

# Boone County Purchasing

**Liz Palazzolo**  
Senior Buyer



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

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## NOTICE OF AWARD MEMORANDUM

TO: Melinda Bobbitt, Director and File  
FROM: Liz Palazzolo, CPPO, C.P.M.  
DATE: October 12, 2022  
RE: RFP 33-03OCT22 – Computer Output to Microfilm Services, Term and Supply

Request for Proposal 33-03OCT22 solicited sealed proposals for Computer Output to Microfilm Services. It is noted for the record that the RFP actually solicited two additional services (Microfilm Storage and Scanning Services) but the one proposal received only offered the “base bid” for Computer Output to Microfilm. The other two services were not required but were presented as “optional” for the offeror to propose.

The County received one proposal and two “No Bids”:

- 1) US Imaging, Inc. of Columbia, Missouri
- 2) Marco Technologies, LLC of Jefferson City, Missouri (No Bid)
- 3) Superior Text, LLC of Ypsilanti, Michigan (No Bid)

The proposal from US Imaging has been evaluated for responsiveness to mandatory terms and conditions of RFP 33-03OCT22, and for cost. The proposal has been found responsive and cost has been reviewed by the Collector’s Office, the Auditor’s Office and the Recorder’s Office. All offices have recommended that the award of contract be made to US Imaging which is the incumbent contractor providing the same services under contract 46-07DEC17. US Imaging has been performing well for the County and is the “lowest and best” offer presented as a result of this procurement. Because there is just the one offeror, the offeror is scored the maximum available subjective scoring points in the areas of Experience, Reliability and Proposed Method of Performance. As the only offeror, US Imaging also scores maximum cost points.

The award of contract will be made to US Imaging, LLC of Columbia Missouri. The contract period will run 01/01/2023 through 12/31/2023 with four renewal options.

This is a Term and Supply contract. Payments for services will reference the following department and object codes:

- 2800 – Record Preservation Fund Activity/71100 – Outsourced Services
- 2110 – Collector Tax Maintenance Fund Activity/71100 – Outsourced Services
- 1110 – Auditor/71100 – Outsourced Services

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