of department operations. Assists with developing and implementing management's financial and

Underlining indicates duties applicable to positions in Auditor's office

Assists Auditor

budgeting policies and guidelines. Prepares intragovernmental charge allocations, calculates personnel salaries and benefits for the next budget year, and coordinates with Human Resources staff to verify the authorized personnel count and implement classification and reorganization requests approved during the budget process. Completes the GFOA budget review application and keeps abreast of changes to GFOA budget guidelines. Develops, coordinates, and conducts financial training and assists user department personnel in the preparation of revenues and expenditures in budget system; personnel costs, and other related information. Coordinates directly with high level management and other professional staff within the City in the preparation, review, and production of the budget. Performs analyses of various departmental data during the preliminary budgeting process and prepares detailed information packets for budget meetings while effectively managing multiple budget projects under stringent deadlines. Reviews departmental estimates and base budget requests for compliance with management guidelines and completeness, analyze trends, and reports discrepancies and areas of concern to management for resolution. Assists in the compilation and analysis of data and the preparation of tables, charts, graphics, reports, and summaries to be used in the City's budget document, CIP document and the ten-year financial trend manual. Prepares written documents that are technical in nature but must be understood by non-financial personnel. Demonstrates initiative in meeting deadlines and target dates and identifies ways to improve and/or streamline the budget process. Review future changes to the GFOA budget guidelines and identify ways to implement. Performs mid-year review of changes in personnel counts and budget amendments to identify future budget impacts. Performs research on budgeting issues and performance measurements in an ever changing financial environment and makes recommendations based on findings. Displays ability to tactfully address future ramifications of decisions being considered by management and staff. Performs related duties as needed or assigned.

**Minimum
Qualifications**

Possession of a Bachelor's degree in Finance, Accounting, Business Administration, or Public Administration with three years of successful, increasingly responsible experience in financial areas with extensive experience in computer related data analysis manipulation; or any equivalent combination of education and experience which would provide the following knowledge, skills, and abilities: Ability to extensively use computers and related business/accounting software/systems in performing financial job tasks, specifically spreadsheet manipulation using formulas, links etc. Ability to set up and develop databases, extracting data, trouble shooting and preparing graphs and reports used to analyze the City's financial position. Ability to develop and maintain tables and graphs and design and debug complex macros in spreadsheet and data processing programs. Thorough knowledge and experience in Governmental Operating and Capital Budgeting including knowledge of principles, theories, municipal organizational structure, functions, and operations. Ability to evaluate and formulate policies and procedures, make appropriate recommendations, and implement approved recommendations. Knowledge of research methodologies. Ability to conduct research, prepare comprehensive reports and present complex financial and statistical information in a clear and succinct fashion. Skill in communicating complex ideas effectively, both orally and in writing, and making presentations to large groups. Ability to work well with all levels of officials and employees. Ability to develop, coordinate, and conduct financial training. Ability to manage time and work under extreme pressures due to stringent, unforgiving deadlines. Excellent work history and attendance record. High work ethic, extremely organized, quick learner, and a proven record demonstrating considerable initiative in performing job tasks.

Supervision Exercised Supervision is exercised over interns, part-time employees, and various full-time staff during short-term projects.

© 2012 City of Columbia

Minimum
Salary as a %
of Benchmark

City of Columbia Finance/Accounting Positions

	Range	Minimum	Maximum	County Equivalent Range - Apply % to Range of Benchmark Position
				Range Minimum Midpoint Maximum
Director of Finance	36	\$ 101,675	\$ 148,111	97
Asst. Director of Finance	28	\$ 68,981	\$ 100,764	
Budget Officer	26	\$ 62,623	\$ 91,551	60 \$ 57,320 \$ 71,650 \$ 85,980
Controller	26	\$ 62,623	\$ 91,551	
Financial Project Manager	26	\$ 62,623	\$ 91,551	
Treasurer	25	\$ 59,667	\$ 87,262	57 \$ 53,227 \$ 66,534 \$ 79,841
Internal Auditor	22	\$ 51,617	\$ 75,598	
Accounting Supervisor	21	\$ 49,173	\$ 72,078	
Financial Analyst	19	\$ 44,656	\$ 65,526	43 \$ 37,670 \$ 47,008 \$ 56,506
Sr. Accountant	19	\$ 44,656	\$ 65,526	43 \$ 37,670 \$ 47,008 \$ 56,506
Accountant	16	\$ 38,644	\$ 56,830	37 \$ 32,483 \$ 40,604 \$ 48,725
Accounting Assistant (handles A/P)	9	\$ 27,718	\$ 40,936	27 \$ 25,376 \$ 31,720 \$ 38,064
Cashier	5	\$ 23,288	\$ 34,112	

Benchmark Pos. →

State of Missouri Finance/Accounting Positions

Accountant III	A26	\$ 39,480	\$ 57,816	41 \$ 35,855 \$ 44,819 \$ 53,783
Accountant II	A23	\$ 35,340	\$ 50,088	37 \$ 32,483 \$ 40,604 \$ 48,725
Accountant I	A18	\$ 29,172	\$ 41,016	
Budget and Planning Senior Analyst	A29	\$ 45,108	\$ 65,556	47 \$ 41,581 \$ 51,976 \$ 62,372
Budget Analyst III	A28	\$ 42,552	\$ 62,856	45 \$ 39,578 \$ 49,472 \$ 59,366
Budget Analyst II	A23	\$ 35,340	\$ 50,088	

Benchmark Pos. →

University of Missouri (Columbia campus) Finance/Accounting Position

Senior Accountant	507	\$ 30,572	\$ 53,583	43 \$ 37,670 \$ 47,008 \$ 56,506
Senior Budget Analyst	746	\$ 49,418	\$ 83,024	70
Senior Fiscal Analyst	582	\$ 37,392	\$ 62,821	53 \$ 48,221 \$ 60,277 \$ 72,332
Fiscal Analyst	61	\$ 28,246	\$ 44,220	
Budget Analyst	n/a	n/a	n/a	
Accountant	60	\$ 26,104	\$ 40,705	37 \$ 32,483 \$ 40,604 \$ 48,725

Benchmark Pos. →

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 19th day of December 20 13

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

Now on this day the County Commission of the County of Boone does hereby authorize Chet Dunn, Road Maintenance Operations Manager, to over-hire into position #146, Maintenance Worker II, and move Caleb O'Keef into said position taking effect December 23, 2013 and continuing until June 30, 2014. The additional cost will be covered from budgetary savings.

Done this 19th day of December, 2013.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill

Presiding Commissioner

Karen M. Miller

Karen M. Miller

District I Commissioner

Janet M. Thompson
Janet M. Thompson

District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

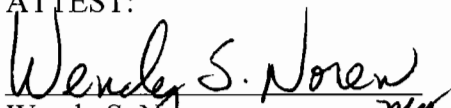
In the County Commission of said county, on the 19th day of December 20 13

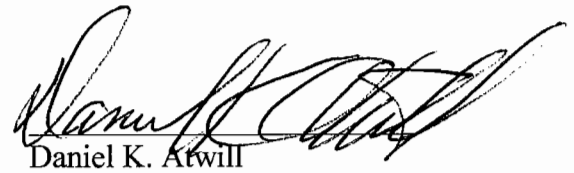
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize, in the interest of public safety, the temporary closure of Breedlove Drive due to the hazardous terrain and dangerous conditions created by winter weather. The closure would take place beginning at Fiddle Creek Lane and continue approximately 3,000 feet to the east. This section of Breedlove Drive would only be closed during inclement winter weather.

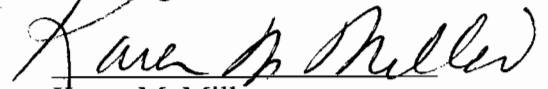
Done this 19th day of December, 2013.

ATTEST:

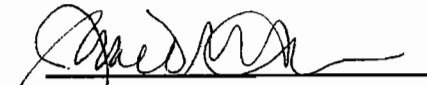

Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner

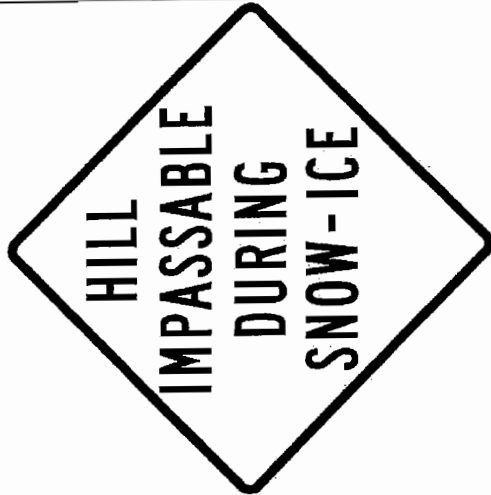


Karen M. Miller
District I Commissioner

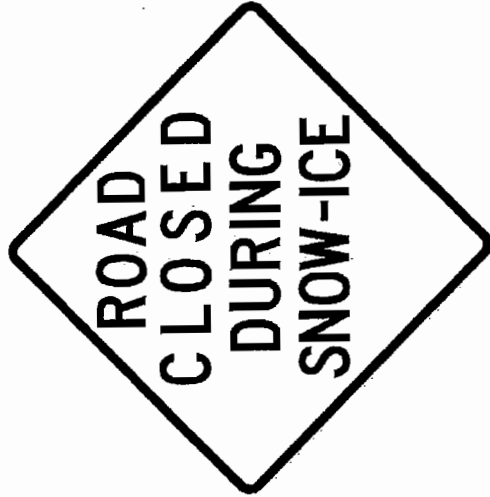


Janet M. Thompson
District II Commissioner

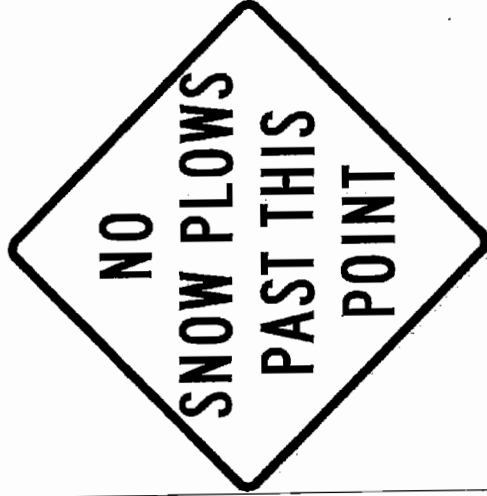
BCPW SNOW 1



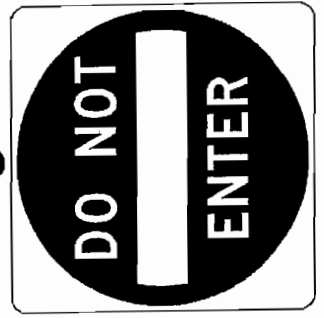
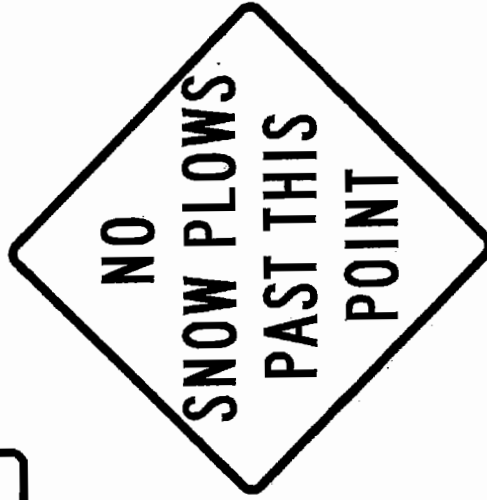
BCPW SNOW 2



BCPW SNOW 3



FLIPS OPEN TO SHOW

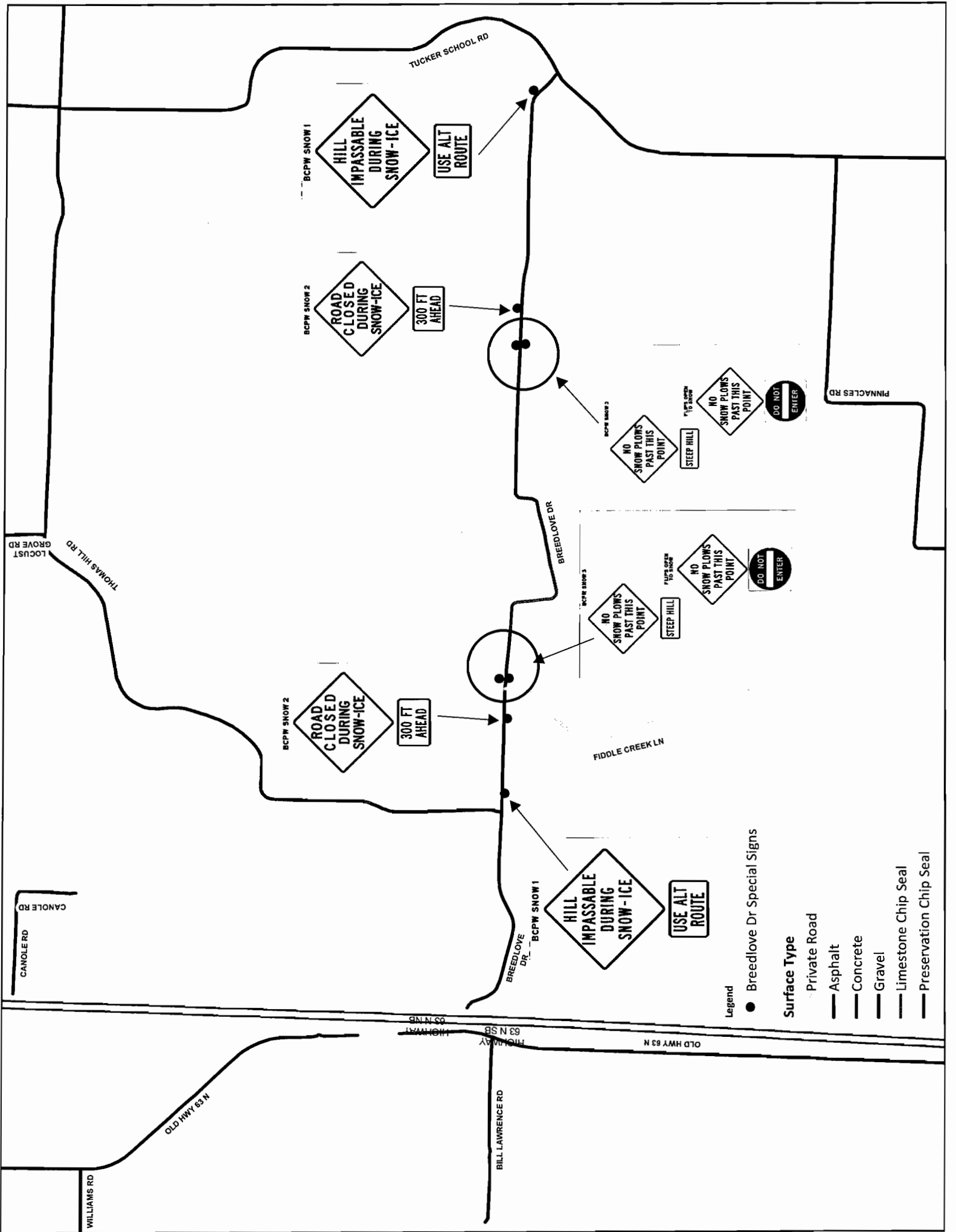


City of Columbia has sign 1 and 2 above posted on

Silvey Ln. Signs are posted across the road from each other at both top and bottom of hill

Columbia THEN deploys four type III barricades to close the hill during an event.

By adding a REGULATORY flip down sign in the snow set, I am trying to avoid deploying barricades during an event.



Legend

- Breedlove Dr Special Signs

Surface Type

- Private Road
- Asphalt
- Concrete
- Gravel
- Limestone Chip Seal
- Preservation Chip Seal

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 19th day of December 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the Agreement between Boone County and the Department of Agriculture for remonumentation of survey corners. The terms of the agreement are stipulated in the attached Contract for Services. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract for Services.

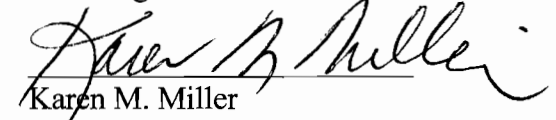
Done this 19th day of December, 2013.

ATTEST:

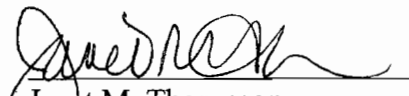
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

CONTRACT FOR SERVICES
BY AND BETWEEN

BOONE COUNTY

AND

THE MISSOURI DEPARTMENT OF AGRICULTURE

CONTRACT NO. 14-02

THIS AGREEMENT entered into this 19th day of December 2013 by and between BOONE COUNTY, Missouri (hereinafter called the "County"), and the DEPARTMENT OF AGRICULTURE, (Director of the Department of Agriculture, Director of Division of Weights, Measures & Consumer Protection, and State Land Surveyor) hereinafter called the "Department."

WHEREAS, the County desires to engage the Department to render certain services hereafter described in connection with delineation of section and quarter section corners of the United States Public Land Survey and known as the County Surveyor Cooperative Remonumentation Program.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **EMPLOYMENT OF COUNTY SURVEYOR.** The County hereby agrees to engage the County Surveyor to perform the services hereinafter set forth.
2. **SCOPE OF SERVICES.** The County Surveyor will remonument corners of the United States Public Land Survey, satisfying one of the following descriptions:
 - A. An original corner established by the original government surveyors under contract from the General Land Office or its successors in title, for which sufficient original evidence exists to definitely locate the position of said corner.
 - B. A perpetuated corner for which the records by county or other surveyors positively show that subsequent witness marks were placed and/or perpetuated when there was still positive evidence of the original witness marks identifying the corner placed by the original government surveyors, and provided the chain of perpetuation is not broken and evidence of the perpetuation exists.
 - C. A poorly monumented and/or documented corner whose basis for remonumentation is its long use and acceptance by local residents, and land surveyors, as the government corner, and/or its general agreement with the GLO survey in the area. Long usage is at least twenty (20) years of undisputed use.
 - D. A county surveyor may make application for remonumentation of a corner that has been reestablished if there is record documentation verifying the twenty (20) year period, the corner is not in conflict with another marker, and the corner was reestablished by a land surveyor in accordance with the procedures outlined in the Missouri statutes for the reestablishment of a lost corner.

E. A land surveyor may make application for remonumentation of a PLSS corner that was not monumented during the original government survey, but the position of such corner is shown on the government township plat, and was properly established by a land surveyor in accordance with the procedures outlined in the Missouri statutes for the establishment of such PLSS corners. Record documentation must exist verifying the corner was properly established at least twenty-five (25) years ago, and the corner is not in conflict with another marker. If the documentation that shows the corner was properly established does not exist, then enough measurements must be shown on the corner document to indicate the corner was properly established according to the procedures outlined in the Missouri statutes for the establishment of such corner.

3. **DEPARTMENT TO FURNISH MONUMENTS.** The Department will furnish the County Surveyor with all necessary material (monuments, witness signs, posts and tree tags) required for remonumentation.

4. **PROCEDURE.**

The county surveyor must meet the following deadlines in performing the work under this contract:

A. Submit to the Department of Agriculture's Land Survey Program a partially completed application for remonumentation (Certified Land Corner Document) on each corner on or before January 24, 2014. The Department of Agriculture's Land Survey Program will approve or disapprove the preliminary documents within 30 days (by February 24, 2014).

The partially completed Certified Land Corner Document must contain the following information:

- 1) Description of original and subsequent surveys referencing this corner. References shall include date of survey, the surveyor of record, the location of survey record (book and page), the monument(s) that have marked the corner, accessories and other information relevant to the location of the corner.
- 2) Description of corner evidence found:
 - a) Sufficient description of original survey evidence recovered;
 - b) Sufficient information to show justification of longstanding use by subsequent surveys (including book and page reference);
 - c) Sufficient information to show justification of longstanding use by local residents and land surveyors. Measurements to show agreement with the GLO and subsequent surveys of the area;
 - d) Sufficient information to show that the corner was properly (in accordance with Missouri's Statutes) reestablished by the previous surveyor and measurements to show the corner's agreement with the GLO survey of the area.
- 3) Sketch of corner, showing sufficient information to locate the corner position in the field, and a recommendation of the type and placement of monument and reference marks to be set.

- 4) **AN MDA CERTIFIED LAND CORNER DOCUMENT** shall be completed and returned to the State Land Surveyor, Land Survey Program, for each corner monumented.
- B. The remonumentation can begin when the partially completed Certified Land Corner Document has been submitted and approved and monuments have been delivered to the surveyor. Remonumentation shall be in accordance with the Department of Agriculture's Specifications for Perpetuation of the Original United States Public Land Survey Corners.
- C. Submit completed Certified Land Corner Restoration Forms on or before April 4, 2014. The Department of Agriculture's Land Survey Program will approve or disapprove the forms within 15 days;
- D. ~~Make any corrections to monumentation or forms and resubmit along with an invoice to the county on or before May 2, 2014. Failure to meet the above deadlines shall, at the option of the Department, be cause for termination of this contract after the County is duly notified in writing.~~
- E. Upon approval by the State Land Surveyor of the remonumentation and Certified Land Corner Restoration forms, reimbursement by the Department shall be made as outlined in paragraph 10 below.
5. **TERMINATION OF CONTRACT CAUSE.** If through any reasonable cause, the Department cannot fulfill its obligation under this contract, or if the County cannot for any reasonable cause fulfill its obligation, this contract can be terminated. In the event either party finds it necessary to request a cancellation such fact will be revealed without delay so that as much time as possible can be devoted to a settlement. Every effort will be made to prevent loss to the County or the Department.
6. **CHANGES.** The County or Department may, from time to time, require changes in the scope of services and the time of performance hereunder. Such changes, including any increase or decrease in the amount of compensation, which are mutually agreed upon by and between the County and the Department, shall be incorporated in written amendments to this contract.
7. **GOVERNING LAW.** This contract shall be interpreted under and governed by the laws of the State of Missouri.
8. **REIMBURSEMENT BY THE COUNTY.** The County agrees to reimburse the County Surveyor for his services rendered by the terms of this contract.
9. **REIMBURSEMENT BY THE DEPARTMENT.** The Department will reimburse the county \$250.00 for each corner remonumented not having a valid objection and remonumented in accordance with this agreement. The County will submit to the Department of Agriculture's Land Survey Program an invoice for these services along with a copy of the County Surveyor's invoice to the county. **THIS AGREEMENT SHALL BE SUBJECT TO THE OVERALL MAXIMUM OF \$2,500.00 FOR TEN (10) CORNERS.**
10. **CONTRACT PERIOD.** This contract shall expire on: June 2, 2014.

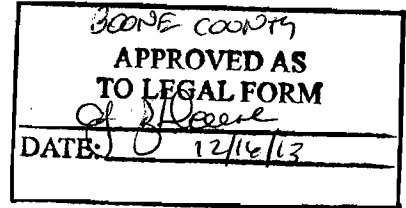
IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the
aforementioned date.

ACCEPTED:



Presiding County Commissioner

12-19-13
(Date)



RECOMMENDED FOR APPROVAL:

Darrell D. Pratte, PLS
State Land Surveyor

(Date)

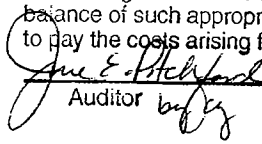
APPROVED:

Ronald G. Hayes, Director
Division of Weights, Measures & Consumer Protection

(Date)

CERTIFICATION:

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


Auditor 12/16/13 2045-3451
Date Revenue only

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 13

In the County Commission of said county, on the 19th day of December 20 13

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

Now on this day the County Commission of the County of Boone does hereby appoint the following:

Name	Board	Period
Michael Morrison	Community Services Advisory Commission	December 19, 2013 through December 19, 2016

Done this 19th day of December, 2013.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Dan Atwill, Presiding Commissioner
Karen M. Miller, District I Commissioner
Janet Thompson, District II Commissioner



Boone County Government Center
801 E. Walnut, Room 333
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Community Services Advisory Commission Term: _____

Current Township: Columbia Today's Date: 10/16/2013

Name: Michael

Home Address: Morrison

City: Columbia Zip Code: 65201

Business Address: 801 E. Walnut Room 315

City: Columbia Zip Code: 65201

Home Phone: 573-443-1771 Work Phone: 573-886-4330

Fax: _____ E-mail: mmorrison@boonecountymo.org

Qualifications: - Community volunteer for such events as National Association of Letter Carrier's Annual Food Drive; Past Chair Olivet Christian Church Annual Bar-B-Q for Outreach Funding;

- Instructor of Social Science courses including upper level Sociology and Political

Past Community Service: Columbia/Boone County Energy and Environmental Committee

Boone County Road and Bridge Advisory Committee

Boone County Planning and Zoning Commission

References: Dan Pierce, MD - 6711 E. Highway WW - 573-874-1958

Chester Edwards - 1215 E. Nifong - 573-443-7529

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 333
Columbia, MO 65201
Fax: 573-886-4311