

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

May Session of the April Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

16th

day of

May

20

17

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

Now on this day the County Commission of the County of Boone does hereby award bid 16-23MAR17 – Emergency Vehicle Equipment & Electronics/Accessory Installation to 911 Custom of Overland Park, KS.

Terms of the bid award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 16th day of May, 2017

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill  
Presiding Commissioner

Fred J. Parry

Fred J. Parry  
District I Commissioner

Janet M. Thompson

Janet M. Thompson  
District II Commissioner

229-2017

# Boone County Purchasing

**Jacob M. Garrett**  
Buyer



613 E. Ash Street, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4393  
Fax: (573) 886-4390

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## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Jacob M. Garrett, Buyer  
Captain Gary German, Sheriff Department  
**DATE:** May 3, 2017  
**RE:** 16-23MAR17 – Emergency Vehicle Equipment & Electronics/Accessory  
Installation

16-23MAR17 – Emergency Vehicle Equipment & Electronics/Accessory Installation opened on March 30, 2017. Two bids were received. The Sheriff Department recommends award to 911 Custom of Overland Park, KS for submitting the lowest and best bid for the County from the standpoint of quality, service, previous experience, and the ability to deliver.

This is a term and supply contract and invoices will be paid from department 2901 Sheriff Operations LE Sales Tax, account 60250 – Equipment Installation Charges. Budgeted \$34,650.00

Attached is the Bid Tabulation for your review.

**ATT:** Bid Tabulation

**cc:** Captain Gary German, Sheriff Dept.  
Bid File

229-2017

**16-23MAR17 - Emergency Vehicle Equipment Installation**

**BID TABULATION**

<b>4.7. PRICING</b>		<b>911 Customs</b>	<b>Elite Vehicle Solutions</b>
4.7.1.	Configuration #1 - Enforcement Utility	\$2,150.00	\$2,200.00
4.7.2.	Configuration #2 - Enforcement Utility with LPR	\$2,250.00	\$2,350.00
4.7.3.	Configuration #3 - Enforcement Utility with K9	\$2,400.00	\$2,500.00
4.7.4.	Configuration #4 -Detective Sedan	\$1,200.00	\$1,350.00
4.7.5.	Configuration # 5 - Unmarked Ford F-150	\$1,200.00	\$1,350.00
4.7.6.	Configuration #6 - Administrative Utility	\$1,350.00	\$1,350.00
4.7.7.	Configuration #7 - Equipment Removal - Enforcement Utility	\$400.00	\$475.00
4.7.8.	% Increased / Decrease 1st Contract Renewal Period		3.00%
4.7.9.	% Increased / Decrease 2nd Contract Renewal Period		3.00%
<b>4.8 MISCELLANEOUS</b>			
4.8.1.	Business Hours / Days	8-5 Monday thru Friday	3:00 pm - 11:00 pm Monday - Friday 8:00 a.m. - 5 :00 p.m. Saturday
4.8.2.	Address(s) of all shop locations	6970 W. 152 Terrace Overland Park Kansas 66223	2416 Mannshine Court Columbia MO 65201
4.8.3.	Appointments Necessary? Y/N	N	N
4.8.4.	Facility Size:	10000 SQ	800 SQ
	# of Install Bays	8	2
	# of Employees	11	1
4.8.5.	Familiar with LPR technology?	YES	Expired with Installation and Removal
4.8.6.	Factory trained and certified by Whelen Engineering?	YES	NO
	Authorized installer? / capable of programming Whelen CanTrol system?	YES	NO - 10 plus years experience with all major brands as well as a whelen dealer.
<b>4.8.7. Time to install / upfit in calendar work week days:</b>			
	Enforcement Utility	10	8
	Enforcement Utility with LPR	11	10
	Enforcement Utility with K9	12	10
	Detective Sedan	3	5
	Unmarked Ford F-150	2	5
	Administrative Utility	3	6

No Bid:

**PURCHASE AGREEMENT  
FOR  
EMERGENCY VEHICLE EQUIPMENT &  
ELECTRONICS/ACCESSORIES INSTALLATION**

**THIS AGREEMENT** dated the 16<sup>th</sup> day of May 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **911 Custom**, 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 **Emergency Vehicle Equipment Installation Term and Supply**, County of Boone Request for Bid, bid number **16-23MAR17**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response dated **April 27, 2017** and executed by **Kevin Beck**, on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the Introduction and General Conditions of Bidding, this Purchasing Agreement, the Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. **Contract Duration** - This agreement shall commence on the **date of award and extend through December 31, 2017** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **two (2) additional one year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis 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 supply the County with Emergency Vehicle Equipment Installation as specified and responded to in the bid specifications All products 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 the County. The County reserves the right to request quotes from all contracted suppliers and determine which contracted supplier to use based on price and proposed schedule.

4. **Delivery** - Contractor agrees to provide installation services as stated above to the Boone County Sheriffs Department as specified in the Contractor's bid response per vehicle type. All deliveries should be made to the Boone County Sheriff, 2121 County Drive, Columbia, MO 65202. All deliveries are FOB destination.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County Sheriffs 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 monthly 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 in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**911 CUSTOM**  
 by [Signature]  
 title General Manager

**BOONE COUNTY, MISSOURI**  
 by: Boone County Commission  
[Signature]  
 Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:  
[Signature]  
 County Counselor

ATTEST:  
[Signature]  
 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 is not required if the terms of this contract do not create a measurable county obligation at this time.)

[Signature] by [Signature] 2901, 60250- Term and Supply  
 Signature Date Appropriation Account

**STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. 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.
3. 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.
4. 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. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. 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.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. 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.
9. 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.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. 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.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. 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.
14. 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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. 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.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. 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.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



BOONE COUNTY, MISSOURI  
Request for Bid #16-23MAR17 – *Emergency Vehicle Equipment &  
Electronics/Accessories Installation*

**ADDENDUM # 1** - Issued March 23, 2017

This addendum is issued in accordance with the RFB Response Page in 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 *Response Form*.

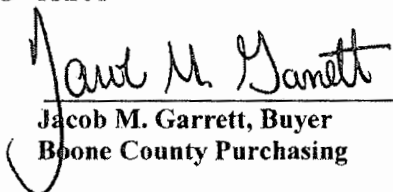
1. **The bid deadline has been extended:**

**Bid Submission Address and Deadline**

Day / Date: **Thursday, March 30, 2017**  
Time: **10:30 A.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: The Purchasing office is located on the Northwest corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

**Bid Opening**

Day / Date: **Thursday, March 30, 2017**  
Time: **10:30 A.M. C.S.T.**  
Location / Address: **Boone County Annex  
613 E. Ash Street, Room 109  
Columbia, MO 65201**

By:   
Jacob M. Garrett, Buyer  
Boone County Purchasing

OFFEROR has examined **Addendum #1** to Request for Bid #16-23MAR17 – *Emergency Vehicle Equipment & Electronics/Accessories Installation Supply*, receipt of which is hereby acknowledged:



Company Name: 911 Custom  
Address: 6970 W. 152<sup>nd</sup> 1001 Overland Park KS 66223  
Phone Number: 913 3908540 Fax Number: 913 390 8543  
E-mail: sales@911 Custom.com  
Authorized Representative Signature: [Signature] Date: 3/27/17  
Authorized Representative Printed Name: Kevin Beck



## *Request for Bid (RFB)*

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

***Jacob M. Garrett, Buyer***  
(573) 886-4393 – Fax: (573) 886-4390  
Email: JGarrett@boonecountymo.org

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### ***Bid Data***

Bid Number: **16-23MAR17**  
Commodity Title: **Emergency Vehicle Equipment & Electronics/Accessories  
Installation**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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#### ***Bid Submission Address and Deadline***

Day / Date: **Thursday, March 23, 2017**  
Time: **10:30 A.M. (Bids received after this time will be returned  
unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: **The Purchasing office is located on the Northwest corner at 7<sup>th</sup> Street  
and Ash Street. Enter the building from the South side. Wheel chair  
accessible entrance is available.**

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#### ***Bid Opening***

Day / Date: **Thursday, March 23, 2017**  
Time: **10:30 A.M. C.S.T.**  
Location / Address: **Boone County Annex  
613 E. Ash Street, Room 109  
Columbia, MO 65201**

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#### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
  - 2.0: **Primary Specifications**
  - 3.0: **Response Presentation and Review**
  - 4.0: **Response Form**
- Standard Terms and Conditions  
Attachment A – Prior Experience**

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**1. Introduction and General Conditions of Bidding**

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- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of forty eight (48) hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: [www.showmeboone.com](http://www.showmeboone.com)  
Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined

by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County.

**1.5. CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

**1.5.1. Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
- 2) the provisions of the Bid;
- 3) the provisions of the Bidder's Response.

**1.6. COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as "County," proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the furnishing of **Emergency Vehicle Equipment & Electronics/Accessories Installation** as specified herein.
- 2.1.1. **Quantity** – The County does not guarantee a minimum volume for purchases under a prospective contract. The quantity of new vehicles purchased each year varies, but ranges from approximately 5 to 15. In addition, the County reserves the right to purchase Emergency Vehicle Equipment & Electronics/Accessories Installation services from other vendors when the County deems the purchase necessary.
- 2.2. The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the prices noted on the Response Form for the 1<sup>st</sup> and 2<sup>nd</sup> Renewal Periods.
- 2.2.1. If renewal prices are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **date of award through December 31, 2017** and may be automatically renewed for up to an additional **two (2) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 2.4. CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.5. CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.6. PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum quantities or total prices.
- 2.6.1. The contractor shall extend any and all special promotional sale prices or discounts immediately to the County during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period.
- 2.7. GENERAL INFORMATION REGARDING THE FLEET & SCOPE OF BID:**
- 2.7.1. The scope of work involves the installation of law enforcement specific and/or emergency equipment in Boone County Sheriff Department's vehicles.
- 2.7.2. In 2013 the Boone County Sheriff's Department began transitioning to an all Ford fleet of trucks, sedans and SUV's. The intent behind this is so that all equipment in a specific vehicle platform is set up the same. This allows a deputy to transfer from vehicle to vehicle with ease due to standardization of equipment (officer safety must be kept in mind at all times

when installing equipment.) Bidders are urged to keep this in mind while bidding as the County will need each vehicle to be upfit in the same manner, even across platforms, as is practical and possible.

- 2.7.3. The terms "Utility" and "Sedan" will typically refer to a Ford Interceptor Utility and Ford Interceptor Sedan. The county reserves the right to select other vehicles to fulfill specialized needs associated with the fleet. For example, we intend to replace one Chevrolet Tahoe PPV in 2017.
- 2.7.4. All electronic equipment shall be wired per both the equipment and vehicle manufacturers' specifications as not to void applicable warranties.
- 2.7.5. The Boone County Sheriff's Department primarily utilizes Whelen emergency equipment (emergency lighting, siren speakers, and siren controllers). The Whelen Control is the primary siren controller used in the marked enforcement vehicles. As outlined in the *Whelen Distributor Agreement for Whelen CanTrol Siren/Controller Systems*, installation of the Control must be completed by an authorized distributor's direct employee who has received training by Whelen personnel.
- 2.7.6. If, during installation of any equipment, penetration of the vehicle's exterior occurs, all holes in the exterior body must be sealed upon completion of the install.
- 2.7.7. During installation, the contractor will be permitted to cut or modify interior plastic trim panels for the purpose of installing equipment. For example, the plastic b-pillar panels must be drilled to accommodate the Pro-Gard partition mounting brackets. In addition, plastic interior trim panels may be modified to accommodate wiring if the goal is to reduce stress or prevent damage to aftermarket wiring.
- 2.7.8. If damage to the vehicle occurs during the upfit process, the contractor will be responsible for repairing the damage if it resulted from something outside the normal scope of the equipment manufacturer's instructions.
- 2.7.9. The contractor should have enough storage space to accommodate equipment drop-shipped to the contractor. Drop-shipped items might include prisoner partitions, plastic seats, plastic floor pans, consoles, computer bases, light bars, siren controllers, and rifle locks. The county may purchase fleet equipment for an entire year of upfits. The contractor should be able to store that equipment if necessary.
- 2.7.10. Upon delivering the vehicle to the contractor, the Fleet Manager may provide the contractor with a checklist for the vehicle upfit. The purpose of the checklist is to ensure the Fleet Manager and upfitter are in agreement as to how the vehicle equipment is supposed to be installed, arranged, and configured. The checklist will also assist in maintaining consistency between the vehicle builds and verifying completion of work.

- 2.8. MINIMUM CONTRACT REQUIREMENTS** - The contractor shall perform all services listed below on an as needed basis. Costs for said services must include all tools, supplies and labor.
- 2.8.1. All wiring connections shall be made by way of a factory harnesses, custom harnesses or connected by a heat shrinkable butt connector, soldered and shrink wrapped, or other device/method approved by the County (No scotch lock-type connectors allowed). All exterior connections must be protected from corrosion. All connections must pass a pull test.
- 2.8.2. All systems shall be tested after installation with the ignition off and system off to check for parasitic voltage draw.
- 2.8.3. All equipment shall be properly protected with the appropriate size fuse and/or circuit breaker per manufacturer's specifications.
- 2.8.4. All wiring shall be sized to the equipment manufacturer's specification(s.)
- 2.8.5. Unless otherwise stated, the County will provide all the equipment for the installation. The contractor will be responsible for miscellaneous hardware (i.e. clamps, nuts, bolts, screws, etc. not already included with new or transferred equipment), **all (primary and secondary) wire not provided as part of an aftermarket harness and all fuses that are necessary to complete the installation.**
- 2.8.6. As needed, shop supplies such as wire connectors, relays, solder, wire, fuse holders, distribution blocks, loom, switches, etc., **shall be included within the full vehicle upfit package per unit pricing.** The County shall not be billed per item for any fittings or wiring necessities to complete the installation.
- 2.8.7. The contractor may utilize their own custom bracketry and/or other custom components if they believe such items increase their efficiency and/or the quality of the vehicle upfit. If the contractor desires to bill the County separately for the use of such items, approval from the Fleet Manager will be necessary prior to use. The Fleet Manager may request additional information as to why the brackets are necessary. If requested, the custom items will be itemized on an equipment invoice.
- 2.8.8. Upfit wiring system must include a main disconnect or some type of single point, or single location, connection to the factory 12-volt system. This is done so any vehicle OEM electrical problems can be quickly and safely separated from aftermarket equipment by a County representative or factory servicing dealer. Any alternatives to this section must be approved by the Fleet Manager.
- 2.8.9. All cabling must be routed behind body trim or other channels as to protect it from normal daily traffic abuse as well as potential vandalism from a combative prisoner.
- 2.8.10. If applicable to OEM vehicle wiring, and available as a feature in the aftermarket hardware, all vehicles must have the siren park kill and horn ring transfer features installed as well as any other officer safety feature (as a feature of provided equipment) requested by the fleet manager at the time of vehicle drop off (County will deliver all vehicles to contractor under this contract).

- 2.8.11. All bid responses must include disassembly and reassembly of vehicle parts built into the full vehicle upfit package pricing. The County will not pay a separate labor charge for disassembly and reassembly performed during a full vehicle upfit.
- 2.8.12. Any specifics pertaining to equipment locations will be defined by the Boone County Sheriff's Department Fleet Manager at the time of vehicle drop off. Once agreed upon all like vehicles are to be upfitted in the same manner.
- 2.8.13. The contractor shall provide a per vehicle full upfit rate per the details in sections 2.8.12. – 2.8.17. If the bidder provides a no bid response to any individual section, the bidder must attach some type of supplemental documentation containing an explanation of the no bid.
- 2.8.14. Bidder shall state time involved in installing/upfitting a complete patrol vehicle (in calendar work week days) on Bid Response page.
- 2.8.15. The contractor may be asked to provide the Boone County Sheriff's Department Fleet Manager with a wiring diagram of vehicle. In lieu of a printed wiring diagram, prior to acceptance of vehicle post install, a representative of the contractor will provide the Fleet Manager with a detailed walk-thru of all components, fuse locations, power distribution points, etc.
- 2.8.16. If any equipment is determined to be defective after installation, not by fault of contractor, the contractor will be allowed to bill the County separately for the removal of the defective item and subsequent installation of a functioning item. The contractor is encouraged to test equipment prior to installation (as much as is practical given the complexity and configuration of multiple components of some items.) It will be the responsibility of the contractor to communicate such issues with the Boone County Sheriff's Department Fleet Manager as soon as possible.
- 2.8.17. The contractor shall thoroughly vacuum the vehicle after the install to remove any debris discharged inside the vehicle during the installation.
- 2.8.18. Any additional equipment, or changes in what is specified herein, must be documented and agreed upon by both parties in writing, prior to the work being done, with any additional charges being documented and agreed upon as well.
- 2.8.19. The contractor shall not sub-contract any work on Boone County vehicles without the consent of the Boone County Sheriff's Department Fleet Manager.
- 2.8.20. The contractor shall provide the services responded to in this bid and identified on the Response Form.
- 2.8.12 **CONFIGURATION #1: ENFORCEMENT UTILITY**  
The Bidder shall provide a response on the Response Form for the full installation/upfit of a fully marked enforcement utility as detailed in this section.
- 2.8.12.1. Whelen headlight flasher (model SSFFP16 or similar chosen by the Fleet Manager) to alternately flash the Ford high-beams.



- 2.8.12.2. Whelen Vertex, Whelen Ion, or similar Whelen products in factory police headlamp housing. Each headlamp housing may accommodate one or more Whelen lights.
- 2.8.12.3. Whelen Microns (stud mount, 1 red, 1 blue) on exterior of front grill.
- 2.8.12.4. Whelen Ions (1 red, 1 blue) flush mounted into bottom of rear lift gate.
- 2.8.12.5. Whelen Legacy (56"), Liberty (48.5"), or similar light bar mounted to top of vehicle (cable routed through top via a drilled hole to reduce wind noise.)
- 2.8.12.6. Whelen CanTrol siren (or CenCom Gold, Sapphire, Carbide, etc.), includes siren programming for proper operation and light output. The Fleet Manager may specify the programming or configuration of the siren controller.
- 2.8.12.7. Whelen Howler low frequency siren with vehicle specific mounting bracket. The Whelen Howler needs to be setup to deliver a 30 second cycle when activated.
- 2.8.12.8. Whelen SA315P 100-watt siren speakers (quantity 2) mounted on front of vehicle. If possible, a vehicle specific mounting bracket(s) will be utilized. The exact location of the speaker(s) will be chosen by the Fleet Manager and may change during the contract based on vehicle manufacturer design changes.
- 2.8.12.9. Pro-Gard (or similar) prisoner transport seating system with the following components: front partition with sliding polycarbonate window, a recessed space-saver panel, and steel extension panels. The rear partition will have a steel screen and seat mount kit. A plastic (ABS) seat and floor pan will be utilized.
- 2.8.12.10. Connection of four Ford Interceptor steering wheel switches (if equipped) to siren or external relay for secondary control of lighting features as specified by Fleet Manager.
- 2.8.12.11. Pro-Gard Tri-Lock (or Setina Dual T-Rail) vertical gun locks mounted to the recessed panel of partition. Each gun lock will be individually controlled and timed by the siren controller. The gun locks should only work with vehicle ignition present.
- 2.8.12.12. Up to four Whelen Vertex LED (two red, two blue), or similar, mounted into factory police tail light housings, set to alternate. Each tail lamp housing may accommodate one or two Whelen lights.
- 2.8.12.13. Ruggedized cellular modem/router (Cradlepoint or similar) mounted on partition in reach of driver. Modem will typically be mounted on the front of the partition, behind the front passenger seat.
- 2.8.12.14. Panorama MIMO, Sharkee (or similar) cellular/wifi/gps antenna drilled into top of vehicle center. Location to be specified by Fleet Manager.
- 2.8.12.15. L-3 DVR with all associated peripherals:
  - DVR mounted in console. (1" reveal)
  - Front camera mounted to windshield.
  - Rear camera mounted inside prisoner seating area (mounted at the clothes hanger hook above the driver-side rear door).

- Wired external microphone mounted inside prisoner seating area.
- Body microphone docking stations (two) mounted on console.
- Monitor mounted to headliner.
- Crash sensor/battery mounted to floor of front passenger footwell.
- L-3 ferrite chokes also to be installed on both cameras and tested for RFI.
- Antenna installed (drill through) on roof.
- Siren and emergency light interface (via L3 siren interface module or siren controller).

2.8.12.16. Two flashlight charging cradles (per available County inventory at the time of install, but generally one Streamlight Stinger (or similar sized light) mounted within reach of the driver. A second flashlight charger may be mounted near the rear cargo area of the vehicle.

2.8.12.17. Havis ChargeGuard to control modem and docking station.

2.8.12.18. Auxiliary lighting in prisoner area controlled by siren lighting controller.

2.8.12.19. For each vehicle, the Fleet Manager will specify one of two options for the rear cargo area of the vehicle:

2.8.12.20. Rear cargo area option #1: Custom manufactured weapons security drawer in rear cargo area. These drawers are of an elevated design and mount to factory bolt locations. They are designed to work with the Pro-Gard brand rear cargo divider. If this option is utilized, the mobile radio transceiver, siren controller, and Howler module will be mounted on the front side of the rear partition, under the plastic prisoner seat.

2.8.13. Rear cargo area option #2: The Fleet Manager will provide a hinged equipment tray to accommodate the aftermarket electronics (mobile radio transceiver, siren controller, Howler module, distribution block, ChargeGuard, etc.). The legs of the tray will bolt to the rear prisoner partition. In this option, there are no electronics mounted under the seat and there is no cargo drawer. The contractor will provide an appropriately sized piece of plywood (or similar wood material) for use inside the tray. Alternately, the various electrical components may be bolted directly to the equipment tray. A manual gun lock release button (controlled by a 12v ignition source) will be added to the interior of the tray to accommodate a future gun lock in the rear cargo compartment of the vehicle.

2.8.13.1. Radio, L-3 DVR and modem antennas will need to be drilled into top of vehicle. The Fleet Manager will specify desired locations at the time of vehicle delivery.

2.8.13.2. Motorola XTL-2500 or APX-6500 remote mount radio with remote mounted speaker. Wiring should be isolated from other equipment to avoid RFI.

2.8.13.3. Havis (C-VS-1308-INUT) console with the following contents:

- L-3 Digital Video Recorder
- Motorola XTL-2500 or APX-6500 remote head radio
- Motorola Direct Entry Keypad (DEK)
- Whelen CanTrol head (or equivalent siren control head)
- Havis console accessories as needed (i.e. cup holders, storage bins, etc.)
- MagnetMic
- Connection of 12v auxiliary power outlets

- Docking station (for Panasonic Tough Book) with pole mount (PKG-PSM-253) and action adapters (mounted as far forward as possible as to not obstruct driver's peripheral views out of the vehicle)
  - Panavise or Ram Mounts
  - Whelen Public Address (PA) microphone should be mounted on the passenger side of the console.
- 2.8.13.4. Zebra ZQ520 (or similar) printer mounted within reach of the driver. The County will provide a mounting bracket.
- 2.8.13.5. Havis WBI-F18-RC (or similar) 3-piece rear window guards (cargo area side windows and rear lift gate window).
- 2.8.13.6. **CONFIGURATION #2: ENFORCEMENT UTILITY WITH LPR SYSTEM**  
The Bidder shall provide a response on the Response Form for the full installation/upfit of a fully marked enforcement utility with ELSAG brand LPR equipment as detailed in this section.
- 2.8.13.7. Includes everything detailed above under the CONFIGURATION #1: ENFORCEMENT UTILITY, but with the addition of an ELSAG 3-camera License Plate Recognition System.
- 2.8.13.8. Cameras should be mounted to the top of the vehicle with vehicle specific brackets.
- 2.8.13.9. Cables should be routed through the rear lift gate so as not to pinch the cables and cause water infiltration.
- 2.8.13.10. Control unit to be located in rear cargo area.
- 2.8.13.11. Garmin GPS puck (included in system) should be installed on the top of the dashboard. The USB cable will connect to the computer docking station.
- 2.8.13.12. Ethernet cable (included in system) should be routed from the LPR control unit to the computer docking station.
- 2.8.14. CONFIGURATION #3: ENFORCEMENT UTILITY WITH K9**  
The Bidder shall provide a response on the Response Form for the full installation/upfit of a fully marked enforcement utility as detailed in this section.
- 2.8.14.1. The CONFIGURATION #3: ENFORCEMENT UTILITY WITH K9 is a marked enforcement vehicle that may be considered a CONFIGURATION #1 with the following changes:
- 2.8.14.2. This vehicle is NOT equipped with a Pro-Gard (or similar) prisoner transport seating system.
- 2.8.14.3. This vehicle is NOT equipped with a Pro-Gard Tri-Lock (or Setina Dual T-Rail) vertical gun locks mounted to the recessed panel of partition.
- 2.8.14.4. CONFIGURATION #3 INCLUDES THE FOLLOWING ITEMS NOT FOUND IN CONFIGURATION #1:

- 2.8.14.5. Ray Allen brand Cruise EZE rear seat replacement K9 insert (vehicle specific.) This includes door panels.
- 2.8.14.6. Ace K9 brand Hot-n-Pop Pro (or similar) with long distance remote pager module (antenna roof mounted with drilled hole.). This includes the door release system and all connections and mounting of all components of this system.
- 2.8.14.7. Kennel fan activated via heat alarm AND manually via designated button on siren control head. Kennel fan will be located on top of the kennel and installed in a manner that will blow air into the kennel.
- 2.8.14.8. Whelen 3SRCCDCR (or similar) 3" round light (split red/white) mounted overhead inside kennel. Light to be controlled by siren controller via control head panel.
- 2.8.14.9. Front gun lock: mounted with County supplied brackets in an area of the top front of the K9 kennel for easy reach from driver's seat. The front gun lock will be controlled and timed by the siren controller. The gun lock should only work with vehicle ignition present.
- 2.8.14.10. Rear gun lock: ceiling mounted with County supplied brackets in the rear of the cargo area. The rear gun lock will be controlled and timed by the siren controller. At the time of delivery, the Fleet Manager will specify where lock release should be located. The gun lock should only work with vehicle ignition present.
- 2.8.14.11. WeatherTech (or similar) vehicle specific side window deflectors.
- 2.8.14.12. Aftermarket (manufacturers vary) keyless entry system (lock/unlock only.)

**2.8.15. CONFIGURATION #4: DETECTIVE SEDAN**

- 2.8.15.1. The Bidder shall provide a response on the Response Form for the full installation/upfit of an unmarked sedan detective vehicle as detailed in this section.
- 2.8.15.2. Two Whelen Ions (1 red, 1 blue) mounted behind grill. An alternative would be two Whelen Microns (or similar).
- 2.8.15.3. One Whelen Dual Avenger (or similar) light mounted inside the vehicle, near front passenger overhead visor. An alternative would be two Whelen Spitfire Ions (or similar).
- 2.8.15.4. Two Whelen Single Avenger (or similar) lights mounted inside the vehicle, near the top of the rear window. An alternative would be two Whelen Spitfire Ions (or similar).
- 2.8.15.5. Installation of Whelen Vertex, Whelen Ion, or similar Whelen products in Ford police headlamp housing. Each headlamp housing may accommodate one or more Whelen lights.
- 2.8.15.6. Up to four Whelen Vertex LED lights, or similar, mounted into Ford police tail light housings, set to alternate. Each tail lamp housing may accommodate one or two Whelen lights.
- 2.8.15.7. Siren amplifier (Generally Whelen Gamma, Whelen Sapphire, etc.,) includes siren programming, and/or wiring, for proper operation and light output as specified by Fleet

Manager.

- 2.8.15.8. This configuration would NOT require a horn ring or park kill functionality.
- 2.8.15.9. Installation and proper connection of Whelen SA315P siren speaker with vehicle specific mounting bracket.
- 2.8.15.10. VHF ¼ wave antenna mounted to trunk lid or trunk lip bracket. NMO mount and cable provided by the County.
- 2.8.15.11. One Streamlight Stinger (or similar) flashlight charging cradle mounted on passenger side of console, within reach of the driver.
- 2.8.15.12. Motorola XTL-2500 or APX-6500 remote mount radio with remote mounted speaker. Wiring should be isolated from other equipment to avoid RFI. Radio transceiver will
- 2.8.15.13. Auxiliary trunk lighting controlled by factory switch (via raising trunk lid.)
- 2.8.15.14. Havis (C-VS-1508-INSE) console with the following contents:
  - Motorola XTL-2500 or APX-6500 remote head radio
  - Motorola Direct Entry Keypad (DEK)
  - Siren controller (Whelen Gamma, CenCom Sapphire or equivalent siren control head)
  - Havis console accessories as needed (i.e. cup holders, arm rests, storage bins, etc.)
  - Connection of auxiliary power outlet(s)
  - MagnetMic

**2.8.16. CONFIGURATION #5: UNMARKED FORD F-150**

The Bidder shall provide a response on the Response Form for the full installation/upfit of an unmarked Ford F-150 as detailed in this section.

- 2.8.16.1. Panorama, Sti-Co, or similar brand VHF/AM/FM factory look-alike antenna. Factory antenna is removed and aftermarket antenna is installed in its place.
- 2.8.16.2. Motorola XTL-2500 or APX-6500 remote mount radio with remote mounted speaker.
- 2.8.16.3. Whelen SA315P siren speaker (vehicle specific bracket when available from manufacturer.)
- 2.8.16.4. Whelen siren controller or illuminated Carling switches (as determined by Fleet Manager).
- 2.8.16.5. Two (2) Whelen Ion, Micron, LINZ6, or similar, mounted on brackets behind vehicle grille. Smoked lenses may be desired if available.
- 2.8.16.6. Whelen Flatlighter, Avenger, Spitfire (or similar) forward facing lights mounted to headliner. Lights will be connected via direct wiring to switch (controlled by Carling switch or siren controller).
- 2.8.16.7. Whelen Vertexes (or similar) lights mounted in rear tail lamp housing. Alternatively,
- 2.8.16.8. Whelen Microns (or similar) may be stud-mounted on rear of vehicle.

2.8.16.9. One Streamlight Stinger flashlight charging cradle mounted within reach of the driver.

**2.8.17. CONFIGURATION #6: ADMINISTRATIVE UTILITY**

The Bidder shall provide a response on the Response Form for the full installation/upfit of an unmarked Ford F-150 as detailed in this section.

- 2.8.17.1. Whelen SA315P speaker with vehicle specific mounting bracket (if available).
- 2.8.17.2. Whelen Microns (stud mount, 1 red, 1 blue) on exterior of front grill.
- 2.8.17.3. Whelen Vertex, Whelen Ion, or similar Whelen products in Ford police headlamp housing. Each headlamp housing may accommodate one or more Whelen lights.
- 2.8.17.4. Whelen Spitfire Ion (quantity 2) mounted inside, overhead, near visors.
- 2.8.17.5. Up to four Whelen Vertex LED (two red, two blue), or similar, mounted into Ford police tail light housings, set to alternate. Each tail lamp housing may accommodate one or two Whelen lights.
- 2.8.17.6. Whelen Ions (1 red, 1 blue) mounted inside, upper rear window
- 2.8.17.7. Havis vehicle specific console (HCVS1308-INUT) with appropriate faceplates.
- 2.8.17.8. Havis console accessories (faceplates, filler plates, 12v outlets, cup holder, armrest storage cubby, etc...)
- 2.8.17.9. Whelen Gamma (or similar) siren controller mounted in console.
- 2.8.17.10. Motorola XTL-2500 or APX-6500 remote mount radio with remote mounted speaker. Wiring should be isolated from other equipment to avoid RFI. Motorola radio transceiver should be bolted to interior panel in rear cargo area.
- 2.8.17.11. Panorama (FINB) or similar radio antenna.
- 2.8.17.12. This vehicle WILL NOT have a computer dock or mounting post.
- 2.8.17.13. This vehicle WILL NOT have a ruggedized cellular modem/router.
- 2.8.17.14. This vehicle WILL NOT have an electronics equipment tray.
- 2.8.17.15. This vehicle WILL NOT have a L-3 DVR camera system.
- 2.8.17.16. This vehicle WILL NOT have a prisoner partition.

**2.8.18. CONFIGURATION #7: EQUIPMENT REMOVAL – ENFORCEMENT UTILITY**

- 2.8.18.1. The Bidder shall provide a response on the Response Form for the full removal of aftermarket and upfit related equipment from a Configuration #1: ENFORCEMENT UTILITY.

- 2.8.18.2. In this scenario, the County would deliver a fully equipped enforcement utility vehicle to the contractor. The vehicle will be slated for disposal due to age and/or mileage. The contractor would remove all aftermarket and upfit related equipment and wiring. This WILL NOT apply to wrecked vehicles.
- 2.8.18.3. If the vehicle was equipped with a horn ring, normal horn functionality would be restored.
- 2.8.18.4. If the vehicle was equipped with a headlight (and/or tail light) flasher, normal functionality would be restored.
- 2.8.18.5. Aftermarket antennas would be removed.
- 2.8.18.6. Any roof penetrations attributed to antennas and lightbar cabling will be sealed.
- 2.8.18.7. Any body penetrations or screw holes will be sealed.
- 2.8.18.8. All aftermarket equipment will be removed and retained for transfer into a replacement vehicle. If the equipment is slated for installation in a replacement vehicle, the contractor will store the equipment until the replacement vehicle is delivered. In this scenario, the County would likely deliver the replacement vehicle when picking up the stripped vehicle.
- 2.8.18.9. If provided with the factory rear seats, the contractor will install the seats.
- 2.8.18.10. The contractor WILL NOT be responsible for removing vehicle graphics or decals.
- 2.8.18.11. The contractor WILL NOT be responsible for restoring functionality to non-operational rear door handles and/or window locks if the vehicle was delivered from the manufacturer without those features. Currently, the County purchases factory options that render the rear door handles and window switches inoperable. The contractor would not be expected to reverse those options.

**2.9. CONTRACTOR QUALIFICATIONS & EXPERIENCE:** The Contractor to whom an Emergency Vehicle Equipment Installation 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. **Attachment A – Prior Experience** may be used for this purpose.

**2.10. EVALUATION** - Evaluation of this bid will be based upon the ability of the vendor to perform these services in a timely fashion, familiarity with our equipment, the cost for said services and the experience level of the vendor in working with the new Ford emergency vehicle platforms.

**2.11. BILLING AND PAYMENTS** – Invoices for work to Boone County Sheriff’s Department vehicles shall be submitted to: Boone County Sheriff’s Department, Attn: Gary German, 2121 County Drive, Columbia, MO 65202. Payment shall be made within 30 days of receipt of a complete **MONTHLY** statement. Invoices shall be used as back-up documentation only.

**2.12. DESIGNEES** – Gary German, Boone County Sheriff’s Department, 2121 County Drive, Columbia, MO 65202. Phone (573) 876-6101.

**2.13. BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Jacob M. Garrett, Buyer, 613 E. Ash Street, Room 109, Columbia, MO

65201. Telephone (573) 886-4393 Fax (573) 886-4390, E-mail:  
JGarrett@boonecountymo.org.



**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Form. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid".
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. We are not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
  - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
  - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
  - 3.4.1. **Rejection or Correction of Responses** - We reserve the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - Our sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
  - 3.5.1. **Method of Evaluation** - We will evaluate submitted responses in relation to all aspects of this Bid.
  - 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use.
  - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
  - 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

4. RESPONSE FORM

4.1. Company Name: 911 Custom

4.2. Address: 6970 W. 152nd Terrace

4.3. City/Zip: Overland Park KS 66223

4.4. Phone Number: 913 390 8540

4.5. Fax Number: 913 390 8543

4.6. Federal Tax ID: 27-1340616

- 4.6.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) LLC

4.7. PRICING :

4.7.1. Configuration #1 – Enforcement Utility \$ 2150.00

4.7.2. Configuration #2: Enforcement Utility with LPR \$ 2250.00

4.7.3. Configuration #3: Enforcement Utility with K9 \$ 2400.00

4.7.4. Configuration #4: Detective Sedan \$ 1200.00

4.7.5. Configuration #5: Unmarked Ford F-150 \$ 1200.00

4.7.6. Configuration #6: Administrative Utility \$ 1350.00

4.7.7. Configuration #7: Equipment Removal – Enforcement Utility \$ 400.00

4.7.8. \_\_\_\_\_% Increase / Decrease 1<sup>st</sup> Contract Renewal Period  
 \_\_\_\_\_% Increase / Decrease 2<sup>nd</sup> Contract Renewal Period

4.8. MISCELLANEOUS INFORMATION:

What are your business hours and days?

4.8.1. 8-5 M-F

4.8.2. List the address/addresses of all shop locations where service will be provided:  
6970 W. 152nd Terrace Overland Park 66223

4.8.3. Are Appointments necessary? No

\_\_\_\_\_  
\_\_\_\_\_  
If YES, how far in advance must an appointment be scheduled? \_\_\_\_\_

4.8.4. Please provide the following information regarding your facility:

Facility Size 10,000 sq ft  
# of Install Bays 8  
# of Employees 11

4.8.5. Describe your firm's familiarity and experience with LPR technology, specifically LPR manufactured by ELSAG.

We are a ELSAG Authorized installation facility and have been for the last 5 years.

4.8.6. As previously stated in this bid, the County is taking steps to standardize the vehicle platforms for ease of operation and deputy safety. We are outfitting our vehicles with Whelen siren and lighting systems.

**Is your firm factory trained and certified by Whelen Engineering and are you an authorized installer and capable of programming the Whelen CanTrol system?**

Yes  No

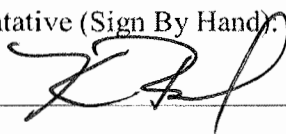
Please provide any additional details (not required):

We have been to the Whelen factory for Certified CAN TROL Training and hosted further CAN TROL training at our facility.

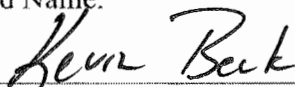
4.8.7. State the time involved to complete a patrol car install/upfit (in calendar work week days) as requested in sections 2.8.12 – 2.8.17:

Enforcement Utility:	<u>10</u>
Enforcement Utility with LPR:	<u>11</u>
Enforcement Utility with K9:	<u>12</u>
Detective Sedan:	<u>3</u>
Unmarked Ford F-150:	<u>2</u>
Administrative Utility:	<u>3</u>

4.8.8. Authorized Representative (Sign By Hand):

A handwritten signature in black ink, appearing to be 'Kevin Beck', written over a horizontal line.

Type or Print Signed Name:

The name 'Kevin Beck' written in a cursive, handwritten style in black ink, positioned above a horizontal line.

4.8.9. Today's Date:

The date '3-23-17' written in a handwritten style in black ink, positioned above a horizontal line.

ATTACHMENT A  
PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. **Prior Services Performed for:**

Company Name: *Jackson County S.O.*  
Address: *4001 NE Leeward Ct KC Mo*  
Contact Name: *Ben Solomon*  
Telephone Number: *816 507 4609*  
Date of Contract: *2011 - Present*  
Length of Contract:

**Description of Prior Services (include dates):**

2. **Prior Services Performed for:**

Company Name: *Shawnee PD.*  
Address: *5850 Leiner Rd Shawnee ks*  
Contact Name: *John Widiros*  
Telephone Number: *913 710 5913*  
Date of Contract: *2012 to*  
Length of Contract: *Present*

**Description of Prior Services (include dates):**

3. **Prior Services Performed for:**

Company Name: *Cass County*  
Address: *2501 West Hall Harrisonville, mo*  
Contact Name: *Ben Barbarick*  
Telephone Number: *816 519 3045*  
Date of Contract: *2011 to*  
Length of Contract: *Present -*

**Description of Prior Services (include dates):**

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. 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.
3. 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.
4. 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. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. 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.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. 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.
9. 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.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. 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.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. 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.
14. 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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. 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.

16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. 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.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



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

## *Request for Bid (RFB)*

**Jacob M. Garrett, Buyer**  
(573) 886-4393 – Fax: (573) 886-4390  
Email: JGarrett@boonecountymmo.org

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### ***Bid Data***

Bid Number: **16-23MAR17**  
Commodity Title: **Emergency Vehicle Equipment & Electronics/Accessories  
Installation**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### ***Bid Submission Address and Deadline***

Day / Date: **Thursday, March 23, 2017**  
Time: **10:30 A.M. (Bids received after this time will be returned  
unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: **The Purchasing office is located on the Northwest corner at 7<sup>th</sup> Street  
and Ash Street. Enter the building from the South side. Wheel chair  
accessible entrance is available.**

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### ***Bid Opening***

Day / Date: **Thursday, March 23, 2017**  
Time: **10:30 A.M. C.S.T.**  
Location / Address: **Boone County Annex  
613 E. Ash Street, Room 109  
Columbia, MO 65201**

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### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form  
Standard Terms and Conditions  
Attachment A – Prior Experience**



## 1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of forty eight (48) hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: [www.showmeboone.com](http://www.showmeboone.com)  
 Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined

by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, or an “all or none” basis, whichever is in the best interest of the County.

- 1.5. CONTRACT EXECUTION** - This Bid and the Contractor’s Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
  - 1)** the provisions of the Contract (as it may be amended);
  - 2)** the provisions of the Bid;
  - 3)** the provisions of the Bidder’s Response.
- 1.6. COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County’s standard “boilerplate” terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as "County," proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the furnishing of **Emergency Vehicle Equipment & Electronics/Accessories Installation** as specified herein.
- 2.1.1. **Quantity** – The County does not guarantee a minimum volume for purchases under a prospective contract. The quantity of new vehicles purchased each year varies, but ranges from approximately 5 to 15. In addition, the County reserves the right to purchase Emergency Vehicle Equipment & Electronics/Accessories Installation services from other vendors when the County deems the purchase necessary.
- 2.2. The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the prices noted on the Response Form for the 1<sup>st</sup> and 2<sup>nd</sup> Renewal Periods.
- 2.2.1. If renewal prices are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **date of award through December 31, 2017** and may be automatically renewed for up to an additional **two (2) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 2.4. CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.5. CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.6. PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum quantities or total prices.
- 2.6.1. The contractor shall extend any and all special promotional sale prices or discounts immediately to the County during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period.
- 2.7. GENERAL INFORMATION REGARDING THE FLEET & SCOPE OF BID:**
- 2.7.1. The scope of work involves the installation of law enforcement specific and/or emergency equipment in Boone County Sheriff Department's vehicles.
- 2.7.2. In 2013 the Boone County Sheriff's Department began transitioning to an all Ford fleet of trucks, sedans and SUV's. The intent behind this is so that all equipment in a specific vehicle platform is set up the same. This allows a deputy to transfer from vehicle to vehicle with ease due to standardization of equipment (officer safety must be kept in mind at all times

when installing equipment.) Bidders are urged to keep this in mind while bidding as the County will need each vehicle to be upfit in the same manner, even across platforms, as is practical and possible.

- 2.7.3. The terms “Utility” and “Sedan” will typically refer to a Ford Interceptor Utility and Ford Interceptor Sedan. The county reserves the right to select other vehicles to fulfill specialized needs associated with the fleet. For example, we intend to replace one Chevrolet Tahoe PPV in 2017.
- 2.7.4. All electronic equipment shall be wired per both the equipment and vehicle manufacturers’ specifications as not to void applicable warranties.
- 2.7.5. The Boone County Sheriff’s Department primarily utilizes Whelen emergency equipment (emergency lighting, siren speakers, and siren controllers). The Whelen Control is the primary siren controller used in the marked enforcement vehicles. As outlined in the *Whelen Distributor Agreement for Whelen CanTrol Siren/Controller Systems*, installation of the Control must be completed by an authorized distributor’s direct employee who has received training by Whelen personnel.
- 2.7.6. If, during installation of any equipment, penetration of the vehicle’s exterior occurs, all holes in the exterior body must be sealed upon completion of the install.
- 2.7.7. During installation, the contractor will be permitted to cut or modify interior plastic trim panels for the purpose of installing equipment. For example, the plastic b-pillar panels must be drilled to accommodate the Pro-Gard partition mounting brackets. In addition, plastic interior trim panels may be modified to accommodate wiring if the goal is to reduce stress or prevent damage to aftermarket wiring.
- 2.7.8. If damage to the vehicle occurs during the upfit process, the contractor will be responsible for repairing the damage if it resulted from something outside the normal scope of the equipment manufacturer’s instructions.
- 2.7.9. The contractor should have enough storage space to accommodate equipment drop-shipped to the contractor. Drop-shipped items might include prisoner partitions, plastic seats, plastic floor pans, consoles, computer bases, light bars, siren controllers, and rifle locks. The county may purchase fleet equipment for an entire year of upfits. The contractor should be able to store that equipment if necessary.
- 2.7.10 Upon delivering the vehicle to the contractor, the Fleet Manager may provide the contractor with a checklist for the vehicle upfit. The purpose of the checklist is to ensure the Fleet Manager and upfitter are in agreement as to how the vehicle equipment is supposed to be installed, arranged, and configured. The checklist will also assist in maintaining consistency between the vehicle builds and verifying completion of work.

- 2.8. MINIMUM CONTRACT REQUIREMENTS** - The contractor shall perform all services listed below on an as needed basis. Costs for said services must include all tools, supplies and labor.
- 2.8.1. All wiring connections shall be made by way of a factory harnesses, custom harnesses or connected by a heat shrinkable butt connector, soldered and shrink wrapped, or other device/method approved by the County (No scotch lock-type connectors allowed). All exterior connections must be protected from corrosion. All connections must pass a pull test.
- 2.8.2. All systems shall be tested after installation with the ignition off and system off to check for parasitic voltage draw.
- 2.8.3. All equipment shall be properly protected with the appropriate size fuse and/or circuit breaker per manufacturer's specifications.
- 2.8.4. All wiring shall be sized to the equipment manufacturer's specification(s.)
- 2.8.5. Unless otherwise stated, the County will provide all the equipment for the installation. The contractor will be responsible for miscellaneous hardware (i.e. clamps, nuts, bolts, screws, etc. not already included with new or transferred equipment), **all (primary and secondary) wire not provided as part of an aftermarket harness and all fuses that are necessary to complete the installation.**
- 2.8.6. As needed, shop supplies such as wire connectors, relays, solder, wire, fuse holders, distribution blocks, loom, switches, etc., **shall be included within the full vehicle upfit package per unit pricing.** The County shall not be billed per item for any fittings or wiring necessities to complete the installation.
- 2.8.7. The contractor may utilize their own custom bracketry and/or other custom components if they believe such items increase their efficiency and/or the quality of the vehicle upfit. If the contractor desires to bill the County separately for the use of such items, approval from the Fleet Manager will be necessary prior to use. The Fleet Manager may request additional information as to why the brackets are necessary. If requested, the custom items will be itemized on an equipment invoice.
- 2.8.8. Upfit wiring system must include a main disconnect or some type of single point, or single location, connection to the factory 12-volt system. This is done so any vehicle OEM electrical problems can be quickly and safely separated from aftermarket equipment by a County representative or factory servicing dealer. Any alternatives to this section must be approved by the Fleet Manager.
- 2.8.9. All cabling must be routed behind body trim or other channels as to protect it from normal daily traffic abuse as well as potential vandalism from a combative prisoner.
- 2.8.10. If applicable to OEM vehicle wiring, and available as a feature in the aftermarket hardware, all vehicles must have the siren park kill and horn ring transfer features installed as well as any other officer safety feature (as a feature of provided equipment) requested by the fleet manager at the time of vehicle drop off (County will deliver all vehicles to contractor under this contract).

- 2.8.11. All bid responses must include disassembly and reassembly of vehicle parts built into the full vehicle upfit package pricing. The County will not pay a separate labor charge for disassembly and reassembly performed during a full vehicle upfit.
- 2.8.12. Any specifics pertaining to equipment locations will be defined by the Boone County Sheriff's Department Fleet Manager at the time of vehicle drop off. Once agreed upon all like vehicles are to be upfitted in the same manner.
- 2.8.13. The contractor shall provide a per vehicle full upfit rate per the details in sections 2.8.12. – 2.8.17. If the bidder provides a no bid response to any individual section, the bidder must attach some type of supplemental documentation containing an explanation of the no bid.
- 2.8.14. Bidder shall state time involved in installing/upfitting a complete patrol vehicle (in calendar work week days) on Bid Response page.
- 2.8.15. The contractor may be asked to provide the Boone County Sheriff's Department Fleet Manager with a wiring diagram of vehicle. In lieu of a printed wiring diagram, prior to acceptance of vehicle post install, a representative of the contractor will provide the Fleet Manager with a detailed walk-thru of all components, fuse locations, power distribution points, etc.
- 2.8.16. If any equipment is determined to be defective after installation, not by fault of contractor, the contractor will be allowed to bill the County separately for the removal of the defective item and subsequent installation of a functioning item. The contractor is encouraged to test equipment prior to installation (as much as is practical given the complexity and configuration of multiple components of some items.) It will be the responsibility of the contractor to communicate such issues with the Boone County Sheriff's Department Fleet Manager as soon as possible.
- 2.8.17. The contractor shall thoroughly vacuum the vehicle after the install to remove any debris discharged inside the vehicle during the installation.
- 2.8.18. Any additional equipment, or changes in what is specified herein, must be documented and agreed upon by both parties in writing, prior to the work being done, with any additional charges being documented and agreed upon as well.
- 2.8.19. The contractor shall not sub-contract any work on Boone County vehicles without the consent of the Boone County Sheriff's Department Fleet Manager.
- 2.8.20. The contractor shall provide the services responded to in this bid and identified on the Response Form.
- 2.8.12 **CONFIGURATION #1: ENFORCEMENT UTILITY**  
The Bidder shall provide a response on the Response Form for the full installation/upfit of a fully marked enforcement utility as detailed in this section.
- 2.8.12.1. Whelen headlight flasher (model SSFFP16 or similar chosen by the Fleet Manager) to alternately flash the Ford high-beams.

- 2.8.12.2. Whelen Vertex, Whelen Ion, or similar Whelen products in factory police headlamp housing. Each headlamp housing may accommodate one or more Whelen lights.
- 2.8.12.3. Whelen Microns (stud mount, 1 red, 1 blue) on exterior of front grill.
- 2.8.12.4. Whelen Ions (1 red, 1 blue) flush mounted into bottom of rear lift gate.
- 2.8.12.5. Whelen Legacy (56"), Liberty (48.5"), or similar light bar mounted to top of vehicle (cable routed through top via a drilled hole to reduce wind noise.)
- 2.8.12.6. Whelen CanTrol siren (or CenCom Gold, Sapphire, Carbide, etc.), includes siren programming for proper operation and light output. The Fleet Manager may specify the programming or configuration of the siren controller.
- 2.8.12.7. Whelen Howler low frequency siren with vehicle specific mounting bracket. The Whelen Howler needs to be setup to deliver a 30 second cycle when activated.
- 2.8.12.8. Whelen SA315P 100-watt siren speakers (quantity 2) mounted on front of vehicle. If possible, a vehicle specific mounting bracket(s) will be utilized. The exact location of the speaker(s) will be chosen by the Fleet Manager and may change during the contract based on vehicle manufacturer design changes.
- 2.8.12.9. Pro-Gard (or similar) prisoner transport seating system with the following components: front partition with sliding polycarbonate window, a recessed space-saver panel, and steel extension panels. The rear partition will have a steel screen and seat mount kit. A plastic (ABS) seat and floor pan will be utilized.
- 2.8.12.10. Connection of four Ford Interceptor steering wheel switches (if equipped) to siren or external relay for secondary control of lighting features as specified by Fleet Manager.
- 2.8.12.11. Pro-Gard Tri-Lock (or Setina Dual T-Rail) vertical gun locks mounted to the recessed panel of partition. Each gun lock will be individually controlled and timed by the siren controller. The gun locks should only work with vehicle ignition present.
- 2.8.12.12. Up to four Whelen Vertex LED (two red, two blue), or similar, mounted into factory police tail light housings, set to alternate. Each tail lamp housing may accommodate one or two Whelen lights.
- 2.8.12.13. Ruggedized cellular modem/router (Cradlepoint or similar) mounted on partition in reach of driver. Modem will typically be mounted on the front of the partition, behind the front passenger seat.
- 2.8.12.14. Panorama MIMO, Sharkee (or similar) cellular/wifi/gps antenna drilled into top of vehicle center. Location to be specified by Fleet Manager.
- 2.8.12.15. L-3 DVR with all associated peripherals:
  - DVR mounted in console. (1" reveal)
  - Front camera mounted to windshield.
  - Rear camera mounted inside prisoner seating area (mounted at the clothes hanger hook above the driver-side rear door).

- Wired external microphone mounted inside prisoner seating area.
  - Body microphone docking stations (two) mounted on console.
  - Monitor mounted to headliner.
  - Crash sensor/battery mounted to floor of front passenger footwell.
  - L-3 ferrite chokes also to be installed on both cameras and tested for RFI.
  - Antenna installed (drill through) on roof.
  - Siren and emergency light interface (via L3 siren interface module or siren controller).
- 2.8.12.16. Two flashlight charging cradles (per available County inventory at the time of install, but generally one Streamlight Stinger (or similar sized light) mounted within reach of the driver. A second flashlight charger may be mounted near the rear cargo area of the vehicle.
- 2.8.12.17. Havis ChargeGuard to control modem and docking station.
- 2.8.12.18. Auxiliary lighting in prisoner area controlled by siren lighting controller.
- 2.8.12.19. For each vehicle, the Fleet Manager will specify one of two options for the rear cargo area of the vehicle:
- 2.8.12.20. Rear cargo area option #1: Custom manufactured weapons security drawer in rear cargo area. These drawers are of an elevated design and mount to factory bolt locations. They are designed to work with the Pro-Gard brand rear cargo divider. If this option is utilized, the mobile radio transceiver, siren controller, and Howler module will be mounted on the front side of the rear partition, under the plastic prisoner seat.
- 2.8.13. Rear cargo area option #2: The Fleet Manager will provide a hinged equipment tray to accommodate the aftermarket electronics (mobile radio transceiver, siren controller, Howler module, distribution block, ChargeGuard, etc..). The legs of the tray will bolt to the rear prisoner partition. In this option, there are no electronics mounted under the seat and there is no cargo drawer. The contractor will provide an appropriately sized piece of plywood (or similar wood material) for use inside the tray. Alternately, the various electrical components may be bolted directly to the equipment tray. A manual gun lock release button (controlled by a 12v ignition source) will be added to the interior of the tray to accommodate a future gun lock in the rear cargo compartment of the vehicle.
- 2.8.13.1. Radio, L-3 DVR and modem antennas will need to be drilled into top of vehicle. The Fleet Manager will specify desired locations at the time of vehicle delivery.
- 2.8.13.2. Motorola XTL-2500 or APX-6500 remote mount radio with remote mounted speaker. Wiring should be isolated from other equipment to avoid RFI.
- 2.8.13.3. Havis (C-VS-1308-INUT) console with the following contents:
- L-3 Digital Video Recorder
  - Motorola XTL-2500 or APX-6500 remote head radio
  - Motorola Direct Entry Keypad (DEK)
  - Whelen CanTrol head (or equivalent siren control head)
  - Havis console accessories as needed (i.e. cup holders, storage bins, etc.)
  - MagnetMic
  - Connection of 12v auxiliary power outlets



- Docking station (for Panasonic Tough Book) with pole mount (PKG-PSM-253) and action adapters (mounted as far forward as possible as to not obstruct driver's peripheral views out of the vehicle)
  - Panavise or Ram Mounts
  - Whelen Public Address (PA) microphone should be mounted on the passenger side of the console.
- 2.8.13.4. Zebra ZQ520 (or similar) printer mounted within reach of the driver. The County will provide a mounting bracket.
- 2.8.13.5. Havis WBI-F18-RC (or similar) 3-piece rear window guards (cargo area side windows and rear lift gate window).
- 2.8.13.6. **CONFIGURATION #2: ENFORCEMENT UTILITY WITH LPR SYSTEM**  
The Bidder shall provide a response on the Response Form for the full installation/upfit of a fully marked enforcement utility with ELSAG brand LPR equipment as detailed in this section.
- 2.8.13.7. Includes everything detailed above under the CONFIGURATION #1: ENFORCEMENT UTILITY, but with the addition of an ELSAG 3-camera License Plate Recognition System.
- 2.8.13.8. Cameras should be mounted to the top of the vehicle with vehicle specific brackets.
- 2.8.13.9. Cables should be routed through the rear lift gate so as not to pinch the cables and cause water infiltration.
- 2.8.13.10. Control unit to be located in rear cargo area.
- 2.8.13.11. Garmin GPS puck (included in system) should be installed on the top of the dashboard. The USB cable will connect to the computer docking station.
- 2.8.13.12. Ethernet cable (included in system) should be routed from the LPR control unit to the computer docking station.
- 2.8.14. CONFIGURATION #3: ENFORCEMENT UTILITY WITH K9**  
The Bidder shall provide a response on the Response Form for the full installation/upfit of a fully marked enforcement utility as detailed in this section.
- 2.8.14.1. The CONFIGURATION #3: ENFORCEMENT UTILITY WITH K9 is a marked enforcement vehicle that may be considered a CONFIGURATION #1 with the following changes:
- 2.8.14.2. This vehicle is NOT equipped with a Pro-Gard (or similar) prisoner transport seating system.
- 2.8.14.3. This vehicle is NOT equipped with a Pro-Gard Tri-Lock (or Setina Dual T-Rail) vertical gun locks mounted to the recessed panel of partition.
- 2.8.14.4. CONFIGURATION #3 INCLUDES THE FOLLOWING ITEMS NOT FOUND IN CONFIGURATION #1:

- 2.8.14.5. Ray Allen brand Cruise EZE rear seat replacement K9 insert (vehicle specific.) This includes door panels.
- 2.8.14.6. Ace K9 brand Hot-n-Pop Pro (or similar) with long distance remote pager module (antenna roof mounted with drilled hole.). This includes the door release system and all connections and mounting of all components of this system.
- 2.8.14.7. Kennel fan activated via heat alarm AND manually via designated button on siren control head. Kennel fan will be located on top of the kennel and installed in a manner that will blow air into the kennel.
- 2.8.14.8. Whelen 3SRCCDCR (or similar) 3" round light (split red/white) mounted overhead inside kennel. Light to be controlled by siren controller via control head panel.
- 2.8.14.9. Front gun lock: mounted with County supplied brackets in an area of the top front of the K9 kennel for easy reach from driver's seat. The front gun lock will be controlled and timed by the siren controller. The gun lock should only work with vehicle ignition present.
- 2.8.14.10. Rear gun lock: ceiling mounted with County supplied brackets in the rear of the cargo area. The rear gun lock will be controlled and timed by the siren controller. At the time of delivery, the Fleet Manager will specify where lock release should be located. The gun lock should only work with vehicle ignition present.
- 2.8.14.11. WeatherTech (or similar) vehicle specific side window deflectors.
- 2.8.14.12. Aftermarket (manufacturers vary) keyless entry system (lock/unlock only.)

**2.8.15. CONFIGURATION #4: DETECTIVE SEDAN**

- 2.8.15.1. The Bidder shall provide a response on the Response Form for the full installation/upfit of an unmarked sedan detective vehicle as detailed in this section.
- 2.8.15.2. Two Whelen Ions (1 red, 1 blue) mounted behind grill. An alternative would be two Whelen Microns (or similar).
- 2.8.15.3. One Whelen Dual Avenger (or similar) light mounted inside the vehicle, near front passenger overhead visor. An alternative would be two Whelen Spitfire Ions (or similar).
- 2.8.15.4. Two Whelen Single Avenger (or similar) lights mounted inside the vehicle, near the top of the rear window. An alternative would be two Whelen Spitfire Ions (or similar).
- 2.8.15.5. Installation of Whelen Vertex, Whelen Ion, or similar Whelen products in Ford police headlamp housing. Each headlamp housing may accommodate one or more Whelen lights.
- 2.8.15.6. Up to four Whelen Vertex LED lights, or similar, mounted into Ford police tail light housings, set to alternate. Each tail lamp housing may accommodate one or two Whelen lights.
- 2.8.15.7. Siren amplifier (Generally Whelen Gamma, Whelen Sapphire, etc.,) includes siren programming, and/or wiring, for proper operation and light output as specified by Fleet

Manager.

- 2.8.15.8. This configuration would NOT require a horn ring or park kill functionality.
- 2.8.15.9. Installation and proper connection of Whelen SA315P siren speaker with vehicle specific mounting bracket.
- 2.8.15.10. VHF ¼ wave antenna mounted to trunk lid or trunk lip bracket. NMO mount and cable provided by the County.
- 2.8.15.11. One Streamlight Stinger (or similar) flashlight charging cradle mounted on passenger side of console, within reach of the driver.
- 2.8.15.12. Motorola XTL-2500 or APX-6500 remote mount radio with remote mounted speaker. Wiring should be isolated from other equipment to avoid RFI. Radio transceiver will
- 2.8.15.13. Auxiliary trunk lighting controlled by factory switch (via raising trunk lid.)
- 2.8.15.14. Havis (C-VS-1508-INSE) console with the following contents:
  - Motorola XTL-2500 or APX-6500 remote head radio
  - Motorola Direct Entry Keypad (DEK)
  - Siren controller (Whelen Gamma, CenCom Sapphire or equivalent siren control head)
  - Havis console accessories as needed (i.e. cup holders, arm rests, storage bins, etc.)
  - Connection of auxiliary power outlet(s)
  - MagnetMic

**2.8.16. CONFIGURATION #5: UNMARKED FORD F-150**

The Bidder shall provide a response on the Response Form for the full installation/upfit of an unmarked Ford F-150 as detailed in this section.

- 2.8.16.1. Panorama, Sti-Co, or similar brand VHF/AM/FM factory look-alike antenna. Factory antenna is removed and aftermarket antenna is installed in its place.
- 2.8.16.2. Motorola XTL-2500 or APX-6500 remote mount radio with remote mounted speaker.
- 2.8.16.3. Whelen SA315P siren speaker (vehicle specific bracket when available from manufacturer.)
- 2.8.16.4. Whelen siren controller or illuminated Carling switches (as determined by Fleet Manager).
- 2.8.16.5. Two (2) Whelen Ion, Micron, LINZ6, or similar, mounted on brackets behind vehicle grille. Smoked lenses may be desired if available.
- 2.8.16.6. Whelen Flatlighter, Avenger, Spitfire (or similar) forward facing lights mounted to headliner. Lights will be connected via direct wiring to switch (controlled by Carling switch or siren controller).
- 2.8.16.7. Whelen Vertexes (or similar) lights mounted in rear tail lamp housing. Alternatively,
- 2.8.16.8. Whelen Microns (or similar) may be stud-mounted on rear of vehicle.

2.8.16.9. One Streamlight Stinger flashlight charging cradle mounted within reach of the driver.

**2.8.17. CONFIGURATION #6: ADMINISTRATIVE UTILITY**

The Bidder shall provide a response on the Response Form for the full installation/upfit of an unmarked Ford F-150 as detailed in this section.

2.8.17.1. Whelen SA315P speaker with vehicle specific mounting bracket (if available).

2.8.17.2. Whelen Microns (stud mount, 1 red, 1 blue) on exterior of front grill.

2.8.17.3. Whelen Vertex, Whelen Ion, or similar Whelen products in Ford police headlamp housing. Each headlamp housing may accommodate one or more Whelen lights.

2.8.17.4. Whelen Spitfire Ion (quantity 2) mounted inside, overhead, near visors.

2.8.17.5. Up to four Whelen Vertex LED (two red, two blue), or similar, mounted into Ford police tail light housings, set to alternate. Each tail lamp housing may accommodate one or two Whelen lights.

2.8.17.6. Whelen Ions (1 red, 1 blue) mounted inside, upper rear window

2.8.17.7. Havis vehicle specific console (HCVS1308-INUT) with appropriate faceplates.

2.8.17.8. Havis console accessories (faceplates, filler plates, 12v outlets, cup holder, armrest storage cubby, etc...)

2.8.17.9. Whelen Gamma (or similar) siren controller mounted in console.

2.8.17.10. Motorola XTL-2500 or APX-6500 remote mount radio with remote mounted speaker. Wiring should be isolated from other equipment to avoid RFI. Motorola radio transceiver should be bolted to interior panel in rear cargo area.

2.8.17.11. Panorama (FINB) or similar radio antenna.

2.8.17.12. This vehicle WILL NOT have a computer dock or mounting post.

2.8.17.13. This vehicle WILL NOT have a ruggedized cellular modem/router.

2.8.17.14. This vehicle WILL NOT have an electronics equipment tray.

2.8.17.15. This vehicle WILL NOT have a L-3 DVR camera system.

2.8.17.16. This vehicle WILL NOT have a prisoner partition.

**2.8.18. CONFIGURATION #7: EQUIPMENT REMOVAL – ENFORCEMENT UTILITY**

2.8.18.1. The Bidder shall provide a response on the Response Form for the full removal of aftermarket and upfit related equipment from a Configuration #1: ENFORCEMENT UTILITY.

- 2.8.18.2. In this scenario, the County would deliver a fully equipped enforcement utility vehicle to the contractor. The vehicle will be slated for disposal due to age and/or mileage. The contractor would remove all aftermarket and upfit related equipment and wiring. This WILL NOT apply to wrecked vehicles.
- 2.8.18.3. If the vehicle was equipped with a horn ring, normal horn functionality would be restored.
- 2.8.18.4. If the vehicle was equipped with a headlight (and/or tail light) flasher, normal functionality would be restored.
- 2.8.18.5. Aftermarket antennas would be removed.
- 2.8.18.6. Any roof penetrations attributed to antennas and lightbar cabling will be sealed.
- 2.8.18.7. Any body penetrations or screw holes will be sealed.
- 2.8.18.8. All aftermarket equipment will be removed and retained for transfer into a replacement vehicle. If the equipment is slated for installation in a replacement vehicle, the contractor will store the equipment until the replacement vehicle is delivered. In this scenario, the County would likely deliver the replacement vehicle when picking up the stripped vehicle.
- 2.8.18.9. If provided with the factory rear seats, the contractor will install the seats.
- 2.8.18.10. The contractor WILL NOT be responsible for removing vehicle graphics or decals.
- 2.8.18.11. The contractor WILL NOT be responsible for restoring functionality to non-operational rear door handles and/or window locks if the vehicle was delivered from the manufacturer without those features. Currently, the County purchases factory options that render the rear door handles and window switches inoperable. The contractor would not be expected to reverse those options.

**2.9. CONTRACTOR QUALIFICATIONS & EXPERIENCE:** The Contractor to whom an Emergency Vehicle Equipment Installation 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. **Attachment A – Prior Experience** may be used for this purpose.

**2.10. EVALUATION** - Evaluation of this bid will be based upon the ability of the vendor to perform these services in a timely fashion, familiarity with our equipment, the cost for said services and the experience level of the vendor in working with the new Ford emergency vehicle platforms.

**2.11. BILLING AND PAYMENTS** – Invoices for work to Boone County Sheriff's Department vehicles shall be submitted to: Boone County Sheriff's Department, Attn: Gary German, 2121 County Drive, Columbia, MO 65202. Payment shall be made within 30 days of receipt of a complete **MONTHLY** statement. Invoices shall be used as back-up documentation only.

**2.12. DESIGNEES** – Gary German, Boone County Sheriff's Department, 2121 County Drive, Columbia, MO 65202. Phone (573) 876-6101.

**2.13. BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Jacob M. Garrett, Buyer, 613 E. Ash Street, Room 109, Columbia, MO

65201. Telephone (573) 886-4393 Fax (573) 886-4390, E-mail:  
JGarrett@boonecountymo.org.

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Form. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid".
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. We are not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
  - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
  - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
  - 3.4.1. **Rejection or Correction of Responses** - We reserve the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - Our sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
  - 3.5.1. **Method of Evaluation** - We will evaluate submitted responses in relation to all aspects of this Bid.
  - 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use.
  - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
  - 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

4. RESPONSE FORM

4.1. Company Name:

4.2. Address:

4.3. City/Zip:

4.4. Phone Number:

4.5. Fax Number:

4.6. Federal Tax ID:

4.6.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

4.7. PRICING :

4.7.1. Configuration #1 – Enforcement Utility \$ \_\_\_\_\_

4.7.2. Configuration #2: Enforcement Utility with LPR \$ \_\_\_\_\_

4.7.3. Configuration #3: Enforcement Utility with K9 \$ \_\_\_\_\_

4.7.4. Configuration #4: Detective Sedan \$ \_\_\_\_\_

4.7.5. Configuration #5: Unmarked Ford F-150 \$ \_\_\_\_\_

4.7.6. Configuration #6: Administrative Utility \$ \_\_\_\_\_

4.7.7. Configuration #7: Equipment Removal – Enforcement Utility \$ \_\_\_\_\_

4.7.8. \_\_\_\_\_ % Increase / Decrease 1<sup>st</sup> Contract Renewal Period

\_\_\_\_\_ % Increase / Decrease 2<sup>nd</sup> Contract Renewal Period

4.8. MISCELLANEOUS INFORMATION:

What are your business hours and days?

4.8.1. \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.8.3. Are Appointments necessary?



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If YES, how far in advance must an appointment be scheduled? \_\_\_\_\_

4.8.4. Please provide the following information regarding your facility:

Facility Size \_\_\_\_\_

# of Install Bays \_\_\_\_\_

# of Employees \_\_\_\_\_

4.8.5. Describe your firm's familiarity and experience with LPR technology, specifically LPR manufactured by ELSAG.

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4.8.6. As previously stated in this bid, the County is taking steps to standardize the vehicle platforms for ease of operation and deputy safety. We are outfitting our vehicles with Whelen siren and lighting systems.

**Is your firm factory trained and certified by Whelen Engineering and are you an authorized installer and capable of programming the Whelen CanTrol system?**

**Yes            No**

Please provide any additional details (not required):

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4.8.7. State the time involved to complete a patrol car install/upfit (in calendar work week days) as requested in sections 2.8.12 – 2.8.17:

Enforcement Utility: \_\_\_\_\_

Enforcement Utility with LPR: \_\_\_\_\_

Enforcement Utility with K9: \_\_\_\_\_

Detective Sedan: \_\_\_\_\_

Unmarked Ford F-150: \_\_\_\_\_

Administrative Utility: \_\_\_\_\_

4.8.8. Authorized Representative (Sign By Hand):

---

Type or Print Signed Name:

---

4.8.9. Today's Date: \_\_\_\_\_

**ATTACHMENT A**  
**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):**

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. 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.
3. 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.
4. 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. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. 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.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. 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.
9. 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.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. 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.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. 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.
14. 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. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. 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.

16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. 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.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

***“No Bid” Response Form***

**Jacob M. Garrett, Buyer**  
(573) 886-4393 – Fax: (573) 886-4390

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**“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: 16-23MAR17 – Emergency Vehicle Equipment & Electronics/Accessories Installation**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

May Session of the April Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

16th

day of

May

20

17

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

Now on this day the County Commission of the County of Boone does hereby adopt the attached P-Card Policy revision.

Said revision relates to Section VII -- Prohibited Use of Purchasing Cards; removing the following:

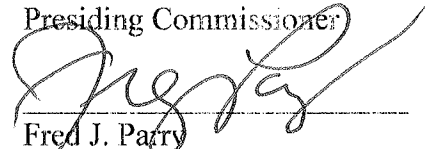
- Purchase of lease or rentals that require signed agreements and/or extend over a period of time.
- Purchases pursuant to any Maintenance/Service/Licensing Agreements which requires a contract signature.

Done this 16th day of May, 2017

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Daniel K. Atwill  
 Presiding Commissioner

  
 Fred J. Parry  
 District I Commissioner

  
 Janet M. Thompson  
 District II Commissioner

# COUNTY OF BOONE – MISSOURI

## COUNTY PURCHASING CARD POLICY



### *Boone County Treasurer*

*801 E. Walnut, Room 205*

*Columbia, MO 65201*

*Phone: (573) 886-4364*

*Fax: (573) 886-4369*

*Adopted by Commission on August 22, 2006*

*Commission Order # 332-2006*

*Revised by Commission on September 27, 2012*

*Commission Order # 468-2012*



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## **I. GLOSSARY:**

1. **Cardholder** – The County employee who is issued a Purchasing Card (P-Card) and makes transactions on the County’s behalf.
2. **Approving Official** – The assigned staff person in a user department who is responsible for reviewing the transactions of individual Cardholders to make sure those transactions are legitimate and appropriate. The *Purchasing Card Receipt Form* and *Transaction Envelope* will be signed by both the Cardholder and the Approving Official.
3. **Reconciler (Submitter)** – The Reconciler may be the Cardholder, the Approving Official or another individual in the user department. This individual reconciles the Cardholder’s *Transaction Envelope* with the *Purchasing Card Receipt Form* and receipts and assigns the appropriate department/account numbers.
4. **Elected Official/Department Head** – The Cardholder’s Administrative Authority that approves issuance of the P-Card, sets P-Card limits, and is notified of P-Card prohibited transactions.
5. **Purchasing Card Administrator (P-Card Administrator)** – The assigned staff person in the Treasurer’s Office who coordinates the Purchasing Card Program, is the County’s primary contact with the credit card company and the liaison with all departments.
6. **Disputed Charge** – A charge on the Cardholder’s monthly credit card statement that the Cardholder questions. An example may be that the Cardholder ordered four of an item, but only received a quantity of two.
7. **Fraudulent Charge** – Misuse of the P-Card, either internally or fraud due to a lost or stolen card, or if an account number becomes compromised.
8. **Purchasing Card Receipt Form** – Optional form used by the Cardholder to reconcile receipts from any purchases made with the P-Card and the *Transaction Envelope*.
9. **Transaction Envelope** – Online form the Reconciler uses to assign account codes to departmental purchases and to add descriptive notes to explain transactions. Reconcilers match the Cardholder monthly credit card statement to receipt documentation, assign account codes online, and submit the *Transaction Envelope* and supporting detailed backup to the Auditor’s Office monthly.
10. **Monthly Credit Card Statement** – Detailed statement of Cardholder activity for the month’s P-Card usage.

## **II. PROGRAM MISSION:**

To provide an alternative procurement method which will enhance employee productivity and efficiency, and reduce administrative costs; while maintaining the fiscal integrity of the County's procurement and budget programs.

## **III. Program Purpose:**

The County of Boone Purchasing Card Program will allow the Cardholder to purchase approved commodities and services directly from our vendors, using the following guidelines, consistent with the County's Purchasing Policy Manual (available at <http://www.showmeboone.com/PURCHASING/>):

- Small dollar purchases (\$2,500 or less) – require pre-approval from department Approving Official
- Purchases greater than \$2,500 – require P-Card Administrator's approval prior to purchase.

Total responsibility and accountability for the card resides at the department level. Each P-Card is issued to a named individual. The County of Boone is clearly identified on the card as the *Government* buyer of goods and services. Purchases are exempt from sales tax and the County's tax exempt number is printed on each P-Card, although it is the Cardholder's responsibility to ensure at time of purchase that sales tax is not included. Many vendors will require a copy of the sales tax exempt letter, which is provided to each Cardholder when cards are issued.

The County has several Term and Supply Contracts in place (listing is available at <http://www.showmeboone.com/PURCHASING/>). It is the responsibility of the Cardholder to review these contracts to determine if these provide the best price available.

### **Purpose of Card:**

The purpose of the P-Card is to accomplish the following:

- Reduce the cost of high volume, low dollar amount transactions. The program helps reduce the quantity of checks, small dollar purchase orders and payment requisitions.
- Provide an efficient method of purchasing and paying for commodities and services by reducing processing time and paperwork.
- Reduce field crew travel time involving purchases.
- Develop reasonable and enforceable policies, procedures and audit controls. The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. Rather the program compliments the existing processes available.
- Increase the number of vendors immediately accessible by the County of Boone by permitting purchases from vendors that do not accept purchase orders.
- Improve management reporting on low dollar amount transactions.

#### **IV. Eligible Cardholders:**

All County of Boone elected officials and employees and State of Missouri employees authorized to perform business activities on behalf of the County of Boone are eligible to obtain a County P-Card. The card is not to be issued to or used by contractors working for the County. Application forms may be obtained on the shared drive (S:\ALL\P-CARD\Account Action Request) or by contacting the Treasurer's Office at 886-4364. Elected Official/Department Head authorization is required before a card will be issued.

#### **V. Purchasing Card Program Controls:**

The Approving Official is responsible for reviewing the transactions of individual Cardholders to make sure those transactions are legitimate and appropriate.

The County has guidelines for maximum controls on P-Cards. When the supplier at the point-of-sale requests a purchase authorization, the P-Card system validates the transaction against preset limits established by the employee's Elected Official/Department Head within established County guidelines. All transactions are approved or declined electronically based on the P-Card authorization criteria established. The authorization criteria may be adjusted periodically by sending a *Purchasing Cardholder Account Action Request Form* to the Treasurer's office. Authorization criteria may be adjusted temporarily by sending an email to the P-Card Administrator as needed. Control criteria may include, but not be limited to, the following:

- Number of transactions allowed per day, week or month
- Single transaction limit (varies by card)
- Monthly spending limit
- Approved merchant category codes

##### **1. Card Limits Per Cardholder:**

- A. The MAXIMUM DOLLAR amount PER TRANSACTION per Cardholder for the P-Card will be set by the Elected Official/Department Head at an appropriate level between \$100 and \$2,500.
- B. The MAXIMUM DOLLAR amount allowed PER MONTH for Cardholder will also be set by the Elected Official/Department Head at an appropriate level between \$1,000 and \$10,000 per month.
- C. The MAXIMUM NUMBER of TRANSACTIONS allowed PER DAY per Cardholder is set by the Elected Official/Department Head at an appropriate level not to exceed 10 transactions per day.

## **2. Exclusions by Merchant Category Code (MCC):**

MCC is a numeric 4-digit code the credit card company assigns to each merchant to identify the merchant's primary product or service. Specific MCCs are excluded from use on all County of Boone's P-Cards. These exclusions will cause a transaction to decline at merchants registered with these codes: 1) Access to cash such as banks, ATMs, casinos and lotteries; 2) utilities such as cable or telephone services; 3) personal service providers such as barber and beauty studios, health spas and carpet cleaners; and, 4) amusement and entertainment vendors, such as theaters, bowling alleys and arcades. NOTE: if a merchant accepts the issuing bank's credit card, but does not accept an individual's card, and the Cardholder believes the purchase should be allowed, call the P-Card Administrator to check the Merchant's MCC code.

## **VI. Allowable Use of Purchasing Card:**

- Merchandise costing less than \$2,500 such as supplies, tools, small equipment, etc.
- Airfare, lodging, registration fees.
- Catering and food for business use.
- Professional services.
- Subscriptions.
- P-Card purchases in accordance with the County's Purchasing Policy Manual, available at: <http://www.showmeboone.com/PURCHASING/>
- Online purchases using a secure website.

## **VII. Prohibited Use of Purchasing Cards:**

The following types of items **MAY NOT** be purchased with a County P-Card:

- Purchases that do not have department level approval.
- Purchase of any item exceeding \$2,500 in value. Exceptions for purchases greater than \$2,500 may be made with **prior** approval by the P-Card Administrator (**before transaction is made**).
- Cash advances, cash refunds.
- Purchase of personal items.
- Purchase of travel-related meals (except as authorized pursuant to Sheriff's Policy for Inmate Transportation). Employees should file a *Claim for Travel Reimbursement* using the applicable per diem M&IE rate.
- Purchases including sales tax. The Cardholder is responsible for notifying the vendor, at the out-set of a P-Card transaction that it qualifies as a tax-exempt purchase. Cardholders should inspect receipts immediately to confirm that sales tax has not been charged and take appropriate corrective action. If a vendor will

not honor the County's tax-exempt status, the Cardholder should notify the Auditor's Office.

- Back-ordering is not allowed (use Purchase Order when item is not readily available).
- Any merchandise, product or service normally considered to be inappropriate use of County funds.

### **VIII. Cardholder Violations and Penalties:**

All prohibited uses of the P-Card constitute a violation and are to be recorded in an email by the Elected Officials/Department Heads or Auditor's Office to the P-Card Administrator. **It is very important for notification of violations be sent to the P-Card Administrator so these can be tracked.** Appropriate action will be taken by the P-Card Administrator and Elected Official/Department Head. Elected Officials/Department Heads and the P-Card Administrator have authority to cancel a card at any time.

Listed below are Cardholder violations and an explanation of what is the appropriate consequence/penalty of each.

1. Personal Purchases - defined as anything that is not purchased for use and ownership by the County. It is a violation of County policy to make ANY personal purchase or personal transaction with a County P-Card, whether or not the Cardholder intended to pay the County back for the purchase. Should this policy be violated, the County must be reimbursed immediately for the amount of the personal purchase. The P-Card may be revoked. Any violation of this policy may be investigated and could result in termination and/or criminal prosecution.
2. Cash or Cash Type Transactions – defined as cash and/or cash in lieu of credit for the return or exchange of a purchase. It is a violation of County policy to make a cash or cash type transaction using the County P-Card. Violation of this policy will result in having the card revoked and possible further investigation that could result in termination and/or criminal prosecution
3. “Split” Purchases – “split” purchases occur when a single purchase costing more than \$2,500 or the Cardholder's particular transaction limit, are split into multiple P-Card transactions to circumvent the \$2,500 maximum or single purchase transaction limit. It is a violation of County policy to split purchases as described. Violation of this policy may result in revoking the P-Card.
4. Cardholder Use Only - Only the employee whose name is embossed on the card may use the card. No other individual is authorized to use the card.
5. Exceeding Cardholder's Dollar Limit – It is the responsibility of the ordering department to ensure all “extra” charges such as freight handling, set-up, etc., are considered before a P-Card transaction is made. A vendor's willingness to honor

a P-Card transaction exceeding the Cardholder's single transaction limit does not authorize the Cardholder to make purchases.

6. Conflict of Interest - Purchases from vendors that create conflicts of interest, e.g. companies owned by the County employee or relatives or where the employee has or will gain or benefit directly or indirectly from the purchase.
7. Other Prohibited Uses – Repeated failure to comply with all other prohibited uses of P-Card listed in Section VII of this policy will be addressed case-by-case by the P-Card Administrator and Elected Official/Department Head using the following as a recommended process:
  - A warning is issued to the Cardholder when the first violation is identified.
  - For the second violation the card is suspended for a billing cycle.
  - If problems continue after the card is reinstated, the card may be canceled up to a year.
  - An Elected Official/Department Head may skip all these steps if the incident is severe enough.
  - Any fraudulent or personal use of the P-Card by Cardholder may result in termination and/or prosecution.

### **IX. Departmental Violations:**

- Failure to submit reconciled *Transaction Envelopes* to Auditor's Office on or before the 20<sup>th</sup> of each month.
- Failure to submit proper documentation.

#### **Penalties Imposed –**

- A warning is issued the first time by the Auditor's Office and the problem is turned over to the P-Card Administrator if severe enough.
- The Elected Official/Department Head and/or Approving Official will be contacted with the second occurrence and cards for the entire department may be suspended for a billing cycle.
- Cards may be canceled up to a year for a third occurrence.

### **X. Disputing Transactions:**

If there is a dispute about a transaction, the Cardholder should first try to resolve it with the merchant. An example of a disputed charge is a double charge or if the department was delivered sub-standard goods or services.

If an item has been charged but has not been received, contact the merchant to verify shipment date. If the item has been or will be shipped soon, it is recommended that the charge be paid at the time of the monthly billing cycle.

Disputed amounts not resolved with the merchant must be declared by written notice to the credit card company within 60 days of receipt of the monthly credit card statement on which the disputed item(s) first appears.

### **XI. Fraudulent Transactions:**

A fraudulent charge is misuse of the program, either internally or fraud due to a lost or stolen card, or if an account number has become compromised.

**Immediately** upon suspecting fraudulent transactions, the Cardholder must notify:

- **Credit card company**
- P-Card Administrator
- Approving Official of Cardholder's department

### **XII. If Card is Lost or Stolen:**

**Immediately** upon realizing the P-Card is lost, stolen or misplaced, the Cardholder must notify:

- **Credit card company**
- P-Card Administrator
- Approving Official of Cardholder's department
- Complete the *Report a Lost or Stolen Purchasing Card Form*

**Note:** The County of Boone is not liable for the payment of charges incurred if the use of a lost/stolen P-Card is **reported lost or stolen** via facsimile or telephone **within twenty-four (24) hours after the Cardholder learns of the loss or theft**. If the P-Card is not reported within this time frame, the County shall be liable for all charges associated with the lost or stolen card until the date the County notifies the credit card company of such loss or theft.

The Cardholder may be held liable for all charges incurred should they be determined to be negligent in reporting the card lost/stolen.

### **XIII. Cancellation of Cards:**

The Cardholder will surrender and cease use of card on termination of employment, whether for retirement, voluntary separation, resignation, dismissal, transfer or relocation. The Cardholder may also be asked to surrender the P-Card at any time deemed necessary by an Elected Official/Department Head, Approving Official, or the P-Card Administrator.

The Approving Official must collect the card (and any outstanding receipts) at the time the employee's termination is made known. The department must notify the P-Card Administrator



immediately via email or phone to cancel the card. A written explanation of the circumstances for cancellation must be sent to the P-Card Administrator within 48 hours of requesting the cancellation.

If a Cardholder transfers from one County department to another, the Approving Official must notify the P-Card Administrator to change the Cardholder's set-up to reflect that transfer and the date the transfer becomes effective. A new card will be ordered to reflect the correct department.

#### **XIV. Cardholder Audits:**

The Treasurer's Office will conduct annual reviews of the Purchasing Card Program and Cardholder transactions, Purchasing Card Policy, Purchasing Card Administrative Procedures, and Purchasing Card Training. The Auditor's Office will conduct monthly reviews of the *Transaction Envelopes* submitted for payment to ensure proper account coding and budgetary compliance, compliance with P-Card acceptable use policies and complete documentation. The Purchasing Department will conduct periodic reviews of transactions to ensure appropriate procurement and purchasing practices. Any findings of abuse or misuse of the card shall be reported to the Approving Official and the Cardholder's Elected Official/Department Head. The P-Card Administrator shall determine the action to be taken in accordance with the *Penalties Section*.

#### **XV. Purchasing Card Administrator:**

The Treasurer's and Auditor's Offices shall monitor the performance of the program.

The Purchasing Card Policy and Purchasing Card Administrative Procedures will be distributed to each Cardholder annually for review. In conjunction, a P-Card quiz must be completed by each Cardholder annually in order to continue participating in the Purchasing Card Program. Failure to complete the P-Card quiz will be reported to the Approving Official and the Cardholder's Elected Official/Department Head. The P-Card Administrator shall determine the subsequent action to be taken.

All questions or concerns shall be directed to the following:

Direct policy or administrative related questions to the Boone County Treasurer's Office: (573) 886-4364

Direct accounting related questions to the Boone County Auditor's Office: (573) 886-4275

Direct procurement related questions to the Purchasing Department: (573) 886-4391

## **2. Exclusions by Merchant Category Code (MCC):**

MCC is a numeric 4-digit code the credit card company assigns to each merchant to identify the merchant's primary product or service. Specific MCCs are excluded from use on all County of Boone's P-Cards. These exclusions will cause a transaction to decline at merchants registered with these codes: 1) Access to cash such as banks, ATMs, casinos and lotteries; 2) utilities such as cable or telephone services; 3) personal service providers such as barber and beauty studios, health spas and carpet cleaners; and, 4) amusement and entertainment vendors, such as theaters, bowling alleys and arcades. NOTE: if a merchant accepts the issuing bank's credit card, but does not accept an individual's card, and the Cardholder believes the purchase should be allowed, call the P-Card Administrator to check the Merchant's MCC code.

## **VI. Allowable Use of Purchasing Card:**

- Merchandise costing less than \$2,500 such as supplies, tools, small equipment, etc.
- Airfare, lodging, registration fees.
- Catering and food for business use.
- Professional services.
- Subscriptions.
- P-Card purchases in accordance with the County's Purchasing Policy Manual, available at: <http://www.showmeboone.com/PURCHASING/>
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- Cash advances, cash refunds.
- Purchase of personal items.
- Purchase of travel-related meals (except as authorized pursuant to Sheriff's Policy for Inmate Transportation). Employees should file a *Claim for Travel Reimbursement* using the applicable per diem M&IE rate.
- Purchase of lease or rentals that require signed agreements and/or extend over a period of time.
- Purchases pursuant to any Maintenance/Service/Licensing Agreements which requires a contract signature.

*Removed*

- Purchases including sales tax. The Cardholder is responsible for notifying the vendor, at the out-set of a P-Card transaction that it qualifies as a tax-exempt purchase. Cardholders should inspect receipts immediately to confirm that sales tax has not been charged and take appropriate corrective action. If a vendor will not honor the County's tax-exempt status, the Cardholder should notify the Auditor's Office.
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4. Cardholder Use Only - Only the employee whose name is embossed on the card may use the card. No other individual is authorized to use the card.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

                      
 May Session of the April Adjourned

Term. 20 17

County of Boone

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ea.

In the County Commission of said county, on the

16th

day of May

20 17

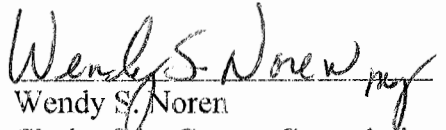
the following, among other proceedings, were had, viz:

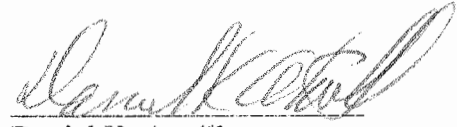
Now on this day the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Collector's Office to cover the transfer of the excess tax maintenance fund balance to the general fund.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2110	83917	Collector Tax Maint.	OTO: To General Fund		10,150
1190	3917	Non-Departmental	OTI: From Special Rev.		10,150
					20,300

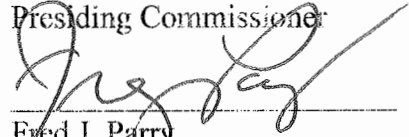
Done this 16th day of May, 2017.

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission



Daniel K. Atwill  
 Presiding Commissioner



Fred J. Parry  
 District I Commissioner



Janet M. Thompson  
 District II Commissioner

# BOONE COUNTY, MISSOURI REQUEST FOR BUDGET AMENDMENT

RECEIVED

4/18/17

**EFFECTIVE DATE**

APR 18 2017

**FOR AUDITORS USE**

BOONE COUNTY AUDITOR

(Use whole \$ amounts)  
Transfer From      Transfer To  
Decrease              Increase

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
2110	83917	Collector Tax Maint	OTO: To General Fund		10,150
1190	3917	Non-Departmental	OTI: From Special Rev		10,150
				-	<b>20,300</b>

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

Covering the transfer of the excess tax maintenance fund balance to the general fund per RSMo 52.317.  
  
*TRSPR TX MAINT. FUNDS TO GEN FUND*

\_\_\_\_\_  
**Requesting Official**

**TO BE COMPLETED BY AUDITOR'S OFFICE**

- A schedule of previously processed Budget Revisions/Amendments is attached  
 A fund-solvency schedule is attached.  
 Comments:

*cg*  
\_\_\_\_\_  
**Auditor's Office**  
  
\_\_\_\_\_  
**PRESIDING COMMISSIONER**

*Agenda*  
\_\_\_\_\_  
**DISTRICT I COMMISSIONER**

\_\_\_\_\_  
**DISTRICT II COMMISSIONER**

**BUDGET AMENDMENT PROCEDURES**

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing

## Tax Maintenance Fund-- Determination of Transfer of Fund Balance to General Fund

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Fund Balance Dec 31,	\$ 305,569	288,091	277,954	257,493	284,566 ✓	-	-	-	-	-
Maximum Fund Balance	240,855	249,580	253,313	262,352	274,416 ✓	-	-	-	-	-
Amount to be Transferred	64,714	38,511	24,641	(4,859)	10,150 ✓	-	-	-	-	-
	Transferred	Transferred	Transferred							

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Approved Budget (with final revisions)	\$ 481,710	499,160	506,625	524,704	548,832 ✓	-	-	-	-	-
50% Max Fund Balance (RSMo 52.317)	240,855	249,580	253,313	262,352	274,416 ✓	-	-	-	-	-

LEDGER YEAR	DEPT	Department Name	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL REV/EXP	REMAINING BALANCE
2015	1150	COLLECTOR	10000	10100	SALARIES & WAGES	354,095.00	354,095.00	325,960.27	28,134.73
	1150	COLLECTOR		10110	OVERTIME	3,825.00	3,825.00	2,495.09	1,329.91
	1150	COLLECTOR		10200	FICA	27,380.00	27,380.00	24,369.90	3,010.10
	1150	COLLECTOR		10300	HEALTH INSURANCE	37,359.00	37,359.00	35,737.79	1,621.21
	1150	COLLECTOR		10325	DISABILITY INSURAN	1,227.00	1,227.00	1,036.45	190.55
	1150	COLLECTOR		10350	LIFE INSURANCE	336.00	336.00	316.00	20.00
	1150	COLLECTOR		10375	DENTAL INSURANCE	3,500.00	3,500.00	3,348.38	151.62
	1150	COLLECTOR		10400	WORKERS COMP	858.00	858.00	550.17	307.83
	1150	COLLECTOR		10500	401(A) MATCH PLAN	3,640.00	3,640.00	2,810.00	830.00
					TOTAL	432,220.00	432,220.00	396,624.05	35,595.95
2015	1150	COLLECTOR	20000	22500	SUBSCRIPTIONS/PUBL	150.00	150.00	130.00	20.00
	1150	COLLECTOR		23000	OFFICE SUPPLIES	5,000.00	5,000.00	5,264.68	264.68-
	1150	COLLECTOR		23001	PRINTING	12,000.00	12,000.00	11,504.61	495.39
	1150	COLLECTOR		23017	COMPUTER PAPER	3,200.00	3,200.00	1,100.35	2,099.65
	1150	COLLECTOR		23850	MINOR EQUIP & TOOL	1,000.00	1,000.00	275.81	724.19
	1150	COLLECTOR		23855	FURNITURE/FIXTURE		.00	2,442.36	2,442.36-
					TOTAL	21,350.00	21,350.00	20,717.81	632.19
2015	1150	COLLECTOR	30000	37000	DUES & PROF CERTIF	25.00	25.00	25.00	.00
	1150	COLLECTOR		37200	SEMINARS/CONFEREN/	855.00	855.00	870.00	15.00-
	1150	COLLECTOR		37220	TRAVEL (AIRFARE, M	550.00	550.00	199.20	350.80
	1150	COLLECTOR		37230	MEALS & LODGING-TR	625.00	625.00	581.85	43.15
					TOTAL	2,055.00	2,055.00	1,676.05	378.95
2015	1150	COLLECTOR	40000	48000	TELEPHONES	3,750.00	3,750.00	3,644.59	105.41
					TOTAL	3,750.00	3,750.00	3,644.59	105.41
2015	1150	COLLECTOR	60000	60050	EQUIP SERVICE CONT	1,025.00	1,025.00	965.83	59.17
	1150	COLLECTOR		60200	EQUIP REPAIRS/MAIN	500.00	500.00	.00	500.00
					TOTAL	1,525.00	1,525.00	965.83	559.17
2015	1150	COLLECTOR	70000	71000	INSURANCE AND BOND	100.00	100.00	50.00	50.00
	1150	COLLECTOR		71100	OUTSIDE SERVICES	4,325.00	4,325.00	5,818.15	1,493.15-
	1150	COLLECTOR		71107	BANK/CREDIT CARD S	8,115.00	8,115.00	6,646.89	1,468.11
	1150	COLLECTOR		71116	SERVICES/SURVEYOR	4,000.00	4,000.00	675.00	3,325.00
	1150	COLLECTOR		71500	BUILDING USE/RENT	28,212.00	28,212.00	28,212.00	.00
					TOTAL	44,752.00	44,752.00	41,402.04	3,349.96
2015	1150	COLLECTOR	80000	84400	PUBLIC NOTICES	9,150.00	9,150.00	7,103.70	2,046.30
	1150	COLLECTOR		84500	TITLE SEARCH	34,025.00	34,025.00	13,336.05	20,688.95
	1150	COLLECTOR		86898	SHORTAGES & OVERAG	5.00	5.00	9.87	4.87-
					TOTAL	43,180.00	43,180.00	20,449.62	22,730.38

04/19/17 10:48:07

PAGE 2

LEDGER DEPT Department  
YEAR Name

ACCOUNT ACCOUNT ACCOUNT  
CLASS NAME

ORIGINAL  
BUDGET

CURRENT  
BUDGET

ACTUAL  
REV/EXP

REMAINING  
BALANCE

TOTAL

548,832.00

548,832.00

485,479.99

63,352.01

\* \* \* E N D O F R E P O R T \* \* \*



## Fund Statement - Tax Maintenance Fund 211 (Nonmajor)

	2015 Actual	2016 Budget	2016 Actual	2017 Budget
<b>FINANCIAL SOURCES:</b>				
<b>Revenues</b>				
Property Taxes	\$ -	-	-	-
Assessments	-	-	-	-
Sales Taxes	-	-	-	-
Franchise Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Intergovernmental	-	-	-	-
Charges for Services	188,737	196,500	190,300	188,500
Fines and Forfeitures	-	-	-	-
Interest	1,061	1,533	1,721	2,326
Hospital Lease	-	-	-	-
Other	-	-	-	-
<b>Total Revenues</b>	<b>189,798</b>	<b>198,033</b>	<b>192,021</b>	<b>190,826</b>
<b>Other Financing Sources</b>				
Transfer In from other funds	-	-	-	-
Proceeds of Long-Term Debt	-	-	-	-
Other (Sale of Capital Assets, Insurance Proceeds, etc)	10	-	-	-
<b>Total Other Financing Sources</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance Used for Operations</b>	<b>20,461</b>	<b>45,382</b>	<b>-</b>	<b>45,839</b>
<b>TOTAL FINANCIAL SOURCES</b>	<b>\$ 210,269</b>	<b>243,415</b>	<b>192,021</b>	<b>236,665</b>
 <b>FINANCIAL USES:</b>				
<b>Expenditures</b>				
Personal Services	\$ 32,662	44,008	8,238	45,106
Materials & Supplies	125	3,095	2,243	900
Dues Travel & Training	225	11,050	225	11,050
Utilities	-	-	-	-
Vehicle Expense	-	-	-	-
Equip & Bldg Maintenance	-	-	-	-
Contractual Services	149,080	163,543	151,747	13,825
Debt Service (Principal and Interest)	-	-	-	-
Emergency	-	-	-	-
Other	312	19,224	-	155,634
Fixed Asset Additions	3,224	2,495	2,495	-
<b>Total Expenditures</b>	<b>185,628</b>	<b>243,415</b>	<b>164,948</b>	<b>226,515</b>
<b>Other Financing Uses</b>				
Transfer Out to other funds	24,641	-	-	10,150
Early Retirement of Long-Term Debt	-	-	-	-
<b>Total Other Financing Uses</b>	<b>24,641</b>	<b>-</b>	<b>-</b>	<b>10,150</b>
<b>TOTAL FINANCIAL USES</b>	<b>\$ 210,269</b>	<b>243,415</b>	<b>164,948</b>	<b>236,665</b>
 <b>FUND BALANCE:</b>				
<b>FUND BALANCE (GAAP), beginning of year</b>	\$ 277,954	257,493	257,493	284,566
Less encumbrances, beginning of year	-	-	-	-
Add encumbrances, end of year	-	-	-	-
Fund Balance Increase (Decrease) resulting from operations	(20,461)	(45,382)	27,073	(45,839)
<b>FUND BALANCE (GAAP), end of year</b>	<b>257,493</b>	<b>212,111</b>	<b>284,566</b>	<b>238,727</b>
Less: <b>FUND BALANCE UNAVAILABLE FOR APPROPRIATION</b> , end of year	-	-	-	-
<b>NET FUND BALANCE, end of year</b>	<b>\$ 257,493</b>	<b>212,111</b>	<b>284,566</b>	<b>238,727</b>
 Net Fund Balance as a percent of expenditures	 138.71%	 87.14%	 172.52%	 105.39%

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

May Session of the April Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

16th

day of May

20 17

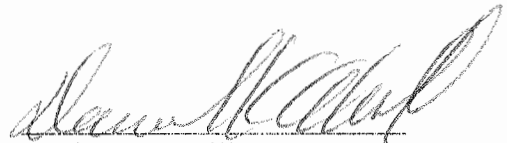
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Government Center Chambers by Government by the People for May 19, 2017 from 5:30 p.m. to 7:45 p.m.

Done this 16th day of May, 2017.

ATTEST:

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



Daniel K. Atwill  
Presiding Commissioner



Fred J. Parry  
District I Commissioner



Janet M. Thompson  
District II Commissioner



# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

The undersigned organization hereby applies for a use permit to use Boone County Government conference rooms as follows:

Organization: Government by the People

Address: 15517 East 40th Street South

City: Independence State: MO ZIP Code: 64055

Phone: 816-516-4105 Website: www.governmentbythepeople.org

Individual Requesting Use: Winston Apple Position in Organization: Executive Director

Facility requested:  Chambers  Room 301  Room 311  Room 332  Centralia Clinic

Event: Organizational meeting

Description of Use (ex. Speaker, meeting, reception): Meeting

Date(s) of Use: May 19, 2017

Start Time of Setup: 5:30 PM AM/PM Start Time of Event: 6:00 PM AM/PM

End Time of Event: 7:30 PM AM/PM End Time of Cleanup: 7:45 PM AM/PM

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

1. To abide by all applicable laws, ordinances and county policies in using Boone County Government conference rooms.
2. To remove all trash or other debris that may be deposited (by participants) in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including carpet and furnishings in rooms.
4. To conduct its use in such a manner as to not unreasonably interfere with 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 of rooms as specified in this application.

Organization Representative/Title: Winston Apple/Executive Director

Phone Number: 816-373-0589 Date of Application: May 12, 2017

Email Address: winston.apple@gmail.com

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to [commission@boonecountymo.org](mailto:commission@boonecountymo.org).

## PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY GOVERNMENT CONFERENCE ROOMS

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

Roger B. Wilson  
County Commissioner

DATE: 5-16-17