

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

October Session of the October Adjourned

Term. 20 09

In the County Commission of said county, on the 8th day of October 20 09

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

Now on this day the County Commission of the County of Boone does hereby award bid 48-14Sep09 Pre-Printed Envelopes to Affordable Printing Solutions. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said contract.

Done this 8th day of October, 2009.

ATTEST:

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

Absent
Kenneth M. Pearson
Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
Acting
Presiding Commissioner
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

October Session of the October Adjourned

Term. 20 09

In the County Commission of said county, on the 8th day of October 20 09

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

Now on this day the County Commission of the County of Boone does hereby award bid 46-28Jul09 Maintenance for Nortel MICS Telephone System to Centurytel. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said contract.

Done this 8th day of October, 2009.

ATTEST:

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

 Absent
Kenneth M. Pearson
Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
Acting
Presiding Commissioner
District II Commissioner

**PURCHASE AGREEMENT
FOR
Maintenance for Nortel MICS Telephone System at Sheriff Department**

THIS AGREEMENT dated the 1st day of September 2009 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Centurytel** 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 **Maintenance for Nortel MICS Telephone System at Sheriff Department**, County of Boone Request for Quote, quote number **46-28JUL09**, Instructions and General Conditions of Bidding, Specifications, Addendum Number Two, as well as the Contractor's quote response dated July 28, 2009 and Addendum Number Two response dated July 28, 2009, executed by Court Chrisman, 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 Instructions and General Conditions of Bidding, Specifications, and Addendum Number Two shall prevail and control over the Contractor's quote response.

2. **Contract Duration** - This contract shall be effective from Date of Award through December 31, 2010 and is subject to renew annually for one (1) year periods following expiration of the first contract period until the County of Boone gives the Contractor 30 days notice of termination. **Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010 is 3%.**

3. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to provide the County with maintenance for the Nortel MICS Telephone System located at the Boone County Sheriff Department as specified and responded to in the quote specifications.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended</u>
Keypad Ports(+1/each)	96	\$0.31	\$29.76
C.O. Ports	24	\$0.89	\$21.36
Voice Mail Ports (EVMC)	8	\$5.08	\$40.64
UPS (not including batteries)	1	NA	NA
Monthly Total			\$91.76

Pricing shall be \$367.04 for the period of September 1, 2009 through December 31, 2009 and \$1,101.12 for the period of January 1, 2010 through December 31, 2010.

4. **Response Time** – will be made two (2) hours after receipt of County notification.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County Sheriff Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved



BOONE COUNTY, MISSOURI
Request for Quote #: 46-28JUL09 – Maintenance for Nortel MICS Telephone System at Sheriff Dept.


ADDENDUM #2 - Issued July 24, 2009

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

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

- I. Replace Addendum #1 Response Form of the Request for Quote with the attached Revised Response Form #2. This Form changes the number of Keypset ports from 80 to 96.**

By:


Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Quote # **46-28JUL09 – Maintenance for Nortel MICS Telephone System Located at the Boone County Sheriff Department**, receipt of which is hereby acknowledged:

Company Name: CenturyTel

Address: 625 Cherry Street

Columbia MO, 65201

Phone Number: 573-886-3898 Fax Number: 573-442-0221

E-mail: court.chrisman@centurytel.com

Authorized Representative Signature: 

Date: 28JUL09

Authorized Representative Printed Name: Court Chrisman

Revised Response Form #2

13. Monthly Pricing for the period of Date of Award through December 31, 2010.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended</u>
<u>Price</u>			
Keypad ports (+1 for each cordless device)	96	\$0.31	\$29.76
C.O. Ports	24	\$0.89	\$21.36
Voice Mail Ports (EVMC)	8	\$5.08	\$40.64 40.64
UPS (not including batteries)	1	\$NA	\$NA
Monthly Total:			\$91.73 91.76

14. Response Time will be made 2 hours after receipt of County notification.
15. Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010: 3%.
16. Detail pricing for after hours emergency service not covered and billed at OT prevailing rates: \$95.00 per hour and Materials (wiring or any items not covered in this bid)
17. Detail any items or service not covered under this agreement: Centurytel Does not offer maintenance on any UPS unit

18. Three References: Include Name, Address, Phone Number

David Pierson
Information Technology
Jeffrey E. Smith Companies
206 Peach Way
Columbia, Missouri 65205
dpierson@jesmith.com
Office (573) 443-2021 ext.2290
Fax (573) 256-3207

Bill Corwin
Cornerstone National Insurance - Information Technology
3101 Falling Leaf Court - Suite 200
Columbia, MO 65201
bcorwin@Cornerstonenational.com

(573) 817-3447
(573) 777-1009 fax

Donna Hargis

Boone County 911

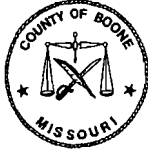
801 E Walnut

Columbia, MO 65201

dlhargis@gocolumbiamo.com

(573) 874-7400

(573) 8751072 Fax



BOONE COUNTY, MISSOURI
Request for Quote #: 46-28JUL09 – Maintenance for Nortel MICS Telephone System at Sheriff Dept.


ADDENDUM #2 - Issued July 24, 2009

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

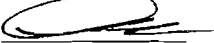
Specifications for the above noted Request for Quote and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Replace Addendum #1 Response Form of the Request for Quote with the attached Revised Response Form #2. This Form changes the number of Keypad ports from 80 to 96.

By:


Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Quote # 46-28JUL09 -- Maintenance for Nortel MICS Telephone System Located at the Boone County Sheriff Department, receipt of which is hereby acknowledged:

Company Name: CENTURYTEL
Address: 625 CHESTNUT ST
COLUMBIA, MO 65201
Phone Number: (573) 880-3898 Fax Number: (573) 442-0221
E-mail: COVEY.CHRISTMAN@CENTURYTEL.COM.
Authorized Representative Signature:  Date: 28JUL09
Authorized Representative Printed Name: Covey Christman

Revised Response Form #2

13. Monthly Pricing for the period of Date of Award through December 31, 2010.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Keyset ports (+1 for each cordless device)	96	\$ 3.61	\$ 346.56
C.O. Ports	24	\$ 10.68	\$ 256.32
Voice Mail Ports (EVMC)	8	\$ 60.92	\$ 487.36
UPS (not including batteries)	1	\$ N/A	\$ N/A
Monthly Total:			\$ 1,090.24

14. Response Time will be made 2 hours after receipt of County notification.

15. Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010: 3 %.

16. Detail pricing for after hours emergency service not covered and billed at OT prevailing rates:

\$95.00 PER HOUR & MATERIALS (WEEKENDS OR ANY ITEMS NOT COVERED IN THIS BID)

17. Detail any items or service not covered under this agreement:

CENTURYTEL DOES NOT OFFER MAINTENANCE ON ANY UPS UNITS.

18. Three References: Include Name, Address, Phone Number

SEE ATTACHED

References List for CenturyTel Response to RFQ 46-28JUL09

David Pierson

Information Technology
Jeffrey E. Smith Companies
206 Peach Way
Columbia, Missouri 65205
dpierson@jesmith.com
Office (573) 443-2021 ext.2290
Fax (573) 256-3207

Bill Corwin

Cornerstone National Insurance - Information Technology
3101 Falling Leaf Court - Suite 200
Columbia, MO 65201
bcorwin@Cornerstonenational.com
(573) 817-3447
(573) 777-1009 fax

Donna Hargis

Boone County 911
801 E Walnut
Columbia, MO 65201
dlhargis@gocolumbiamo.com
(573) 874-7400
(573) 8751072 Fax



BOONE COUNTY, MISSOURI
Request for Quote #: 46-28JUL09 – Maintenance for Nortel MICS Telephone
System at Sheriff Dept.

ADDENDUM #1 - Issued July 23, 2009

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

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

- I. Replace Response Form on Page 4 of the Request for Quote with the attached Revised Response Form.

By: Melinda Bobbitt
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Quote # 46-28JUL09 – Maintenance for Nortel MICS Telephone System Located at the Boone County Sheriff Department, receipt of which is hereby acknowledged:

Company Name: CENTURYTEC
Address: 625 CHERRY ST
COLUMBIA, MO 65201
Phone Number: (573) 886 3898 Fax Number: (573) 442 0221
E-mail: COURT.CHESMAN@CENTURYTEC.COM
Authorized Representative Signature: [Signature] Date: 28JUL09
Authorized Representative Printed Name: COURT CHESMAN

Revised Response Form

13. Monthly Pricing for the period of Date of Award through December 31, 2010.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended</u>
<u>Price</u>			
Keyset ports (+1 for each cordless device)	80	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
Monthly Total:			\$ _____

14. Response Time will be made _____ hours after receipt of County notification.

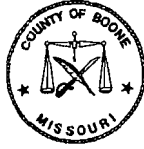
15. Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010: _____%.

16. Detail pricing for after hours emergency service not covered and billed at OT prevailing rates:

17. Detail any items or service not covered under this agreement:

18. Three References/ Include Name, Address, Phone Number

SEE ADDENDUM #2



Request for Quote (RFQ)

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

**Request for Quote for
46-28JUL09 – Maintenance for Nortel MICS Telephone System Located at the Boone County
Sheriff Department**

INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

1. The Boone County Purchasing Department has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer considered the most advantageous to the County.
2. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets, give total price and sign the bid.
3. Identify the item(s) or service you will furnish by brand and manufacturer's name and catalog numbers, if applicable.
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 Tax in bid process, as the County is exempt from them by law.
6. The delivery date shall be stated in definite terms, as it may be taken into consideration in awarding the bid.
7. The Boone County Purchasing Department 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 Boone County Purchasing Department.
8. In case of default by the Contractor, the Boone County Purchasing Department will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be 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. Failure to comply with any of the above instructions and general conditions of bidding will disqualify the bidder.
12. The Boone County Purchasing Department expressly denies responsibility for, or ownership of, any item purchased until same is delivered and installed to and accepted by the Boone County Purchasing Department.
13. Any questions or concerns about the bid must be presented in writing to Melinda Bobbitt, CPPB, Director of Purchasing, by **July 28, 2009, 10:30 a.m.** by fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.
14. It is the bidder's responsibility to be aware of the project. This includes where the work is to be performed and the measurements of the item(s) bid.
15. The Boone County Purchasing Department will evaluate the bids on the lowest price and greatest value to Boone County based on the general specification, delivery, service and warranty.
16. **Background:** The current phone system located at the Boone County Sheriff Department was purchased on bid number 69-23DEC98 in 1998 from BT Services. Current maintenance is being provided by Mitel. This quote is for on-going annual maintenance.
17. **Location of Telephone System:** Boone County Sheriff Department, 2121 E. County Drive, Columbia, MO 65202.

SPECIFICATIONS

1. For the furnishing of maintenance for a Nortel MICS Telephone System located at the Boone County Jail. Maintenance shall include all parts and labor Monday – Friday, 8:00 a.m. to 5:00 p.m. for total system replacement protection. After hours emergency service is not covered and will be billed at OT prevailing rates.
2. **Contract Duration:** The contract shall be effective from Date of Award through December 31, 2009. This contract is subject to renew annually for one (1) year periods following expiration of the first contract period until the County of Boone gives the Contractor 30 days notice of termination.
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
4. **PRICING** – All prices shall be as indicated on this Quote 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.
5. The unit prices for the items identified on this Quote 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 Quote Form shall not increase by more than the percentages outlined on the Quote Form for the renewal periods.

6. Service Schedule - All service must be provided Monday through Friday, 8:00 a.m. to 5:00 p.m. Contractor must coordinate and update all requests through the Boone County Sheriff Department.

7. Documentation: The documentation of all repairs shall be kept by the contractor and shall indicate date and times of service calls and identify equipment repaired or replaced. The contractor must also provide documentation for review upon request by the department.

8. ALL SERVICE CONTRACT PRICING WILL BE FOR THE EQUIPMENT AS IS. If a pre-bidding inspection of the equipment is desired, the Bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department by calling Melinda Bobbitt, Director of Purchasing at (573) 886-4391. Request for inspection **MUST** be made prior to July 27, 2009. This will allow enough time to schedule a minimum number of interruptions for the department involved and address any questions or clarifications that may result from said inspections.

9. The quantity, type, and description of the equipment to be covered are listed under "Description" of this request. The County reserves the right to increase or decrease equipment listed. Additional equipment shall be covered upon receipt of written notification from the County. Contractor will honor prices submitted in this bid for additional items that are like or equal to other equipment listed in the bid response. If additional pricing is provided, this information must be submitted to the Purchasing Department prior to the first billing. The County will provide 30 days written notice to the Contractor for the deletion of any equipment.

10. Bidder must show a minimum of two (2) years experience maintaining similar types of equipment. Bidder is required to submit three (3) references of contracts similar to this size.

11. Successful Contractor will be required to purchase and maintain in force, at its own expense, insurance per County requirements at time of contract execution.

12. Return quote by Tuesday, July 28, 2009, 10:30 a.m. by fax (573) 886-4390 or e-mail

mbobbitt@boonecontymo.org or U.S. mail to:

**Boone County Purchasing
Melinda Bobbitt, CPPB, Director
601 E. Walnut, Room 208
Columbia, MO 65201**

13. Pricing for the period of Date of Award through December 31, 2009.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Keypset ports (+1 for each cordless device)	80	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
GRAND TOTAL			\$ _____

14. Pricing for the period of January 1, 2010 through December 31, 2010.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Keypset ports (+1 for each cordless device)	80	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
GRAND TOTAL			\$ _____

15. Response Time will be made _____ hours after receipt of County notification.

16. Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010: _____%.

17. Detail pricing for after hours emergency service not covered and billed at OT prevailing rates:


18. Detail any items or service not covered under this agreement:

SEE ADDENDUM #1

19. Three References: Include Name, Address, Phone Number

SEE ADDENDUM #1

20. The undersigned hereby offers to furnish and deliver the articles or services as specified at the price 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 a part of this order.

SIGNATURE: 

PRINTED NAME: COURT CHRISTMAN

Business Name: CENTURYTEL

Address: 625 CHERAM ST
COLUMBIA, MA 05201

Phone Number: (573) 886-3898

Fax Number: (573) 442-0221

E-mail: COURT.CHRISTMAN@CENTURYTEL.COM



BOONE COUNTY, MISSOURI
Request for Quote #: 46-28JUL09 – Maintenance for Nortel MICS Telephone System at Sheriff Dept.

ADDENDUM #2 - Issued July 24, 2009

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

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

- I. **Replace Addendum #1 Response Form of the Request for Quote with the attached Revised Response Form #2. This Form changes the number of Keypset ports from 80 to 96.**

By:

Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #2 to Request for Quote # 46-28JUL09 – Maintenance for Nortel MICS Telephone System Located at the Boone County Sheriff Department, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

Revised Response Form #2

13. Monthly Pricing for the period of Date of Award through December 31, 2010.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended</u>
<u>Price</u>			
Keypset ports (+1 for each cordless device)	96	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
Monthly Total:			\$ _____

14. Response Time will be made _____ hours after receipt of County notification.

15. Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010: _____%.

16. Detail pricing for after hours emergency service not covered and billed at OT prevailing rates:

17. Detail any items or service not covered under this agreement:

18. Three References: Include Name, Address, Phone Number



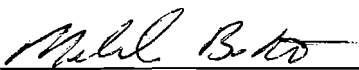
BOONE COUNTY, MISSOURI
Request for Quote #: 46-28JUL09 – Maintenance for Nortel MICS Telephone System at Sheriff Dept.

ADDENDUM #1 - Issued July 23, 2009

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- I. Replace Response Form on Page 4 of the Request for Quote with the attached Revised Response Form.**

By: 
Melinda Bobbitt, CPPB
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Quote # **46-28JUL09 – Maintenance for Nortel MICS Telephone System Located at the Boone County Sheriff Department**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

Revised Response Form

13. Monthly Pricing for the period of Date of Award through December 31, 2010.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended</u>
<u>Price</u>			
Keypad ports (+1 for each cordless device)	80	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
Monthly Total:			\$ _____

14. Response Time will be made _____ hours after receipt of County notification.

15. Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010: _____%.

16. Detail pricing for after hours emergency service not covered and billed at OT prevailing rates:

17. Detail any items or service not covered under this agreement:

18. Three References: Include Name, Address, Phone Number



Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

Request for Quote (RFQ)

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

**Request for Quote for
46-28JUL09 – Maintenance for Nortel MICS Telephone System Located at the Boone County
Sheriff Department**

INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

1. The Boone County Purchasing Department has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer considered the most advantageous to the County.
2. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets, give total price and sign the bid.
3. Identify the item(s) or service you will furnish by brand and manufacturer's name and catalog numbers, if applicable.
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 Tax in bid process, as the County is exempt from them by law.
6. The delivery date shall be stated in definite terms, as it may be taken into consideration in awarding the bid.
7. The Boone County Purchasing Department 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 Boone County Purchasing Department.
8. In case of default by the Contractor, the Boone County Purchasing Department will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be 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. Failure to comply with any of the above instructions and general conditions of bidding will disqualify the bidder.
12. The Boone County Purchasing Department expressly denies responsibility for, or ownership of, any item purchased until same is delivered and installed to and accepted by the Boone County Purchasing Department.
13. Any questions or concerns about the bid must be presented in writing to Melinda Bobbitt, CPPB, Director of Purchasing, **by July 28, 2009, 10:30 a.m.** by fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.
14. It is the bidder's responsibility to be aware of the project. This includes where the work is to be performed and the measurements of the item(s) bid.
15. The Boone County Purchasing Department will evaluate the bids on the lowest price and greatest value to Boone County based on the general specification, delivery, service and warranty.
16. **Background:** The current phone system located at the Boone County Sheriff Department was purchased on bid number 69-23DEC98 in 1998 from BT Services. Current maintenance is being provided by Mitel. This quote is for on-going annual maintenance.
17. **Location of Telephone System:** Boone County Sheriff Department, 2121 E. County Drive, Columbia, MO 65202.

SPECIFICATIONS

1. For the furnishing of maintenance for a Nortel MICS Telephone System located at the Boone County Jail. Maintenance shall include all parts and labor Monday – Friday, 8:00 a.m. to 5:00 p.m. for total system replacement protection. After hours emergency service is not covered and will be billed at OT prevailing rates.
2. **Contract Duration:** The contract shall be effective from Date of Award through December 31, 2009. This contract is subject to renew annually for one (1) year periods following expiration of the first contract period until the County of Boone gives the Contractor 30 days notice of termination.
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
4. **PRICING** – All prices shall be as indicated on this Quote 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.
5. The unit prices for the items identified on this Quote 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 Quote Form shall not increase by more than the percentages outlined on the Quote Form for the renewal periods.

6. Service Schedule - All service must be provided Monday through Friday, 8:00 a.m. to 5:00 p.m. *Contractor must coordinate and update all requests through the Boone County Sheriff Department.*

7. Documentation: The documentation of all repairs shall be kept by the contractor and shall indicate date and times of service calls and identify equipment repaired or replaced. The contractor must also provide documentation for review upon request by the department.

8. ALL SERVICE CONTRACT PRICING WILL BE FOR THE EQUIPMENT AS IS. If a pre-bidding inspection of the equipment is desired, the Bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department by calling Melinda Bobbitt, Director of Purchasing at (573) 886-4391. Request for inspection **MUST** be made prior to July 27, 2009. This will allow enough time to schedule a minimum number of interruptions for the department involved and address any questions or clarifications that may result from said inspections.

9. The quantity, type, and description of the equipment to be covered are listed under "Description" of this request. The County reserves the right to increase or decrease equipment listed. Additional equipment shall be covered upon receipt of written notification from the County. Contractor will honor prices submitted in this bid for additional items that are like or equal to other equipment listed in the bid response. If additional pricing is provided, this information must be submitted to the Purchasing Department prior to the first billing. The County will provide 30 days written notice to the Contractor for the deletion of any equipment.

10. Bidder must show a minimum of two (2) years experience maintaining similar types of equipment. Bidder is required to submit three (3) references of contracts similar to this size.

11. Successful Contractor will be required to purchase and maintain in force, at its own expense, insurance per County requirements at time of contract execution.

12. Return quote by Tuesday, July 28, 2009, 10:30 a.m. by fax (573) 886-4390 or e-mail

mbobbitt@boonecontymo.org or U.S. mail to:

Boone County Purchasing

Melinda Bobbitt, CPPB, Director

601 E. Walnut, Room 208

Columbia, MO 65201

13. Pricing for the period of Date of Award through December 31, 2009.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Keyset ports (+1 for each cordless device)	80	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
GRAND TOTAL			\$ _____

14. Pricing for the period of January 1, 2010 through December 31, 2010.

<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
Keyset ports (+1 for each cordless device)	80	\$ _____	\$ _____
C.O. Ports	24	\$ _____	\$ _____
Voice Mail Ports (EVMC)	8	\$ _____	\$ _____
UPS (not including batteries)	1	\$ _____	\$ _____
GRAND TOTAL			\$ _____

15. Response Time will be made _____ hours after receipt of County notification.

16. Maximum percentage amount of increase or decrease for any annual renewal period following December 31, 2010: _____%.

17. Detail pricing for after hours emergency service not covered and billed at OT prevailing rates:

18. Detail any items or service not covered under this agreement:

19. Three References: Include Name, Address, Phone Number

20. The undersigned hereby offers to furnish and deliver the articles or services as specified at the price 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 a part of this order.

SIGNATURE: _____

PRINTED NAME: _____

Business Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/11/2008

PRODUCER
Marsh USA Inc.
601 Poydras Street, Suite 1850
New Orleans, LA 70130-6031
Attn: 212-948-0537 NewOrleans.CertRequest@marsh.com

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
CenturyTel, Inc.
and all subsidiaries (see below)
100 CenturyTel Drive
Monroe, LA 71203

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Discover Property And Casualty Ins Co	36463
INSURER B: Fidelity And Guaranty Insurance Co.	35386
INSURER C: United States Fidelity & Guaranty Company	25887
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 checked="" type="checkbox"/> OCCUR GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	D007L00091	12/15/08	12/15/09	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES(Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000
A		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	D007A00129	12/15/08	12/15/09	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 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 \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	D007W00119 (AOS) D007W00118 (Retro)	12/15/08 12/15/08	12/15/09 12/15/09	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 5,000,000 E.L. DISEASE - EA EMPLOYEE \$ 5,000,000 E.L. DISEASE - POLICY LIMIT \$ 5,000,000
A		OTHER Excess Workers Compensation	D007X00026	12/15/08	12/15/09	SIR 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 Centurytel Inc. And All Subsidiaries For Which The Named Insured Has The Responsibility Of Providing Insurance And For Which; Coverage Is Not Otherwise Specifically Provided. Certificate holder is named as Additional Insured under the General Liability when required by written contract.

CERTIFICATE HOLDER HOU-001029530-09

Boone County Purchasing
601 E. Walnut, Room 208
Columbia, MO 65201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 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 of Marsh USA Inc.
Robert C. Hill

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

October Session of the October Adjourned

Term. 20 09

In the County Commission of said county, on the 8th day of October 20 09

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

Now on this day the County Commission of the County of Boone does hereby award bid 15-07Apr09 for an Inmate Telephone System to Everom. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said proposal.

Done this 8th day of October, 2009.

ATTEST:

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

Absent
Kenneth M. Pearson
Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
Acting
Presiding Commissioner
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

October Session of the October Adjourned

Term. 20 09

In the County Commission of said county, on the 8th day of October 20 09

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

Now on this day the County Commission of the County of Boone does hereby approve the Boone County Board appointment to Gary Fennewald, for the Industiral Development Authority beginning on 10/8/2009 and expiring on 10/7/2015.

Done this 8th day of October, 2009.

ATTEST:

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

Absent
Kenneth M. Pearson
Commissioner

Karen M Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
Acting
Presiding Commissioner
District II Commissioner

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



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

file - file: 10/8/09
expires: 10/7/2015

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Industrial Development Authority Term: 9/28/2009

Current Township: Columbia Today's Date: 9/28/2009

Name: Gary Fennewald

Home Address: 1316 Willow Creek Lane Zip Code: 65203

Business Address: 3M Company, P.O. Box 1228 Zip Code: 65203-0964

Home Phone: 5734491443 Work Phone: 5738861339
Fax: _____ E-mail: gfennewald@socket.net

Qualifications: Thirty four years of experience in manufacturing and product/process development
with responsibility for manufacturing aspects of new business development.
Registered Professional Engineer in Missouri. MBA focus on finance and
marketing research.

Past Community Service: Completing one term as IDA board member. Multiple years
service on United Way allocations panels.

References: _____

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

Applicant Signature

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

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

October Session of the October Adjourned

Term. 20 09

In the County Commission of said county, on the 8th day of October 20 09

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

Now on this day the County Commission of the County of Boone does hereby approve the organizational use by International Right of Way Association (IRWA) of the Boone County Commission Chambers on Thursday January 28th and Friday January 29th 2010 from 7am to 5:30 pm.

Done this 8th day of October, 2009.

ATTEST:

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

Absent
Kenneth M. Pearson
Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
Acting
Presiding Commissioner
District II Commissioner



RECEIVED OCT 9 2009

Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Roger B Wilson Government Center or Centralia Satellite Office as follows:

Description of Use: International Right of Way Association (IRWA) Education Course – C-900 – Principles of Real Estate Engineering – By hosting the course, the County’s right of way agent can attend this training for free (\$415 value)

Date(s) of Use: January 28 & 29, 2010

Time of Use: From: 7:00a.m. thru 5:30p.m.

Facility requested: Courthouse Grounds - Courtyard Square - **Chambers** - Rm220 - Rm208 - Rm139
Centralia Office

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff’s Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.
6. Organizations and user groups must provide any and all equipment needed for their event or presentation (i.e.; TV, projector, microphones, etc.)
7. Boone County reserves the right to cancel or alter your meeting schedule due to an emergency or any conflicts in scheduling for governmental use. If this should occur we would make every effort to contact you in ample time.

Name of Organization/Person: IRWA –Chapter 5

Organization Representative/Title: Natalie Meighan – Class Coordinator

Address/Phone Number: Boone County Public Works, 5551 Highway 63 South, Columbia, MO 65201/573-449-8515

Date of Application: October 7, 2009

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Wendy S. Noren
County Clerk

BOONE COUNTY, MISSOURI

[Signature]
County Commissioner

DATE: 10-9-09