

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

December Session of the October Adjourned

Term. 20 19

County of Boone

} ea.

In the County Commission of said county, on the

17th

day of

December

20 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the following budget revision from Resource Management to move funds from Training/Schools (37210), Meals & Lodging-Training (37230), Equipment Service Contract (60050), Equipment Repairs/Maintenance (60200), Software Service Contract (70050), Software Subscriptions (70100), Outside Services (71100), Parking (71501), Reception/Meetings (84010), and Advertising (84300) to Replacement Computer Hardware (92301) to cover the cost of the purchase of a new wide format printer/plotter/scanner.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2045	92301	RM-Design & Construction	Replc Computer Hdwr		7,785
2045	37210	RM-Design & Construction	Training/Schools	500	
2045	37230	RM-Design & Construction	Meals & Lodging-Training	2,153	
2045	60050	RM-Design & Construction	Equip Service Contract	650	
2045	60200	RM-Design & Construction	Equip Repairs/Maintenance	1,000	
2045	70050	RM-Design & Construction	Software Service Contract	1,000	
2045	70100	RM-Design & Construction	Software Subscriptions	460	
2045	71100	RM-Design & Construction	Outside Services	700	
2045	71501	RM-Design & Construction	Parking	922	
2045	84010	RM-Design & Construction	Reception/Meetings	200	
2045	84300	RM-Design & Construction	Advertising	200	
				7,785	7,785

Done this 17th day of December 2019.

ATTEST:


Brianna L. Lennon
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 REVISION
RECEIVED**

To: County Clerk's Office
Comm Order # 537-2019
Please return purchase req with
back-up to Auditor's Office.

11/20/19
EFFECTIVE DATE

NOV 20 2019

FOR AUDITORS USE

BOONE COUNTY
AUDITOR
Account Name

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

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
2045	92301	RM-Design & Construction	Replc Computer Hdwr		7,785
2045	37210	RM-Design & Construction	Training/Schools	500	
2045	37230	RM-Design & Construction	Meals & Lodging-Training	2,153	
2045	60050	RM-Design & Construction	Equip Service Contract	650	
2045	60200	RM-Design & Construction	Equip Repairs/Maintenance	1,000	
2045	70050	RM-Design & Construction	Software Service Contract	1,000	
2045	70100	RM-Design & Construction	Software Subscriptions	460	
2045	71100	RM-Design & Construction	Outside Services	700	
2045	71501	RM-Design & Construction	Parking	922	
2045	84010	RM-Design & Construction	Reception/Meetings	200	
2045	84300	RM-Design & Construction	Advertising	200	
				7,785	7,785

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

Shifting available funds to cover the cost of emergency purchase of a new wide format printer/plotter/scanner.

(Handwritten mark)

RECENT WIDE FORMAT PLOTTER

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES or NO
If not, please explain (use an attachment if necessary):

(Signature)
Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- Unencumbered funds are available for this budget revision.
- Comments:

Commission

(Signature)
Auditor's Office
PRESIDING COMMISSIONER

(Signature)
DISTRICT I COMMISSIONER

(Signature)
DISTRICT II COMMISSIONER

5.1. PRICING:

The offeror must submit a firm, fixed price below for all line items. The pricing for the large format printer/scanner must include the optional Multifunction Roll System option (or equal) and 2 2/3" Roll Holder Set. All pricing must include all necessary hardware and software as specified herein, and pricing must be quoted FOB Destination Freight Prepaid and Allowed which means the County will not pay insurance, freight and shipping charges separately – said charges must be built into quoted pricing.

The total estimated purchase quantity for each line item below is 1.

<u>LINE ITEM</u>	<u>LINE ITEM DESCRIPTION</u>	<u>FIRM, FIXED TOTAL PRICE PER EACH</u>
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5.1.1	All-in-one Large Format Printer/Scanner Brand reference: Canon image PROGRAF TX-4000 MFP T36, or equal Shall include the optional Multifunction Roll System option (or equal), the 2 2/3" Roll Holder Set, and the TX stacker.	\$ 9,250.00 Per Each – Total
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Identify below specifics about the large format printer/scanner being proposed:

Brand:

Canon

Model/SKU #:

PROGRAF TX-4000 MFP T36 with RU-42

244C006AA and 2455C003AA

Size/Dimensions of Large Format Printer/Scanner
Unit/Footprint:

46.0" x 62.7" x 46.8"

9,250 +
900* =
8,350 *

TOTAL COST
LESS TRADE-IN

If not bidding the Canon image PROGRAF TX-4000 MFP T36 Large Format Printer/Scanner then complete Exhibit A to show comparison between the model being bid and the Canon image PROGRAF TX-4000 MFP T36 Large Format Printer/Scanner

5.1.2	Replacement Cutter Dual Edge Blade	\$ 86.00
		Per Each

\$ 900.00

Total Deduction to be subtracted from the total price for the large format printer/scanner quoted for line item 5.1.1.

5.1.11 Trade-In Deduction for HP Designjet 4500ps:

Quote Firm, Fixed Total Deduction For Trade-In of HP Designjet 4500ps

The HP Designjet 4500ps is 12 years old and it has not been exclusively used by Resource Management's use within that period. It is currently out of service showing a 43:10 error code. Printing history shows 265,220.46 square feet have been produced.

\$ 0

Total Deduction to be subtracted from the total price for the large format printer/scanner quoted for line item 5.1.1.

5.1.12 Firm, fixed price per hour labor – regular business hours (8:00 A.M.-5:00 P.M. Mondays through Fridays excluding holidays) for non-routine repair service on-site

\$ 50.00

Per Hour – Regular Hours

25 %

5.1.13 Firm, fixed Mark-Up over cost for repair parts, materials and supplies for non-routine repairs

\$0.15 - \$900 minimum annual charge if annual volume is below 6,000 sq. ft.

5.1.14 **Post-Warranty Preventive Maintenance:**
Per Square Foot
Range: 0'-12,000' square feet used annually

Per Square Foot
0'-12,000' square feet used annually

\$ 0.14

5.1.15 **Post-Warranty Preventive Maintenance:**
Per Square Foot
Range: 12,001' – 16,000'
Used Annually

Per Square Foot
12,001'-16,000' square feet used annually

LEDGER YEAR	DEPT	Department Name	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL REV/EXP	REMAINING BALANCE
2019	2045	RM-DESIGN & CONSTRUC	20000	22000	POSTAGE	960.00	960.00	948.22	11.78
	2045	RM-DESIGN & CONSTRUC		22010	SHIPPING CHARGES	15.00	15.00	16.20	1.20-
	2045	RM-DESIGN & CONSTRUC		22500	SUBSCRIPTIONS/PUBL	75.00	75.00	127.60	52.60-
	2045	RM-DESIGN & CONSTRUC		23000	OFFICE SUPPLIES	795.00	795.00	589.62	205.38
	2045	RM-DESIGN & CONSTRUC		23001	PRINTING	1,275.00	1,275.00	128.62	1,146.38
	2045	RM-DESIGN & CONSTRUC		23014	HDWR INSTALLATION		.00	766.74	766.74-
	2045	RM-DESIGN & CONSTRUC		23050	OTHER SUPPLIES	2,200.00	2,200.00	1,845.14	354.86
	2045	RM-DESIGN & CONSTRUC		23850	MINOR EQUIP & TOOL	3,005.00	3,005.00	2,158.46	846.54
	2045	RM-DESIGN & CONSTRUC		23855	FURNITURE/FIXTURE	800.00	800.00	823.98	23.98-
					TOTAL	9,125.00	9,125.00	7,404.58	1,720.42
2019	2045	RM-DESIGN & CONSTRUC	30000	37000	DUES & PROF CERTIF	2,550.00	2,550.00	2,250.00	300.00
	2045	RM-DESIGN & CONSTRUC		37210	TRAINING/SCHOOLS	2,150.00	2,150.00	955.00	1,195.00
	2045	RM-DESIGN & CONSTRUC		37220	TRAVEL (AIRFARE, M	2,220.00	2,220.00	974.44	1,245.56
	2045	RM-DESIGN & CONSTRUC		37230	MEALS & LODGING-TR	10,834.00	10,834.00	3,092.79	7,741.21
	2045	RM-DESIGN & CONSTRUC		37240	REGISTRATION/TUITI	3,405.00	3,405.00	2,670.00	735.00
					TOTAL	21,159.00	21,159.00	9,942.23	11,216.77 - 2653
2019	2045	RM-DESIGN & CONSTRUC	40000	48000	TELEPHONES	3,000.00	3,000.00	2,122.98	877.02
	2045	RM-DESIGN & CONSTRUC		48050	CELLULAR/MOBILE DE	4,356.00	4,356.00	3,221.12	1,134.88
	2045	RM-DESIGN & CONSTRUC		48060	CELL PHONE/DATA-EM	360.00	360.00	242.04	117.96
	2045	RM-DESIGN & CONSTRUC		48200	ELECTRICITY	2,940.00	2,940.00	2,202.48	737.52
					TOTAL	10,656.00	10,656.00	7,788.62	2,867.38
2019	2045	RM-DESIGN & CONSTRUC	50000	59000	MOTORFUEL/GASOLINE	9,240.00	9,240.00	7,150.39	2,089.61
	2045	RM-DESIGN & CONSTRUC		59025	VEHICLE TITLE/LICE		.00	23.62	23.62-
	2045	RM-DESIGN & CONSTRUC		59100	VEHICLE REPAIRS/MA	3,350.00	3,680.00	1,968.04	1,711.96
	2045	RM-DESIGN & CONSTRUC		59105	TIRES	1,880.00	1,880.00	1,792.94	87.06
	2045	RM-DESIGN & CONSTRUC		59200	LOCAL MILEAGE	50.00	50.00	.00	50.00
					TOTAL	14,520.00	14,850.00	10,934.99	3,915.01
2019	2045	RM-DESIGN & CONSTRUC	60000	60050	EQUIP SERVICE CONT	1,495.00	1,495.00	485.01	1,009.99
	2045	RM-DESIGN & CONSTRUC		60200	EQUIP REPAIRS/MAIN	1,618.00	1,618.00	563.00	1,055.00 - 1650
					TOTAL	3,113.00	3,113.00	1,048.01	2,064.99
2019	2045	RM-DESIGN & CONSTRUC	70000	70050	SOFTWARE SERVICE C	7,581.00	7,581.00	5,569.51	2,011.49
	2045	RM-DESIGN & CONSTRUC		70100	SOFTWARE SUBSCRIPT	26,389.00	26,389.00	22,805.20	3,583.80
	2045	RM-DESIGN & CONSTRUC		71100	OUTSIDE SERVICES	800.00	800.00	.00	800.00
	2045	RM-DESIGN & CONSTRUC		71101	PROFESSIONAL SERVI		35,000.00	35,000.00	.00
	2045	RM-DESIGN & CONSTRUC		71102	ENGINEERING SERVIC		60,000.00	60,000.00	.00
	2045	RM-DESIGN & CONSTRUC		71501	PARKING	7,790.00	7,790.00	6,867.36	922.64
	2045	RM-DESIGN & CONSTRUC		71700	EQUIPMENT RENTALS	110.00	110.00	2,000.40	1,890.40-
					TOTAL	42,670.00	137,670.00	132,242.47	5,427.53 - 3082

11/21/19 08:36:53

LEDGER YEAR	DEPT	Department Name	ACCOUNT CLASS	ACCOUNT	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	ACTUAL REV/EXP	REMAINING BALANCE
2019	2045	RM-DESIGN & CONSTRUC	80000	83815	FACILITIES INTERNA	50,126.00	50,126.00	45,949.00	4,177.00
	2045	RM-DESIGN & CONSTRUC		84010	RECEPTION/MEETINGS	300.00	300.00	26.72	273.28
	2045	RM-DESIGN & CONSTRUC		84300	ADVERTISING	300.00	300.00	.00	300.00
	2045	RM-DESIGN & CONSTRUC		84400	PUBLIC NOTICES	100.00	100.00	.00	100.00
	2045	RM-DESIGN & CONSTRUC		86800	EMERGENCY	100,000.00	79,230.00	.00	79,230.00
					TOTAL	150,826.00	130,056.00	45,975.72	84,080.28 -400
2019	2045	RM-DESIGN & CONSTRUC	90000	92301	REPLC COMPUTER HDW	14,410.00	14,410.00	13,458.05	951.95
	2045	RM-DESIGN & CONSTRUC		92400	REPLCMNT AUTO/TRU		28,246.00	28,245.50	.50 -565
					TOTAL	14,410.00	42,656.00	41,703.55	952.45
					TOTAL	266,479.00	369,285.00	257,040.17	112,244.83 8,350

*** END OF REPORT ***

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 19

In the County Commission of said county, on the

17th

day of

December

20 19

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

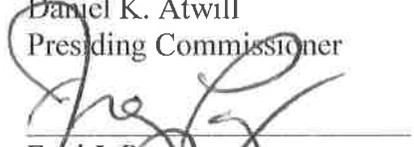
Now on this day, the County Commission of the County of Boone does hereby award bid 67-19NOV19 – Plumbing Service – Term & Supply to J Louis Crum Corporation of Columbia, Missouri.

Terms of the 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 17th day of December 2019.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner

Fred J. Barry
District I Commissioner

Janet M. Thompson
District II Commissioner

Boone County Purchasing

Robert Wilson
Buyer



613 E. Ash Street, Room 113
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Robert Wilson
DATE: December 6, 2019
RE: 67-19NOV19 – Plumbing Services – Term & Supply

Request for Bid *67-19NOV19 – Plumbing Services – Term & Supply* opened on November 26, 2019. Four (4) bids were received. Facilities Maintenance recommends award to J Louis Crum Corporation of Columbia, Missouri.

Invoices will be paid from department 6100 – Facilities Maintenance, account 60100 – Building Repairs/Maintenance.

att: Bid Tab

cc: Doug Coley, Jody Moore / Facilities Maintenance
Bid File

Bid Tabulation for 67-19NOV19- Plumbing Services - Term & Supply		QuesTec Constructors, Inc. DBA QuesTec Mechanical	MasterTech Plumbing, Heating and Cooling
Bid Tabulation		Unit Price	Unit Price
4.3.1.	Material \$0.00-\$999.99 (markup over Contractor cost)	30%	15%
4.3.2.	Material \$1,000.00-\$5,999.99 (markup over Contractor cost)	30%	10%
4.3.3.	Material \$6,000.00 and up (markup over Contractor cost)	30%	5%
4.3.4.	Rental Equipment (markup over Contractor cost) per unit	30%	15%
Maintenance/Non-Prevailing Wage		Unit Price	Unit Price
4.4.1.	Labor (Straight Time)	\$90.00	\$100.00
4.4.2.	Rate per hour for each additional technician (Straight Time)	\$90.00	\$75.00
4.4.3.	Labor (Nights/Weekends)	\$129.00	\$110.00
4.4.4.	Rate per hour for each additional technician (Nights/Weekends)	\$129.00	\$100.00
4.4.5.	Labor (Holidays)	\$179.00	\$110.00
4.4.6.	Rate per hour for each additional technician (Holidays)	\$179.00	\$100.00
4.4.7.	Flate rate per hour for emergency service	\$179.00	\$350.00
Major Repair Services / Prevailing Wage		Unit Price	Unit Price
4.4.1.	Labor (Straight Time)	\$90.00	\$125.00
4.4.2.	Rate per hour for each additional technician (Straight Time)	\$90.00	\$100.00
4.4.3.	Labor (Nights/Weekends)	\$129.00	\$150.00
4.4.4.	Rate per hour for each additional technician (Nights/Weekends)	\$129.00	\$125.00
4.4.5.	Labor (Holidays)	\$179.00	\$150.00
4.4.6.	Rate for each additional technician (Holidays)	\$179.00	\$125.00
4.4.7.	Flate rate per hour for emergency service	\$179.00	\$350.00
4.5.	Schedule of equipment and billable rates	Yes	Yes
4.6.	Mobilization Charge	\$200.00	\$0.00
4.8.	Holidays: Holidays observed by your company.	New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day	New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas
4.10	Renewals: Maximum percentage increases for contract renewals.		
	First Renewal Term	5%	5%
	Second Renewal Term	5%	5%
	Third Renewal Term	5%	5%
	Fourth Renewal Term	5%	5%
4.11.	Cooperatives: Will you honor the submitted prices for use by other entities who participate in cooperative purchasing with Boone County, Missouri?	No	No

Bid Tabulation for 67-19NOV19- Plumbing Services - Term & Supply		Heggemann, Inc.	J Louis Crum Corporation
Bid Tabulation		Unit Price	Unit Price
4.3.1.	Material \$0.00-\$999.99 (markup over Contractor cost)	20%	30%
4.3.2.	Material \$1,000.00-\$5,999.99 (markup over Contractor cost)	20%	17%
4.3.3.	Material \$6,000.00 and up (markup over Contractor cost)	20%	10%
4.3.4.	Rental Equipment (markup over Contractor cost) per unit	20%	10%
Maintenance/Non-Prevailing Wage		Unit Price	Unit Price
4.4.1.	Labor (Straight Time)	\$105.00	\$75.00
4.4.2.	Rate per hour for each additional technician (Straight Time)	\$105.00	\$75.00
4.4.3.	Labor (Nights/Weekends)	\$157.50	\$100.00
4.4.4.	Rate per hour for each additional technician (Nights/Weekends)	\$157.50	\$100.00
4.4.5.	Labor (Holidays)	\$210.00	\$120.00
4.4.6.	Rate per hour for each additional technician (Holidays)	\$210.00	\$120.00
4.4.7.	Flate rate per hour for emergency service	\$157.50	\$175.00
Major Repair Services / Prevailing Wage		Unit Price	Unit Price
4.4.1.	Labor (Straight Time)	\$105.00	\$110.00
4.4.2.	Rate per hour for each additional technician (Straight Time)	\$105.00	\$110.00
4.4.3.	Labor (Nights/Weekends)	\$157.50	\$130.00
4.4.4.	Rate per hour for each additional technician (Nights/Weekends)	\$157.50	\$130.00
4.4.5.	Labor (Holidays)	\$210.00	\$150.00
4.4.6.	Rate for each additional technician (Holidays)	\$210.00	\$150.00
4.4.7.	Flate rate per hour for emergency service	\$157.50	\$250.00
4.5.	Schedule of equipment and billable rates	Yes	Yes
4.6.	Mobilization Charge	\$50.00	\$200.00
4.8.	Holidays: Holidays observed by your company.	New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, Veterans' Day, and Sundays	New Year's Day, Memorial Day, Independence Day, Veterans' Day, Thanksgiving Day, Christmas Day
4.10	Renewals: Maximum percentage increases for contract renewals.		
	First Renewal Term	3%	5%
	Second Renewal Term	3%	5%
	Third Renewal Term	3%	5%
	Fourth Renewal Term	3%	5%
4.11.	Cooperatives: Will you honor the submitted prices for use by other entities who participate in cooperative purchasing with Boone County, Missouri?	Yes	No

**PURCHASE AGREEMENT
FOR
PLUMBING SERVICES - TERM & SUPPLY**

THIS AGREEMENT dated the 17th day of December 2019 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **J. Louis Crum Corporation**, 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 **Plumbing Services - Term & Supply**, County of Boone Request for Bid number **67-19NOV19**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, Statement of Bidder's Qualifications, Prior Experience, Work Authorization Certification, Certification Regarding Debarment, State Prevailing Wage Order #26, as well as the Contractor's bid response dated **November 26, 2019** and executed by **D. Scott Fritz**, on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, Work Authorization Certification, State Prevailing Wage Order #26, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on **Date of Commission Order and extend through December 31, 2020** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the county for **four (4) additional one (1) year periods** subject to the pricing clauses in the contractor's RFB 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 as **primary provider** all items / service per the bid specifications and responded to on the Response Form, 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. This contract is considered to be "non-exclusive". The County reserves the right to purchase from other vendors.

4. Applicability of Prevailing Wage -

- a. If a quote received for a project from this Term and Supply contract for a "major repair" or "construction" of a public work project is \$75,000 or less, then the Prevailing Wage Law will **NOT** apply to that project.
- b. If a quote received for a project from this Term and Supply contract for a "major repair" or "construction" of a public work project is greater than \$75,000, then the Prevailing Wage Law **WILL** apply to the entire project.
- c. **Special Rule for Change Orders:** If the County accepts a quote for less than \$75,000 for a "major repair" or "construction" of a public work project and that project is later subject to a change order that raises the total project price over \$75,000, then the vendor is responsible for identifying that portion of the work causing charges that are in excess of \$75,000 and the Prevailing Wage Law **WILL** apply to only that portion of the project that is in excess of \$75,000.

4. Billing and Payment - All billing shall be invoiced to the Boone County Facilities Maintenance Department located at 613 East Ash Street, Columbia, MO 65201. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements within thirty (30) 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 nine percent (9%) per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

7. Termination - This agreement may be terminated by the County upon thirty (30) 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.

J LOUIS CRUM CORPORATION

DocuSigned by:
 By D. Scott Entz
 078C6B8A45894F9...
 Title Vice President

BOONE COUNTY, MISSOURI

By: Boone County Commission
 DocuSigned by:
Daniel K. Atwill
 Presiding Commissioner

APPROVED AS TO FORM:

DocuSigned by:
[Signature]
 County Counselor

ATTEST:

DocuSigned by:
Brianna L Lennon by MT
 County Clerk

AUDITOR CERTIFICATION

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

DocuSigned by:
Jane E Pitchford by J
 No Encumbrance Required
 Signature 12/10/2019 2040, 6100 - 60100 - Term & Supply
 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 bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **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.
20. **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.

County of Boone

Purchasing Department

4.0 RESPONSE FORM

Company Name: J. Louis Crum Corporation
 Address: 1312 Creasy Springs Road
 City/Zip: Columbia, MO 65202
 Phone Number: 573-443-2488
 E-Mail: scottf@jlcrum.com
 Fax Number: 573-443-3469
 Federal Tax I.D. 43-0746653

Corporation
 Partnership – Name _____
 Individual/Proprietorship – Individual Name _____
 Other (Specify) _____

4.1. PRICING

The undersigned, having familiarized themselves with the terms, conditions, and requirements of this Request for Bid, hereby proposes to furnish all labor, equipment, materials, tools, supervision, etc., necessary to perform the work required in compliance with said terms, conditions and requirements. Specifically:

4.2. **“As Needed” Repair and/or Maintenance Work:** Bidder hereby proposes to furnish the equipment/materials/labor/supervision/etc. as stated above, to the County of Boone-Missouri, with transportation charges pre-paid, and for the prices quoted below. All equipment/materials to be furnished in accordance with the County of Boone – Missouri specifications provided herein. *Straight Time for purposes of this bid will be Monday through Friday, 7:00 a.m. to 5:00 p.m. Rates per hour shall be quoted using one (1) service technician.*

4.3. MATERIAL PRICING

- 4.3.1. Material \$0 - \$999.99 (markup over Contractor cost): 30 % markup
- 4.3.2. Material \$1,000.00 - \$5,999.99 (markup over Contractor cost): 17 % markup
- 4.3.3. Material \$6,000.00 and Up (markup over Contractor cost): 10 % markup
- 4.3.4. Rental Equipment (markup over Contractor cost) per unit: 10 % markup
(Contractor shall submit supplier rental invoices at the time of invoicing, to substantiate rental charges for any equipment.)

4.4. LABOR

Description	Major Repair/Prevailing Wage	Small Repair/Non-Prevailing
4.4.1 Labor (Straight Time)	\$110.00 /hour	\$ 75.00 /hour
4.4.2 Each additional technician (Straight Time)	110.00 /hour	75.00 /hour
4.4.3 Labor (Nights/Weekends)	130.00 /hour	100.00 /hour
4.4.4 Each additional technician (nights/weekends)	130.00 /hour	100.00 /hour
4.4.5 Labor (Holidays as listed in line 24. of this Response Form)	150.00 /hour	120.00 /hour
4.4.6 Each additional technician (Holidays)	150.00 /hour	120.00 /hour
4.4.7 Emergency service outside normal business hours, to include all workers and repairs	250.00 /hour	175.00 /hour

4.5. ADDITIONAL EQUIPMENT (2.3.12)

Contractor should submit to Boone County along with their bid response a schedule of equipment owned that may be required for service not contemplated in the Contractor's quoted labor rate. Contractor shall include rates (billable hourly rate) for their use. Under direction of an authorized County representative, Contractor shall perform said service and account for equipment from said schedule.

Please attach schedule of equipment.

4.6. Mobilization/demobilization Charge (if not included in the hourly rate): Per Job:

\$ 200.00 /Job

4.7. Emergency Twenty-Four Hour Service Contact:

Name: Steve Shufelberger Telephone Number(s): 573-228-0101
Service Contact's job title within your company: Service Manager

4.8. Holidays: List the holidays observed by your company: New Years Day, Memorial Day, Independence Day, Veterans Day, Thanksgiving Day, Christmas Day**4.9. Provide with your bid response, evidence of current licensure as Plumbing Contractor in the state of Missouri in the last three years as well as being currently engaged in business of such work. Label these documents as Attachment 4.9A with your bid.**

- 4.10. **RENEWALS** – Quote **maximum** percentage increases for contract renewals:
(Percentage markups quoted in Items 4.3.1 through 4.3.4 will remain fixed for duration of this contract)

Items 4.4.1 through 4.4.7, Maintenance-Non Prevailing Wage:

- 1st contract renewal term: 5 %
- 2nd contract renewal term: 5 %
- 3rd contract renewal term: 5 %
- 4th contract renewal term: 5 %

(Any requested rate adjustments on Items 4.4.1 through 4.4.7, *Major Repair/Prevailing Wage*, will be evaluated by the County at each renewal)

- 4.11. Will you honor the submitted prices for use by other entities who participate in cooperative purchasing with Boone County, MO? (*A negative response to this question will not affect evaluation of your bid.*) YES _____ NO x
- 4.12. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand):

 Date: November 26, 2019

Print Name and Title of Authorized Representative:

D. Scott Fritz, Vice President

*J. Louis Crum Corporation*1312 N. Creasy Springs Road
Columbia, MO 65202

Boone County

<i>Equipment</i>	<i>Charge (no operator)</i>	<i>Unit of time</i>
Electric welder	\$25.00	hour
Gas Welding Machine	\$30.00	hour
Scissors Lift (electric)	\$30.00	hour
Boom Truck	\$80.00	hour
Extended Boom Forklift	\$90.00	hour
Skidloader (Bobcat with bucket)	\$202.00	day plus delivery*
Mini Excavator (Kubota or Cat)	\$415.00	day plus delivery*
Electric sump pump 1-1/2"	\$38.00	day
Gas sump pump 1-1/2"	\$50.00	day
Stair Climber lift dolly	\$30.00	hour
185 CFM air compressor with hose and jackhammer	\$125.00	day plus delivery*
Duct Jack Genie	\$55.00	day plus delivery*
Hydraulic trenching protection jacks with pumps	\$125.00	day plus delivery*
Dumptruck (1/2 ton)	\$175.00	day
Sewer Camera (Black & White - no locator) with Video Monitor	\$150.00	day
Pipe machine (Rigid 300)	\$50.00	day
Grooving machine roll groove	\$25.00	day
Pipe cutter CI soil pipe	\$10.00	day
Laser sewer	\$75.00	day
Spartan Cable Machine Model 100	\$50.00	day
Spartan Cable Machine Model 1065	\$75.00	day
Cutting torch acetylene	\$15.00	hour
3 x 10 Trench Box	\$100.00	day plus delivery*
3 x 16 Trench Box	\$150.00	day plus delivery*
3 x 24 Trench Box	\$350.00	day plus delivery*
Spartan Model 717 Hydrojetting machine (no hot water)	\$100.00	day
Gas Generator (3000 watt)	\$71.00	day
Dump Trailer 7 x 16	\$25.00	hour

Large hot water hydrojetting machine and sewer locates are subbed out to second tier contractor

Threading machines for thermal set fittings are rented out from separate vendor

Hand tools include wrenches, hammers, cutters, drills, cordless impact and hand sewer snakes/hand auger - price included in labor charge

Delivery* - Mobilization fee of \$200.00 includes \$100 to deliver and \$100 to pickup



JLOUISC-01

BDAVIS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/7/2019

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

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

PRODUCER TIG Advisors-Col 200 East Southampton Drive Columbia, MO 65203	CONTACT NAME: Mary D. Davidson
	PHONE (A/C, No, Ext): (573) 875-4800 FAX (A/C, No): (573) 875-4514 E-MAIL ADDRESS: mdavidson@tigadvisors.com
INSURED J Louis Crum Corporation 1312 Creasy Springs Rd Coumbia, MO 65202	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Continental Insurance Company 35289
	INSURER B: National Fire Insurance Company of Hartford 20478
	INSURER C: Missouri Employers Mutual Insurance Company 10191
	INSURER D:
	INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6078947529	9/30/2019	9/30/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			6078947515	9/30/2019	9/30/2020	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6078947496	9/30/2019	9/30/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ Aggregate \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	MEM 3003282-00	9/30/2019	9/30/2020	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Project: Emergency HVAC Services.
 Blanket additional insured (owners, lessees or contractors) on general liability when required in written contract but only to the extent provided by policy form CNA75079XX.
 Blanket waiver of subrogation on general liability when required in written contract but only to the extent provided by policy form CNA74705XX.
 Blanket additional insured on automobile liability when required in written contract but only to the extent provided by policy form CA2048.
 Blanket additional insured on umbrella liability for any additional insured under any policy of underlying insurance but only to the extent provided by policy form CNA75504.

CERTIFICATE HOLDER Boone County, Missouri 601 E Walnut St, Fl 2nd Columbia, MO 65201-4460	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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BOONE COUNTY, MISSOURI
Request for Bid #67-19NOV19 – Plumbing Services – Term & Supply

ADDENDUM # 1 - Issued November 19, 2019

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

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

CHANGE Bid Submission and Bid Opening date and time to:

Bid Submission Address and Deadline

Day/Date:	Tuesday, November 26, 2019
Time:	2:00 p.m. (Bids received after this time will be returned unopened)
Location/Mail Address:	Boone County Purchasing Department Boone County Annex Building 613 E. Ash, Room 111 Columbia, Mo 65201
Directions:	Annex Building is located at corner of 7 th & Ash St.

Bid Opening

Day/Date:	Tuesday, November 26, 2019
Time:	2:00 p.m., Central Time
Location/Address:	Boone County Purchasing Department Boone County Annex Building 613 E. Ash, Room 111 Columbia, MO 65201

By: 
Robert Wilson, Buyer
Boone County Purchasing

OFFEROR has examined **Addendum #1** to Request for Bid #67-19NOV19 – **Plumbing Services – Term & Supply**, receipt of which is hereby acknowledged:

Company Name: J. Louis Crum Corporation

Address: 1312 Creasy Springs Road, Columbia, MO 65202

Phone Number: 573-443-2477

Fax Number: 573-443-3469

E-mail: steves@jlcrum.com

Authorized Representative Signature:  Date: 11/26/2019

Authorized Representative Printed Name: D. Scott Fritz

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder, for the work included in the specifications and plans and the Contract Documents, shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

- 1. Name of Bidder: J. Louis Crum Corporation
- 2. Business Address: 1312 Creasy Springs Road, Columbia, MO 65202
- 3. When Organized: 1924
- 4. When Incorporated: 3/5/1958
- 5. List federal tax identification number: 43-0746653 If not incorporated, state type of business (sole proprietor, partnership, or other): _____ Fed tax ID or SS number: _____
- 6. Number of years engaged in business under present firm name: 95
- 7. If you have done business under a *different name*, please give name and business location under that name: N/A
- 8. Percent of work done by own staff: 100%
- 9. Have you ever failed to complete any work awarded to your company? Yes ___ No X
If so, where and why? _____
- 10. Have you ever defaulted on a contract or been in litigation for services performed?
Yes ___ No X If so, give details: _____
- 11. List of contracts *with contact information*, completed within the last three years, for performing similar services on equipment in commercial properties as described in this bid, including value of each: *See Exhibit A next page. See attached list*
- 12. List of projects currently in progress: See attached list

*** Attach additional sheets as necessary ***

MAJOR PROJECTS COMPLETED IN PAST FIVE YEARS				
PROJECT	OWNER	CONSULTANT	AMOUNT	COMPLETION
1880, Wastewater Treatment Plant Improvements	City of Mexico	Horner & Shifrin	\$707,903	Jun-14
1887, Gwynn Hall Renovation	University of Missouri	Treanor Architects	\$ 2,221,013	Jun-14
1890, West Junior High School HVAC Improvements	Columbia Public Schools	DLR Group	\$ 3,110,653	Jun-14
1901, Blind Pony Conservation Area Chiller Replacement	MO Conservation Department	MO Conservation Dept.	\$ 178,654	Dec-15
1904, UMC - South Providence Building	University of Missouri	Simon & Oswald Associates	\$ 3,025,302	Jul-15
1905, UMC East Campus Chiller, Phase 2	University of Missouri	Burns & McDonnell	\$ 6,191,416	Sep-15
1906, Bur Oak Brewery	Bur Oak Brewery	Simon/Timberlake	\$ 120,000	Jun-14
1907, Country Club of Missouri	Columbia Country Club	CM Engineering	\$ 126,400	Nov-14
1908, Medical Science-Install Auto Controls for HVAC	University of Missouri	SSC Engineering	\$ 584,133	Dec-14
1909, Rusk Rehab	Health South	Burrell Group	\$ 94,477	Sep-15
1910, Mizzou North - Art & Archaeology Renovation	Universit of Missouri	MU Planning & Design	\$ 121,195	Jan-15
1912, MizzouNorth-Retro Boilers & Flue Vent Replcmnt	University of Missouri	Project Solutions Eng, Inc.	\$ 271,713	Nov-15
1916, Broadway State Office Bldg, 1st & 5th Fl Impr	State of Missouri	The Architects Alliance	\$ 545,545	Dec-15
1917, Missouri School for the Deaf - Boilers	State of Missouri	Parsons Brinckerhoff	\$ 1,437,030	Jun-17
1918, 800 Cherry St Building Remodel	Bank of America	Professional Contr & Eng	\$ 248,430	May-16
1919, UMC-Power Plant DSI Modifications	University of Missouri	Clyde Bergemann Power Group	\$ 674,566	Aug-16
1920, Sigma Alpha Epsilon Fraternity - Remodel	Oddo Development	Scroggs Architecture, PC	\$ 436,000	Oct-17
1926, UMC Cornel Hall, Replace Water Line	University of Missouri	Rogers-Schmidt Engineering	\$ 161,968	Oct-16
1927, Market Grille Renovation (Broadway)	HyVee, Incorporated	Burns & McDonnell	\$ 157,600	Jun-16
1928, Softball Complex	University of Missouri	Lempka Edson Architects	\$ 1,461,000	Dec-19
1929, Market Grille Renovation (Nifong)	HyVee, Incorporated	Burns & McDonnell	\$ 23,163	Jul-17
1930, Market Grille Renovation (Conley Rd)	HyVee, Incorporated	Burns & McDonnell	\$ 77,444	Nov-16
1931, Medical Science Building, Replace AHU11	University of Missouri	Ross & Baruzzini, Inc.	\$ 676,963	Jan-18
1932, Lowry Mall - Steam Tunnel	University of Missouri	Rogers-Schmidt Engineering	\$ 1,943,296	Oct-18
1933, Power Plant-Steam Reducing Turbine & Generator	University of Missouri	Rogers-Schmidt Engineering	\$ 445,580	Aug-18
1935, Dawson Hall Chiller Replacement	Lincoln University	McClure Engineering	\$ 351,734	Oct-18

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

Include references familiar with your company's work performance in plumbing maintenance and major repairs on equipment serving commercial properties.

1. Prior Services Performed for:

Company Name: City of Jefferson
Address: 320 E. McCarty, Jefferson City, MO 65101

Contact Name: Britt Smith
Telephone Number: 573-634-6450

Date of Contract: 10/12/2015
Length of Contract: Renewed Annually

Description of Prior Services (include type, Mfr/Brand of equipment serviced):
Maintenance and repair of of plumbing equipment

2. Prior Services Performed for:

Company Name: Walmart/Sam's Wholesale
Address: 724 Stadium Boulevard, Jefferson City, MO 65109

Contact Name: Linda Fade
Telephone Number: 800-324-9389 Ext. 225

Date of Contract: Ongoing Contract
Length of Contract:

Description of Prior Services (include type, Mfr/Brand of equipment serviced):
Maintenance and repair of plumbing equipment

3. Prior Services Performed for:

Company Name: Boone County Purchasing
Address: 613 E. Ash Street, Columbia, MO 65201

Contact Name: Robert Wilson
Telephone Number: 573-886-4393

Date of Contract: 12/4/2018
Length of Contract: 1 year

Description of Prior Services (include type, Mfr/Brand of equipment serviced):
Maintenance and repair of plumbing equipment

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

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

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

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

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

County of Boone)
)ss
State of Missouri)

My name is D. Scott Fritz. I am an authorized agent of J. Louis Crum Corporation(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

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

NANCY M. SCHOELLIG
Notary Public - Notary Seal
STATE OF MISSOURI
Callaway County
My Commission Expires: February 2, 2023
Commission #15505679

D. Scott Fritz 11/26/2019
Affiant Date
D. Scott Fritz
Printed Name

Subscribed and sworn to before me this 26 day of November, 2019.

Nancy M. Schoellig
Notary Public
Nancy M. Schoellig



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 204532

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

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

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

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

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



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 204532

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

Employer **J. Louis Crum Corporation**

Donald R Fritz

Name (Please Type or Print)

Title

Electronically Signed

04/08/2009

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

04/08/2009

Signature

Date

(Please complete and return with Bid)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

D. Scott Fritz, Vice President

Name and Title of Authorized Representative



Signature

November 26, 2019

Date

2019 BOONE COUNTY MERCHANT LICENSE

Owner..... J LOUIS CRUM CORPORATION

Location.. J LOUIS CRUM CORPORATION
1312 CREASY SPRINGS RO
COLUMBIA MO 65202-0000

Sales Tax Id.. 11257814
License..... 2019 874

J LOUIS CRUM CORPORATION
1312 CREASY SPRINGS RD
COLUMBIA MO 65202-0000

Applicant... DON FRITZ

This license authorizes the business shown above to vend goods, wares
and merchandise at any one place within Boone County.

BY ORDER OF THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

Effective Date: 1/01/2019

Expiration Date: 12/31/2019

SEAL



Attest:

Taylor Burks, County Clerk

BY: Taylor Burks

Brian McCollum, County Collector

BY: Brian McCollum

June Pitchford, County Auditor

BY: June Pitchford

Not valid unless marked
paid by Collector

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Paid Date: 12/20/2018

Total 25.00

Bill Number... 2019 M 160

This license must be posted in a conspicuous
place in the business herein described

BUSINESS COPY

2018 BOONE COUNTY MERCHANT LICENSE

Owner..... J LOUIS CRUM CORPORATION

Location.. J LOUIS CRUM CORPORATION
1312 CREASY SPRINGS RO
COLUMBIA MO 65202-0000

Sales Tax Id.. 11257814
License..... 2018 874

J LOUIS CRUM CORPORATION
1312 CREASY SPRINGS RD
COLUMBIA MO 65202-0000

Applicant... DON FRITZ

This license authorizes the business shown above to vend goods, wares
and merchandise at any one place within Boone County.

BY ORDER OF THE COUNTY COMMISSION OF BOONE COUNTY, MISSOURI

Effective Date: 1/01/2018

Expiration Date: 12/31/2018

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Attest:

Taylor Burks, County Clerk

BY: Taylor Burks

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BY: June Pitchford

Not valid unless marked
paid by Collector

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Paid Date: 12/20/2017

Total 25.00

Bill Number... 2018 M 165

This license must be posted in a conspicuous
place in the business herein described

BUSINESS COPY

BUSINESS LICENSE CERTIFICATE



City of Columbia, MO
701 E. Broadway
Columbia, MO 65201
573-874-7378 or 573-874-7549

The Licensee named herein having paid to the City of Columbia the required fee, license is hereby granted to said Licensee to transact the business herein set forth for the period stated in conformity with the provisions of the Ordinances of this City.

Business Name: J LOUIS CRUM CORPORATION

License Number: BL000126

Business Location: 1312 CREASY SPRINGS RD

Issued Date: 7/2/2019 8:39:14AM

Owner: ARCHER CRUM

Expiration Date: 6/30/2020 12:00:00AM

Mailing Address:

J LOUIS CRUM CORPORATION
1312 N CREASY SPRINGS RD
COLUMBIA, MO 65202

Classification: Trade Contractor

License Official

Post license in a conspicuous place in room where business described is conducted.

City of Columbia, MO.
BUSINESS LICENSE

Beginning 1st day of July a penalty of 15% of the annual fee will be charged each month or partial month the license remains unpaid.

19 0000694 ← LICENSE NO. CONTROL NO. 561

POST IN A CONSPICUOUS PLACE

The Licensee named herein having paid to the City of Columbia the Required Fee, license is hereby granted said Licensee to transact the business herein set forth, for the period stated, in conformity with the provisions of Ordinances of this city.

CLASS OF BUSINESS	
TRADE CONTRACTOR - INSIDE CITY (W/O STD)	
BUSINESS LOCATION	DATE OF ISSUE
1312 CREASY SPRINGS RD	6/28/18

THRU 6/30/19

\$ [REDACTED] TOTAL

J LOUIS CRUM CORPORATION .

J LOUIS CRUM CORPORATION
1312 N CREASY SPRINGS RD
COLUMBIA MO 65202

MANAGER

PHONE NUMBER

LICENSE OFFICIAL

City of Columbia, MO.
BUSINESS LICENSE

Beginning 1st day of July a penalty of 15% of the annual fee will be charged each month or partial month the license remains unpaid.

18 0000694 ← LICENSE NO. CONTROL NO. 561

POST IN A CONSPICUOUS PLACE

The Licensee named herein having paid to the City of Columbia the Required Fee, license is hereby granted said Licensee to transact the business herein set forth, for the period stated, in conformity with the provisions of Ordinances of this city.

CLASS OF BUSINESS	
TRADE CONTRACTOR - INSIDE CITY (W/O STD)	
BUSINESS LOCATION	DATE OF ISSUE
1312 CREASY SPRINGS RD	6/29/17

THRU 6/30/18

\$ [REDACTED] TOTAL

J LOUIS CRUM CORPORATION

J LOUIS CRUM CORPORATION
1312 N CREASY SPRINGS RD
COLUMBIA MO 65202

MANAGER

PHONE NUMBER

LICENSE OFFICIAL

JUL 03 2017



Boone County Purchasing
613 E. Ash Street, Room 113
Columbia, MO 65201

REQUEST FOR BID (RFB)

Robert Wilson, Buyer
(573) 886-4393
Fax: (573) 886-4390
Email: rwilson@boonecountymo.org

Bid Data

Bid Number: **67-19NOV19**
Commodity Title: Plumbing Services- Term and Supply

DIRECT ANY BID FORMAT OR SUBMISSION QUESTIONS TO PURCHASING DEPT.

Bid Submission Address and Deadline

Day/Date: **Tuesday, November 19, 2019**
Time: 2:00 PM CT (*Bids received after this time will not be considered*)
Location/Mail Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 111
Columbia, MO 65201
Directions: Annex Building is located at corner of 7th & Ash St.

Bid Opening

Day/Date: **Tuesday, November 19, 2019**
Time: 2:00 PM, Central Time
Location/Address: Boone County Purchasing/Annex Building
613 E. Ash St, Room 111
Columbia, MO 65201

Bid Contents

- 1.0: Introduction and General Conditions of Bidding
- 2.0: Primary Specifications
- 3.0: Response Presentation and Review
- 4.0: Response Form
- Attachments: Statement of Bidder's Qualifications
- Prior Experience
- Instructions for Compliance with House Bill 1549,
- Work Authorization, Certification of Individual Bidder/Affidavit
- Debarment Certification
- Affidavit for Compliance with Prevailing Wage (returned at end of projects)
- Affidavit of Compliance with OSHA Training (returned at end of projects)
- Standard Terms and Conditions
- "No Bid" Response Form
- State Prevailing Wage Order No. 26

1.0 *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 the Primary Specifications.
- 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:
 - 1.2.2. *Purchasing* – The Purchasing Department, including its Purchasing Director and staff.
 - 1.2.3. *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.
 - 1.2.4. *Designee* – The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.3. **BIDDER / CONTRACTOR / SUPPLIER** – These terms refer generally to businesses having some sort of relations to or with us. The term may apply differently to different classes of entities, as the context will indicate.
 - 1.3.1. *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.
 - 1.3.2. *Contractor* – The Awarded 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.
 - 1.3.3. *Supplier* – All business/entities which may provide the subject goods and/or services.
- 1.4. **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.
- 1.5. **RESPONSE** – The written, sealed response submitted by bidder according to the Bid instructions.
- 1.6. **BID CLARIFICATION** – Questions regarding this Bid should be directed in writing, preferably by fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Addenda are binding, but any oral communications between County and Bidder are not.
- 1.7. **DEADLINE FOR QUESTIONS** - Questions concerning these specifications should be submitted to County no later than end of business on Friday, November 15, 2018.
- 1.8. **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.

Bidders shall visit the site of work and become familiar with the condition under which work is to be performed, concerning the site of the work, the nature of the equipment, the obstacles which may be encountered, the work to be performed, and if awarded the Contract, shall not be allowed any extra compensation by reason of any matter or thing concerning which such Bidder might have fully informed himself, because of their failure to have so informed themselves prior to the bidding. Successful Bidder(s) must employ, so far as possible, such methods and means in the carrying out their work as will not cause any interruption or interference with any other contractors.

- 1.9. **BID ADDENDUM** – If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.
- 1.10. **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. *County reserves the right to award to more than one service provider.* Multiple awards may be made on the basis of primary, secondary, and if necessary, a tertiary provider. The primary provider shall furnish the County’s requirements until such time as the County determines that it is in its best interests to seek performance from the secondary provider, then tertiary provider. The County’s decision will be based upon ability of the primary source to supply acceptable goods and/or services within the County’s time requirements. The County’s decision to utilize secondary and tertiary sources shall be final and conclusive.
- 1.11. **CONTRACT DOCUMENTS** – The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award, on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 1.12. **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.
- 1.13. **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:
 - a. the provisions of the Contract (as it may be amended);
 - b. the provisions of the Bid;
 - c. the provisions of the Bidder’s Response.
- 1.14. **CONTRACT PERIOD**- The initial contract period will be effective from December 1, 2019 and extend through November 30, 2020, and may be renewed by the County for up to an additional four (4) one-year periods unless cancelled by the Purchasing Director in writing prior to any renewal period. Contractor’s quoted costs shall remain firm during the initial contract period. Adjustments to costs for subsequent renewal terms shall be in accordance with the percentages quoted on the Response Form of this bid. Any renewals will be based on agreement by both parties as to pricing, past vendor service, etc. Contract may be cancelled by Boone County upon 10 days written notice to Contractor for non-compliance with these bid requirements, performance problems, or other just cause so deemed by the County.

- 1.15. **TERMINATION FOR CONVENIENCE** – The Purchasing Director may, by written notice, terminate this contract in whole or in part when it is in the best interest of the County. If this Contract is so terminated, the County shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination for convenience shall be effective thirty (30) days from the Contractor’s receipt of notice unless a longer time period is provided in the notice.
- 1.16. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the final contract period’s expiration if it is deemed to be in the best interest of Boone County.
- 1.17. **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 annual quantities or total prices.
- 1.18. **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.

County of BoonePurchasing Department2.0 *Primary Specifications*

- 2.1. **PURPOSE / INTENT** – Boone County, hereafter referred to as “County”, seeks bid offers from qualified vendors with the intent to contract with an individual(s) or organizations(s), hereinafter referred to as “Contractor” for a Term and Supply contract to provide all labor, materials, tools, equipment, transportation, services, and supervision in the performance of **Plumbing Services**, “as needed” for various commercial properties of Boone County, Missouri. Services will be requested by the Facilities Maintenance and Road & Bridge for “as needed” maintenance and/or repairs. County may, during the course of this contract, add or delete service locations. This shall not be cause for Contractor’s prices to change during any given contract period. *The County reserves the right to bid any one job with an estimated cost of \$6,000.00 or more.*
- 2.2. **ESTIMATED USAGE** – Based on past usage, the estimated total expenditures against this contract are expected to meet or exceed \$6,000 annually. However, this amount is an estimate only and as such, does not constitute a guarantee on the part of the County.
- 2.3. **CONTRACTOR RESPONSIBILITY / SERVICE REQUIREMENTS-**
- 2.3.1. Work Hours- The Contractor shall provide unlimited service during normal business hours. Normal business hours are Monday – Friday 7:00 a.m. to 5:00 p.m. and excluding holidays as defined in the Response Form section.
- 2.3.2. Security - Contractor shall be responsible for providing and updating a list of the Contractor’s employees working at any of the locations. Contractor shall comply with all security measures required by Boone County. All aspects of building security will be discussed with the Contractor by County department designees after contract is in place and before Notice to Proceed on any project is provided.
- 2.3.3. Equipment/Safety- Contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment and vehicles. The flow of vehicular traffic shall not be impeded at any time during work under the contract. The safety of the Contractor’s employees and the public is of prime concern to the County, and the Contractor must take all necessary steps to ensure proper safety during the performance of the contract. Any bidders that have a history of safety problems or a high incidence of accidents will not be considered for award of a contract.
- 2.3.4. Workmanship- Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion (including any finish, and for successful operations as intended). All work shall be executed by personnel skilled in their respective lines of work.
- 2.3.5. Cleaning- Contractor shall keep the premises clean of all rubbish and debris generated by the work involved. Contractor, at his/her expense, shall dispose of all surplus material, rubbish, and debris. The work area shall be cleaned at the end of each workday. All materials, tools, equipment, etc., shall be removed or safely stored. The County is not responsible for theft or damage to the Contractor’s property. All possible safety hazards to workers or the public shall be corrected immediately and left in a safe condition at the end of each workday. If there is a question in this area, the County department’s representative shall be consulted.

- 2.3.6. Final Inspection and Approval- The Contractor shall request the facility authority responsible for the work location to conduct a site inspection after the project is complete. A “punch-list” will be prepared during the inspection and a copy will be provided to the Contractor. After the “punch-list” items have been corrected, the Contractor shall request a final inspection. Final project approval is contingent upon the final inspection and written approval by the facility authority responsible for the site.
- 2.3.7. Property Damage- The Contractor shall be responsible for repair of any damage to County property and restoration of any facility damage, beyond normal wear and tear, caused by the Contractor’s activities. Repair and restoration shall be to the satisfaction of the County. Any repair/restoration of these damages shall be performed at no cost to the County.
- 2.3.8. Repair/Warranties- The Contractor shall guarantee all work performed under this contract. The Contractor shall list on the invoice/service ticket the brand name and part/model number of all replacement parts used. All repairs shall be warranted for a minimum period of ninety (90) calendar days from the date of repair. If the same item must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the County. Any replacement parts that fail during the warranty service will be performed at no charge to the County including all labor. Parts which carry a standard warranty that exceeds ninety (90) days shall be honored by the Contractor.
- 2.3.9. Materials- All materials provided by the Contractor shall be new materials of high quality that shall give long life and reliable operation. All equipment shall be modern in design and shall not have been in prior service except as required by factory test.
- 2.3.10. Replacement Parts- Replacement parts furnished must be of the same manufacturer or an equal product approved by county facility designee. When the County has a spare part available, the Contractor will be required to use that part when requested to do so by the County.
- 2.3.11. Included Equipment: Hourly rate shall include tradesman tools, small hand tools such as drills, saws, vises, pipe wrenches, screw drivers, small sewer snakes, ladders, electric cords, and truck with these tools on it.
- 2.3.12. Additional Equipment - Contractor should submit to Boone County along with their bid response a schedule of equipment owned that may be required for service not contemplated in the Contractor’s quoted labor rate. Contractor shall include rates (billable hourly rate) for their use. Under direction of an authorized County representative, Contractor shall perform said service and account for equipment from said schedule.
- 2.3.13. Labor/Mobilization- Portal-to-Portal mobilization is allowed, not to exceed one hour total. The Contractor is expected to have basic tools and stock on board. Travel for specialty items is compensable (must be called out as ‘specialty’ on itemized invoice when requesting travel compensation). The County will allow for a two-hour minimum charge, which includes mobilization. All jobs are expected to require one (1) service person. Authorized County representatives must approve of multiple service people (in Contractor’s job quote or requested in writing to County designee) before the work is started. Labor quoted shall include all labor costs, insurance, overhead profit, mileage, and be exclusive of taxes.
- 2.3.14. FOB Point- Prices quoted shall be FOB Destination, various County locations, unloaded and installed.

- 2.3.15. Repairs – “As needed” basis. For non-emergency repairs, Contractor shall provide the County with a written quotation, detailing proposed parts and labor charges with total cost of repairs within three (3) business days of Contractor’s *initial response* to service request. Quotations shall be based on the bid prices stated on the enclosed Response Form. No work resulting in additional charges to the County over the original approved written repair quote will be authorized without prior written approval of the county’s facility designee. Contractor must state a realistic and true time when they can schedule the work. If this proposed schedule is acceptable to the County representative, then Contractor shall book the job. The proposed schedule must be honored within a time frame of plus or minus one-half (1/2) hour. If there is down time during the repair for more than twelve (12) hours, the county department representative will be advised and informed in writing of the nature or repairs that cause the shutdown. Contractor shall respond within a *one hour period* to any and all service requests which are designated as emergency repair. Unit prices quoted shall not exceed contract prices.
- 2.3.16. Response Time – Contractor shall respond within a one-hour period to any and all service requests which are designated as *emergency repair*. (Non-emergency requests require an *initial response* from Contractor within a *two hour period*.) Some emergency repairs may be at times other than normal working hours. Vendor should be in a position to be available on a twenty four (24) hour basis for such emergency work. Contractor shall provide a flat hourly rate for emergency service outside normal business hours, to include all workers and repairs.
- 2.3.17. Sub-Contractors- No subcontractors shall be used without prior written approval of the County’s designated representative.
- 2.3.18. Working with County’s Personnel- The Contractor must agree to work alongside the County’s maintenance staff.

2.4. SERVICE LOCATIONS INCLUDE, BUT NOT LIMITED TO-

- Boone County Government Center, 801 E. Walnut St.
- Sheriff Department, 2121 County Drive
- Sheriff Department Annex, 2111 County Drive
- County Courthouse, 705 E. Walnut St.
- Boone County Annex, 613 East Ash Street
- Johnson Building, 601 East Walnut Street
- Alternative Sentencing, 607 East Ash Street
- Boone County Road & Bridge, 5551 Tom Bass Road
- Robert L. Perry Juvenile Justice Center, 5665 Roger I. Wilson Drive
- Boone County Joint Communications, 2145 E. County Drive
- Emergency Management, 2145 E. County Drive

2.5. **CONTRACTOR QUALIFICATIONS AND EXPERIENCE-** It is the bidder’s responsibility to become fully informed as to where services are to be provided and/or the nature and extent of the work required and its relation to any other work in the area including possible interference from other site activities.

2.6. *Inspection of Facilities: Prior to submitting a bid, inspections of County facilities should be arranged by contacting the following facility authorities:*

- Doug Coley - Director of Facilities Maintenance, 573-886-4401 or dcoley@boonecountymo.org
- Greg Edington - Director of Road & Bridge, 573-449-8515, Ext 226 or gedington@boonecountymo.org
- Gary German, Captain-Sheriff Department, 573-875-1111, Ext 6201 or ggerman@boonecountymo.org

- 2.7. For Sheriff Department, the following is a partial list of some of the equipment which may need repair or replacement as part of this contract:

- 85-gallon gas fired water heaters
- Boiler and chiller circulating pumps
- 120-volt solenoid valves
- 3-way valves
- Hot water mixing valves
- Balancing valves
- Metering valves
- Gate valves
- Ball valves
- Butterfly valves

- 2.8. Bidder shall have the experience and knowledge of plumbing repairs and installations for government entities, including high security facilities i.e., detention centers. Award of this contract will be to vendor(s) who provide evidence that they have past experience in performing plumbing maintenance, repairs, and if needed, equipment replacement for commercial properties. Bidder must provide evidence that they have been licensed as a plumbing contractor in the state of Missouri for a period of not less than three consecutive years immediately preceding the submission of this bid, and currently be engaged in the business of such work. **Bidder shall complete the enclosed STATEMENT OF BIDDERS**

QUALIFICATIONS and include with bid submittal. The Bidder, at time of bid submittal, shall possess the correct occupational licenses, all professional licenses, or other authorizations necessary to carry out and perform the work required by this contract pursuant to all-applicable Federal, State and Local laws, statutes, ordinances, and rules and regulations of any kind. Copies of licenses should be submitted with the bid indicating that the entity and its employees are licensed to perform the activities or work included in the bid documents.

- 2.9. The Bidder is assumed to be familiar with all federal, state and local laws, ordinances, rules, and regulations that in any manner affect the work. Special attention is called to, but not limited to, the local environmental ordinances. Ignorance of these laws, ordinances, rules and regulations on the part of the Bidder will in no way relieve him or her from responsibility of compliance with all said laws, ordinances, rules, and regulations. In addition to complying with all pertinent codes and regulations, the successful bidder must comply with:

- 2.9.1. All pertinent requirements of the local codes and utility companies.
- 2.9.2. National Electric Code, latest edition.
- 2.9.3. Requirements of Underwriters Laboratories, Inc., for all items installed for which UL standards have been established.

- 2.10. The Contractor shall be responsible for obtaining any and all required permits. The County will be responsible for the cost of any and all permits.

Contact for bid questions- Robert Wilson, Buyer, Boone County Purchasing Department, 613 E. Ash, Room 113, Columbia, Mo 65201. Telephone: 573-886-4393 Facsimile: 573-886-4390; email: rwilson@boonecountymmo.org

- 2.11. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.
- 2.12. **Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.13. **Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per occurrence/\$2,000,000 aggregate covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 2.14. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**
- 2.15. **Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- 2.16. **Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

- 2.17. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract. The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.
- 2.18. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.

- 2.18.1. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County will have the right to cancel and terminate the contract without notice.

Certificate Holder address:
County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201

- 2.19. **OVERHEAD LINE PROTECTION-** The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

- 2.20. **OSHA PROGRAM REQUIREMENTS-** The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program, **and certify compliance by affidavit at the conclusion of the project.** The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.
- 2.21. **PREVAILING WAGE:** With submission of a bid response, Vendor acknowledges that any major repair serviced in this contract is subject to Missouri Prevailing Wage law. Repairs done by overhaul or replacement of major constituent parts that have deteriorated are "major repairs". Any questions regarding "major repairs" should be addressed to the Boone County Purchasing Department. If the size, type or extent of the existing facility is changed or increased, the work performed is subject to the Prevailing Wage Law. Small repairs or maintenance type work will not be subject to prevailing wage rates. Maintenance is recurrent, day to day, periodic or scheduled work unless it involves the overhaul or replacement of major constituent parts. If work involves the repair but not the major repair or replacement of existing facilities, and the size, type or extent of the existing facility is not changed, it is maintenance. A copy of **Annual Wage Order 26** is reproduced verbatim and included with these bid documents, and is applicable to this contract. At any given time, the current "applicable" Prevailing Wage Order is available for review and a copy may be obtained in the office of the Director of Purchasing, 613 E. Ash, Room 111, Columbia, MO 65201; or email rwilson@boonecountymo.org , or call the Purchasing offices at 573-886-4393. With any elected renewal term of this contract, the current Prevailing Wage Order will be provided to contractor which will be used for that renewal period. *County reserves the right to bid out any one project with estimated cost of \$6,000.00 or over.*
- 2.21.1. 2018 Changes to Prevailing Wage Law - If a quote received for a project from this Term and Supply contract for a "major repair" or "construction" of a public work project is \$75,000 or less, then the Prevailing Wage Law will **NOT** apply to that project.
- 2.21.2. If a quote received for a project from this Term and Supply contract for a "major repair" or "construction" of a public work project is greater than \$75,000, then the Prevailing Wage Law **WILL** apply to the entire project.
- 2.21.3. Special Rule for Change Orders - If the County accepts a quote for less than \$75,000 for a "major repair" or "construction" of a public work project and that project is later subject to a change order that raises the total project price over \$75,000, then the vendor is responsible for identifying that portion of the work causing charges that are in excess of \$75,000 and the Prevailing Wage Law WILL apply to only that portion of the project that is in excess of \$75,000.
- 2.21.4. Wage Rates- "Major repair" work shall be based upon payment by the Contractor of wage rates not less than the prevailing hourly wage rate for each craft or classification of worker engaged on the work as determined by the Labor & Industrial Relations Commission of Missouri on behalf of the Division of Labor Standards. The Contractor shall comply with all requirements of the prevailing wage law of Missouri, Revised Statutes of Missouri, Section 290.210 to 290.340, including the latest amendments thereto. The prevailing wage law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of work, which may be performed by any worker in any particular period of time.

- 2.21.5. Records- The Contractor and each Subcontractor shall keep an accurate record showing names, occupations, and crafts of all workers employed, together with the number of hours worked by each worker and the actual wages paid to each worker. At all reasonable hours, such records shall be open to inspection by representatives of the Labor & Industrial Relations Commission and Boone County. The payroll records shall not be destroyed or removed from the State for at least one (1) year after completion of the work. Contractors and Subcontractors will submit certified copies of their payrolls to the County prior to completed project's acceptance.
- 2.21.6. Notices- Throughout the life of this contract, a copy of the wage determination and the rules promulgated by the Labor & Industrial Relations Commission of Missouri shall be displayed in at least four (4) conspicuous places on the project under a heading of NOTICE with the heading in letters at least one inch (1") high.
- 2.21.7. Penalty- Pursuant to Section 290.250 RSMo, the Contractor shall forfeit to the County as a penalty, \$100.00 for each worker employed, for each calendar day, or portion thereof, such worker is paid less than the stipulated rates for any work done under the contract, by them or by an Subcontractor under them.
- 2.21.8. Affidavit of Compliance- After completion of the work and before final payment can be made under this contract, the Contractor and each Subcontractor must file with the County an affidavit stating that they have fully complied with the provisions and requirements of the prevailing wage law of Missouri, Section 290.210 to 290.340 RSMo.
- 2.21.9. Wage Determination- The prevailing hourly rate of wages is subject to change by the Labor & Industrial Relations Commission or by court decision, as provided by law. Any such change shall not be the basis of any claim by the Contractor against the County, nor will deductions be made by the County against sums due the Contractor by reason of such changes. The current Prevailing Wage Order provided at the beginning of each renewal term shall be used during the life of that contract term.
- 2.22. **SALES/USE TAX EXEMPTION** – County will provide the Contractor with a Missouri Tax Exemption letter and, if applicable, a Missouri Project Exemption Certificate for Boone County, Missouri. The Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to ensure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.
- 2.23. **LIEN WAIVERS**- Prior to the release of a project's final payment amount, contractor shall file with the County a completed affidavit, to the effect that all payments have been made and all claims have been released for all materials, labor and other items covered by the contract.

- 2.24. **BILLING AND PAYMENTS-** Monthly statements containing invoices for the month for which work was performed shall be submitted to the appropriate using department. Payment of monthly statements shall be made within 30 days of receipt of a correct statement. County's contract number must appear on all invoices and statements. All contracted work done for the County on a "time and material" basis must include the following information on the invoices:
- 2.24.1. Name of the County location where work was performed and date(s) work was performed.
 - 2.24.2. If materials are used, and if total material cost is greater than \$500.00, provide itemized materials list and Contractor's cost for those items, indicating the contract markup % and net cost to County.
 - 2.24.3. Itemized list and contractor's cost of rental equipment used, if any. (Include contract markup % and cost to County)
 - 2.24.4. Labor cost per hour with name(s) of crew member(s) on the job.
 - 2.24.5. Total hours on project and total cost of labor.
 - 2.24.6. If the above information is not noted on the invoice, it will be returned to the contractor for additional information before payment can be made.
 - 2.24.7. Billing address shall be one of the following depending on the location where work is performed:

Facilities Maintenance, 613 E. Ash Street, Room 107, Columbia, MO 65201
Boone County Road & Bridge, 5551 Tom Bass Road, Columbia, MO 65201

3.0 Response Presentation and Review

- 3.1. **RESPONSE CONTENT-** In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A". Manufacturer's published specifications for any items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES-** Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.3. **ADVICE OF AWARD-** If you wish to be advised of the outcome of this Bid, the results may be viewed on the County's web page, under Purchasing, www.showmeboone.com .
- 3.4. **BID OPENING-** On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to review any Response. In the event only one bid is received by the date and time of the bid opening, County reserves the right to not open the bid and extend the Closing Date for the purpose of inviting bid responses from more vendors in the interest of establishing competition.
- 3.5. **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 reason 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.
- 3.6. **RESPONSE CLARIFICATION-** The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.7. **REJECTION OR CORRECTION OF RESPONSES-** The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.8. **EVALUATION PROCESS-** The County's sole purpose in the evaluation process is to determine from among the Responses received which bid offer or offers are best suited to meet the County's needs at the lowest possible cost. The County reserves the right to obtain references as needed, in order to determine a Bidder's qualifications and responsibility for meeting the needs of this contract. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contract selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.9. **METHOD OF EVALUATION-** The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.10. **ACCEPTABILITY-** The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.11. **ENDURANCE OF PRICING-** Bidder's pricing must be held until contract execution or 60 days, whichever comes first.



Boone County Purchasing
613 E. Ash Street, Room 113
Columbia, MO 65201

REQUEST FOR BID (RFB)

Robert Wilson, Buyer
(573) 886-4393
Fax: (573) 886-4390
Email: rwilson@boonecountymo.org

Bid Data

Bid Number: **67-19NOV19**
Commodity Title: **Plumbing Services- Term and Supply**

DIRECT ANY BID FORMAT OR SUBMISSION QUESTIONS TO PURCHASING DEPT.

Bid Submission Address and Deadline

Day/Date: **Tuesday, November 19, 2019**
Time: **2:00 PM CT *(Bids received after this time will not be considered)***
Location/Mail Address: **Boone County Purchasing Department
Boone County Annex Building
613 E. Ash, Room 111
Columbia, MO 65201**
Directions: **Annex Building is located at corner of 7th & Ash St.**

Bid Opening

Day/Date: **Tuesday, November 19, 2019**
Time: **2:00 PM, Central Time**
Location/Address: **Boone County Purchasing/Annex Building
613 E. Ash St, Room 111
Columbia, MO 65201**

Bid Contents

- 1.0: Introduction and General Conditions of Bidding
 - 2.0: Primary Specifications
 - 3.0: Response Presentation and Review
 - 4.0: Response Form
- Attachments: **Statement of Bidder’s Qualifications
Prior Experience
Instructions for Compliance with House Bill 1549,
Work Authorization, Certification of Individual Bidder/Affidavit
Debarment Certification
Affidavit for Compliance with Prevailing Wage (returned at end
of projects)
Affidavit of Compliance with OSHA Training (returned at end
of projects)
Standard Terms and Conditions
“No Bid” Response Form
State Prevailing Wage Order No. 26**

County of Boone**Purchasing Department****1.0 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 the Primary Specifications.
- 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:
- 1.2.2. *Purchasing* – The Purchasing Department, including its Purchasing Director and staff.
- 1.2.3. *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.
- 1.2.4. *Designee* – The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.3. **BIDDER / CONTRACTOR / SUPPLIER** – These terms refer generally to businesses having some sort of relations to or with us. The term may apply differently to different classes of entities, as the context will indicate.
- 1.3.1. *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.
- 1.3.2. *Contractor* – The Awarded 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.
- 1.3.3. *Supplier* – All business/entities which may provide the subject goods and/or services.
- 1.4. **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.
- 1.5. **RESPONSE** – The written, sealed response submitted by bidder according to the Bid instructions.
- 1.6. **BID CLARIFICATION** – Questions regarding this Bid should be directed in writing, preferably by fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Addenda are binding, but any oral communications between County and Bidder are not.
- 1.7. **DEADLINE FOR QUESTIONS** - Questions concerning these specifications should be submitted to County no later than end of business on Friday, November 15, 2018.
- 1.8. **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.

Bidders shall visit the site of work and become familiar with the condition under which work is to be performed, concerning the site of the work, the nature of the equipment, the obstacles which may be encountered, the work to be performed, and if awarded the Contract, shall not be allowed any extra compensation by reason of any matter or thing concerning which such Bidder might have fully informed himself, because of their failure to have so informed themselves prior to the bidding. Successful Bidder(s) must employ, so far as possible, such methods and means in the carrying out their work as will not cause any interruption or interference with any other contractors.

- 1.9. **BID ADDENDUM** – If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.
- 1.10. **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. *County reserves the right to award to more than one service provider.* Multiple awards may be made on the basis of primary, secondary, and if necessary, a tertiary provider. The primary provider shall furnish the County’s requirements until such time as the County determines that it is in its best interests to seek performance from the secondary provider, then tertiary provider. The County’s decision will be based upon ability of the primary source to supply acceptable goods and/or services within the County’s time requirements. The County’s decision to utilize secondary and tertiary sources shall be final and conclusive.
- 1.11. **CONTRACT DOCUMENTS** – The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award, on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 1.12. **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.
- 1.13. **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:
 - a. the provisions of the Contract (as it may be amended);
 - b. the provisions of the Bid;
 - c. the provisions of the Bidder’s Response.
- 1.14. **CONTRACT PERIOD**- The initial contract period will be effective from December 1, 2019 and extend through November 30, 2020, and may be renewed by the County for up to an additional four (4) one-year periods unless cancelled by the Purchasing Director in writing prior to any renewal period. Contractor’s quoted costs shall remain firm during the initial contract period. Adjustments to costs for subsequent renewal terms shall be in accordance with the percentages quoted on the Response Form of this bid. Any renewals will be based on agreement by both parties as to pricing, past vendor service, etc. Contract may be cancelled by Boone County upon 10 days written notice to Contractor for non-compliance with these bid requirements, performance problems, or other just cause so deemed by the County.

- 1.15. **TERMINATION FOR CONVENIENCE** – The Purchasing Director may, by written notice, terminate this contract in whole or in part when it is in the best interest of the County. If this Contract is so terminated, the County shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination for convenience shall be effective thirty (30) days from the Contractor’s receipt of notice unless a longer time period is provided in the notice.
- 1.16. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of the final contract period’s expiration if it is deemed to be in the best interest of Boone County.
- 1.17. **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 annual quantities or total prices.
- 1.18. **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.

2.0 Primary Specifications

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- 2.1. **PURPOSE / INTENT** – Boone County, hereafter referred to as “County”, seeks bid offers from qualified vendors with the intent to contract with an individual(s) or organizations(s), hereinafter referred to as “Contractor” for a Term and Supply contract to provide all labor, materials, tools, equipment, transportation, services, and supervision in the performance of **Plumbing Services**, “as needed” for various commercial properties of Boone County, Missouri. Services will be requested by the Facilities Maintenance and Road & Bridge for “as needed” maintenance and/or repairs. County may, during the course of this contract, add or delete service locations. This shall not be cause for Contractor’s prices to change during any given contract period. *The County reserves the right to bid any one job with an estimated cost of \$6,000.00 or more.*
- 2.2. **ESTIMATED USAGE** – Based on past usage, the estimated total expenditures against this contract are expected to meet or exceed \$6,000 annually. However, this amount is an estimate only and as such, does not constitute a guarantee on the part of the County.
- 2.3. **CONTRACTOR RESPONSIBILITY / SERVICE REQUIREMENTS-**
- 2.3.1. Work Hours- The Contractor shall provide unlimited service during normal business hours. Normal business hours are Monday – Friday 7:00 a.m. to 5:00 p.m. and excluding holidays as defined in the Response Form section.
- 2.3.2. Security - Contractor shall be responsible for providing and updating a list of the Contractor’s employees working at any of the locations. Contractor shall comply with all security measures required by Boone County. All aspects of building security will be discussed with the Contractor by County department designees after contract is in place and before Notice to Proceed on any project is provided.
- 2.3.3. Equipment/Safety- Contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect its employees, the public, surrounding areas, equipment and vehicles. The flow of vehicular traffic shall not be impeded at any time during work under the contract. The safety of the Contractor’s employees and the public is of prime concern to the County, and the Contractor must take all necessary steps to ensure proper safety during the performance of the contract. Any bidders that have a history of safety problems or a high incidence of accidents will not be considered for award of a contract.
- 2.3.4. Workmanship- Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion (including any finish, and for successful operations as intended). All work shall be executed by personnel skilled in their respective lines of work.
- 2.3.5. Cleaning- Contractor shall keep the premises clean of all rubbish and debris generated by the work involved. Contractor, at his/her expense, shall dispose of all surplus material, rubbish, and debris. The work area shall be cleaned at the end of each workday. All materials, tools, equipment, etc., shall be removed or safely stored. The County is not responsible for theft or damage to the Contractor’s property. All possible safety hazards to workers or the public shall be corrected immediately and left in a safe condition at the end of each workday. If there is a question in this area, the County department’s representative shall be consulted.

- 2.3.6. Final Inspection and Approval- The Contractor shall request the facility authority responsible for the work location to conduct a site inspection after the project is complete. A “punch-list” will be prepared during the inspection and a copy will be provided to the Contractor. After the “punch-list” items have been corrected, the Contractor shall request a final inspection. Final project approval is contingent upon the final inspection and written approval by the facility authority responsible for the site.
- 2.3.7. Property Damage- The Contractor shall be responsible for repair of any damage to County property and restoration of any facility damage, beyond normal wear and tear, caused by the Contractor’s activities. Repair and restoration shall be to the satisfaction of the County. Any repair/restoration of these damages shall be performed at no cost to the County.
- 2.3.8. Repair/Warranties- The Contractor shall guarantee all work performed under this contract. The Contractor shall list on the invoice/service ticket the brand name and part/model number of all replacement parts used. All repairs shall be warranted for a minimum period of ninety (90) calendar days from the date of repair. If the same item must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the County. Any replacement parts that fail during the warranty service will be performed at no charge to the County including all labor. Parts which carry a standard warranty that exceeds ninety (90) days shall be honored by the Contractor.
- 2.3.9. Materials- All materials provided by the Contractor shall be new materials of high quality that shall give long life and reliable operation. All equipment shall be modern in design and shall not have been in prior service except as required by factory test.
- 2.3.10. Replacement Parts- Replacement parts furnished must be of the same manufacturer or an equal product approved by county facility designee. When the County has a spare part available, the Contractor will be required to use that part when requested to do so by the County.
- 2.3.11. Included Equipment: Hourly rate shall include tradesman tools, small hand tools such as drills, saws, vises, pipe wrenches, screw drivers, small sewer snakes, ladders, electric cords, and truck with these tools on it.
- 2.3.12. Additional Equipment - Contractor should submit to Boone County along with their bid response a schedule of equipment owned that may be required for service not contemplated in the Contractor’s quoted labor rate. Contractor shall include rates (billable hourly rate) for their use. Under direction of an authorized County representative, Contractor shall perform said service and account for equipment from said schedule.
- 2.3.13. Labor/Mobilization- Portal-to-Portal mobilization is allowed, not to exceed one hour total. The Contractor is expected to have basic tools and stock on board. Travel for specialty items is compensable (must be called out as ‘specialty’ on itemized invoice when requesting travel compensation). The County will allow for a two-hour minimum charge, which includes mobilization. All jobs are expected to require one (1) service person. Authorized County representatives must approve of multiple service people (in Contractor’s job quote or requested in writing to County designee) before the work is started. Labor quoted shall include all labor costs, insurance, overhead profit, mileage, and be exclusive of taxes.
- 2.3.14. FOB Point- Prices quoted shall be FOB Destination, various County locations, unloaded and installed.

- 2.3.15. Repairs – “As needed” basis. For non-emergency repairs, Contractor shall provide the County with a written quotation, detailing proposed parts and labor charges with total cost of repairs within three (3) business days of Contractor’s *initial response* to service request. Quotations shall be based on the bid prices stated on the enclosed Response Form. No work resulting in additional charges to the County over the original approved written repair quote will be authorized without prior written approval of the county’s facility designee. Contractor must state a realistic and true time when they can schedule the work. If this proposed schedule is acceptable to the County representative, then Contractor shall book the job. The proposed schedule must be honored within a time frame of plus or minus one-half (1/2) hour. If there is down time during the repair for more than twelve (12) hours, the county department representative will be advised and informed in writing of the nature or repairs that cause the shutdown. Contractor shall respond within a *one hour period* to any and all service requests which are designated as emergency repair. Unit prices quoted shall not exceed contract prices.
- 2.3.16. Response Time – Contractor shall respond within a one-hour period to any and all service requests which are designated as *emergency repair*. (Non-emergency requests require an *initial response* from Contractor within a *two hour period*.) Some emergency repairs may be at times other than normal working hours. Vendor should be in a position to be available on a twenty four (24) hour basis for such emergency work. Contractor shall provide a flat hourly rate for emergency service outside normal business hours, to include all workers and repairs.
- 2.3.17. Sub-Contractors- No subcontractors shall be used without prior written approval of the County’s designated representative.
- 2.3.18. Working with County’s Personnel- The Contractor must agree to work alongside the County’s maintenance staff.

2.4. **SERVICE LOCATIONS INCLUDE, BUT NOT LIMITED TO-**

Boone County Government Center, 801 E. Walnut St.
Sheriff Department, 2121 County Drive
Sheriff Department Annex, 2111 County Drive
County Courthouse, 705 E. Walnut St.
Boone County Annex, 613 East Ash Street
Johnson Building, 601 East Walnut Street
Alternative Sentencing, 607 East Ash Street
Boone County Road & Bridge, 5551 Tom Bass Road
Robert L. Perry Juvenile Justice Center, 5665 Roger I. Wilson Drive
Boone County Joint Communications, 2145 E. County Drive
Emergency Management, 2145 E. County Drive

- 2.5. **CONTRACTOR QUALIFICATIONS AND EXPERIENCE-** It is the bidder’s responsibility to become fully informed as to where services are to be provided and/or the nature and extent of the work required and its relation to any other work in the area including possible interference from other site activities.
- 2.6. *Inspection of Facilities: Prior to submitting a bid, inspections of County facilities should be arranged by contacting the following facility authorities:*

Doug Coley - Director of Facilities Maintenance, 573-886-4401 or dcoley@boonecountymo.org
Greg Edington - Director of Road & Bridge, 573-449-8515, Ext 226 or gedington@boonecountymo.org
Gary German, Captain-Sheriff Department, 573-875-1111, Ext 6201 or ggerman@boonecountymo.org

- 2.7. For Sheriff Department, the following is a partial list of some of the equipment which may need repair or replacement as part of this contract:

- 85-gallon gas fired water heaters
- Boiler and chiller circulating pumps
- 120-volt solenoid valves
- 3-way valves
- Hot water mixing valves
- Balancing valves
- Metering valves
- Gate valves
- Ball valves
- Butterfly valves

- 2.8. Bidder shall have the experience and knowledge of plumbing repairs and installations for government entities, including high security facilities i.e., detention centers. Award of this contract will be to vendor(s) who provide evidence that they have past experience in performing plumbing maintenance, repairs, and if needed, equipment replacement for commercial properties. Bidder must provide evidence that they have been licensed as a plumbing contractor in the state of Missouri for a period of not less than three consecutive years immediately preceding the submission of this bid, and currently be engaged in the business of such work. **Bidder shall complete the enclosed STATEMENT OF BIDDERS QUALIFICATIONS and include with bid submittal.** The Bidder, at time of bid submittal, shall possess the correct occupational licenses, all professional licenses, or other authorizations necessary to carry out and perform the work required by this contract pursuant to all-applicable Federal, State and Local laws, statutes, ordinances, and rules and regulations of any kind. Copies of licenses should be submitted with the bid indicating that the entity and its employees are licensed to perform the activities or work included in the bid documents.
- 2.9. The Bidder is assumed to be familiar with all federal, state and local laws, ordinances, rules, and regulations that in any manner affect the work. Special attention is called to, but not limited to, the local environmental ordinances. Ignorance of these laws, ordinances, rules and regulations on the part of the Bidder will in no way relieve him or her from responsibility of compliance with all said laws, ordinances, rules, and regulations. In addition to complying with all pertinent codes and regulations, the successful bidder must comply with:
- 2.9.1. All pertinent requirements of the local codes and utility companies.
 - 2.9.2. National Electric Code, latest edition.
 - 2.9.3. Requirements of Underwriters Laboratories, Inc., for all items installed for which UL standards have been established.
- 2.10. The Contractor shall be responsible for obtaining any and all required permits. The County will be responsible for the cost of any and all permits.
Contact for bid questions- Robert Wilson, Buyer, Boone County Purchasing Department, 613 E. Ash, Room 113, Columbia, Mo 65201. Telephone: 573-886-4393 Facsimile: 573-886-4390; email: rwilson@boonecountymo.org

- 2.11. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.
- 2.12. **Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.13. **Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per occurrence/\$2,000,000 aggregate covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 2.14. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**
- 2.15. **Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- 2.16. **Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

- 2.17. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract. The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.
- 2.18. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.

- 2.18.1. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County will have the right to cancel and terminate the contract without notice.

Certificate Holder address:

County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201

- 2.19. **OVERHEAD LINE PROTECTION-** The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

- 2.20. **OSHA PROGRAM REQUIREMENTS-** The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program, **and certify compliance by affidavit at the conclusion of the project.** The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.
- 2.21. **PREVAILING WAGE:** With submission of a bid response, Vendor acknowledges that any major repair serviced in this contract is subject to Missouri Prevailing Wage law. Repairs done by overhaul or replacement of major constituent parts that have deteriorated are "major repairs". Any questions regarding "major repairs" should be addressed to the Boone County Purchasing Department. If the size, type or extent of the existing facility is changed or increased, the work performed is subject to the Prevailing Wage Law. Small repairs or maintenance type work will not be subject to prevailing wage rates. Maintenance is recurrent, day to day, periodic or scheduled work unless it involves the overhaul or replacement of major constituent parts. If work involves the repair but not the major repair or replacement of existing facilities, and the size, type or extent of the existing facility is not changed, it is maintenance. A copy of **Annual Wage Order 26** is reproduced verbatim and included with these bid documents, and is applicable to this contract. At any given time, the current "applicable" Prevailing Wage Order is available for review and a copy may be obtained in the office of the Director of Purchasing, 613 E. Ash, Room 111, Columbia, MO 65201; or email rwilson@boonecountymmo.org, or call the Purchasing offices at 573-886-4393. With any elected renewal term of this contract, the current Prevailing Wage Order will be provided to contractor which will be used for that renewal period. *County reserves the right to bid out any one project with estimated cost of \$6,000.00 or over.*
- 2.21.1. 2018 Changes to Prevailing Wage Law - If a quote received for a project from this Term and Supply contract for a "major repair" or "construction" of a public work project is \$75,000 or less, then the Prevailing Wage Law will **NOT** apply to that project.
- 2.21.2. If a quote received for a project from this Term and Supply contract for a "major repair" or "construction" of a public work project is greater than \$75,000, then the Prevailing Wage Law **WILL** apply to the entire project.
- 2.21.3. Special Rule for Change Orders - If the County accepts a quote for less than \$75,000 for a "major repair" or "construction" of a public work project and that project is later subject to a change order that raises the total project price over \$75,000, then the vendor is responsible for identifying that portion of the work causing charges that are in excess of \$75,000 and the Prevailing Wage Law WILL apply to only that portion of the project that is in excess of \$75,000.
- 2.21.4. Wage Rates- "Major repair" work shall be based upon payment by the Contractor of wage rates not less than the prevailing hourly wage rate for each craft or classification of worker engaged on the work as determined by the Labor & Industrial Relations Commission of Missouri on behalf of the Division of Labor Standards. The Contractor shall comply with all requirements of the prevailing wage law of Missouri, Revised Statutes of Missouri, Section 290.210 to 290.340, including the latest amendments thereto. The prevailing wage law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of work, which may be performed by any worker in any particular period of time.

- 2.21.5. Records- The Contractor and each Subcontractor shall keep an accurate record showing names, occupations, and crafts of all workers employed, together with the number of hours worked by each worker and the actual wages paid to each worker. At all reasonable hours, such records shall be open to inspection by representatives of the Labor & Industrial Relations Commission and Boone County. The payroll records shall not be destroyed or removed from the State for at least one (1) year after completion of the work. Contractors and Subcontractors will submit certified copies of their payrolls to the County prior to completed project's acceptance.
- 2.21.6. Notices- Throughout the life of this contract, a copy of the wage determination and the rules promulgated by the Labor & Industrial Relations Commission of Missouri shall be displayed in at least four (4) conspicuous places on the project under a heading of NOTICE with the heading in letters at least one inch (1") high.
- 2.21.7. Penalty- Pursuant to Section 290.250 RSMo, the Contractor shall forfeit to the County as a penalty, \$100.00 for each worker employed, for each calendar day, or portion thereof, such worker is paid less than the stipulated rates for any work done under the contract, by them or by an Subcontractor under them.
- 2.21.8. Affidavit of Compliance- After completion of the work and before final payment can be made under this contract, the Contractor and each Subcontractor must file with the County an affidavit stating that they have fully complied with the provisions and requirements of the prevailing wage law of Missouri, Section 290.210 to 290.340 RSMo.
- 2.21.9. Wage Determination- The prevailing hourly rate of wages is subject to change by the Labor & Industrial Relations Commission or by court decision, as provided by law. Any such change shall not be the basis of any claim by the Contractor against the County, nor will deductions be made by the County against sums due the Contractor by reason of such changes. The current Prevailing Wage Order provided at the beginning of each renewal term shall be used during the life of that contract term.
- 2.22. **SALES/USE TAX EXEMPTION** – County will provide the Contractor with a Missouri Tax Exemption letter and, if applicable, a Missouri Project Exemption Certificate for Boone County, Missouri. The Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to ensure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.
- 2.23. **LIEN WAIVERS**- Prior to the release of a project's final payment amount, contractor shall file with the County a completed affidavit, to the effect that all payments have been made and all claims have been released for all materials, labor and other items covered by the contract.

- 2.24. **BILLING AND PAYMENTS-** Monthly statements containing invoices for the month for which work was performed shall be submitted to the appropriate using department. Payment of monthly statements shall be made within 30 days of receipt of a correct statement. County's contract number must appear on all invoices and statements. All contracted work done for the County on a "time and material" basis must include the following information on the invoices:
- 2.24.1. Name of the County location where work was performed and date(s) work was performed.
 - 2.24.2. If materials are used, and if total material cost is greater than \$500.00, provide itemized materials list and Contractor's cost for those items, indicating the contract markup % and net cost to County.
 - 2.24.3. Itemized list and contractor's cost of rental equipment used, if any. (Include contract markup % and cost to County)
 - 2.24.4. Labor cost per hour with name(s) of crew member(s) on the job.
 - 2.24.5. Total hours on project and total cost of labor.
 - 2.24.6. If the above information is not noted on the invoice, it will be returned to the contractor for additional information before payment can be made.
 - 2.24.7. Billing address shall be one of the following depending on the location where work is performed:

Facilities Maintenance, 613 E. Ash Street, Room 107, Columbia, MO 65201
Boone County Road & Bridge, 5551 Tom Bass Road, Columbia, MO 65201

3.0 Response Presentation and Review

- 3.1. **RESPONSE CONTENT-** In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A". Manufacturer's published specifications for any items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES-** Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.3. **ADVICE OF AWARD-** If you wish to be advised of the outcome of this Bid, the results may be viewed on the County's web page, under Purchasing, www.showmeboone.com.
- 3.4. **BID OPENING-** On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to review any Response. In the event only one bid is received by the date and time of the bid opening, County reserves the right to not open the bid and extend the Closing Date for the purpose of inviting bid responses from more vendors in the interest of establishing competition.
- 3.5. **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 reason 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.
- 3.6. **RESPONSE CLARIFICATION-** The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.7. **REJECTION OR CORRECTION OF RESPONSES-** The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.8. **EVALUATION PROCESS-** The County's sole purpose in the evaluation process is to determine from among the Responses received which bid offer or offers are best suited to meet the County's needs at the lowest possible cost. The County reserves the right to obtain references as needed, in order to determine a Bidder's qualifications and responsibility for meeting the needs of this contract. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contract selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.9. **METHOD OF EVALUATION-** The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.10. **ACCEPTABILITY-** The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.11. **ENDURANCE OF PRICING-** Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

County of Boone

Purchasing Department

4.0 RESPONSE FORM

Company Name: _____
 Address: _____
 City/Zip: _____
 Phone Number: _____
 E-Mail: _____
 Fax Number: _____
 Federal Tax I.D. _____
 Corporation
 Partnership – Name _____
 Individual/Proprietorship – Individual Name _____
 Other (Specify) _____

4.1. PRICING

The undersigned, having familiarized themselves with the terms, conditions, and requirements of this Request for Bid, hereby proposes to furnish all labor, equipment, materials, tools, supervision, etc., necessary to perform the work required in compliance with said terms, conditions and requirements. Specifically:

4.2. **“As Needed” Repair and/or Maintenance Work:** Bidder hereby proposes to furnish the equipment/materials/labor/supervision/etc. as stated above, to the County of Boone-Missouri, with transportation charges pre-paid, and for the prices quoted below. All equipment/materials to be furnished in accordance with the County of Boone – Missouri specifications provided herein. *Straight Time for purposes of this bid will be Monday through Friday, 7:00 a.m. to 5:00 p.m. Rates per hour shall be quoted using one (1) service technician.*

4.3. MATERIAL PRICING

- 4.3.1. Material \$0 - \$999.99 (markup over Contractor cost): _____ % markup
- 4.3.2. Material \$1,000.00 - \$5,999.99 (markup over Contractor cost): _____ % markup
- 4.3.3. Material \$6,000.00 and Up (markup over Contractor cost): _____ % markup
- 4.3.4. Rental Equipment (markup over Contractor cost) per unit: _____ % markup
(Contractor shall submit supplier rental invoices at the time of invoicing, to substantiate rental charges for any equipment.)

4.4. LABOR

Description	Major Repair/Prevailing Wage	Small Repair/Non-Prevailing
4.4.1 Labor (Straight Time)	/hour	/hour
4.4.2 Each additional technician (Straight Time)	/hour	/hour
4.4.3 Labor (Nights/Weekends)	/hour	/hour
4.4.4 Each additional technician (nights/weekends)	/hour	/hour
4.4.5 Labor (Holidays as listed in line 24. of this Response Form)	/hour	/hour
4.4.6 Each additional technician (Holidays)	/hour	/hour
4.4.7 Emergency service outside normal business hours, to include all workers and repairs	/hour	/hour

4.5. ADDITIONAL EQUIPMENT (2.3.12)

Contractor should submit to Boone County along with their bid response a schedule of equipment owned that may be required for service not contemplated in the Contractor’s quoted labor rate. Contractor shall include rates (billable hourly rate) for their use. Under direction of an authorized County representative, Contractor shall perform said service and account for equipment from said schedule.

Please attach schedule of equipment.

4.6. Mobilization/demobilization Charge (if not included in the hourly rate): Per Job:

\$ _____/Job

4.7. Emergency Twenty-Four Hour Service Contact:

Name: _____ Telephone Number(s): _____
 Service Contact’s job title within your company: _____

4.8. Holidays: List the holidays observed by your company: _____

4.9. Provide with your bid response, evidence of current licensure as Plumbing Contractor in the state of Missouri in the last three years as well as being currently engaged in business of such work. Label these documents as Attachment 4.9A with your bid.

- 4.10. **RENEWALS** – Quote **maximum** percentage increases for contract renewals:
(Percentage markups quoted in Items 4.3.1 through 4.3.4 will remain fixed for duration of this contract)

Items 4.4.1 through 4.4.7, Maintenance-Non Prevailing Wage:

- 1st contract renewal term: _____ %
- 2nd contract renewal term: _____ %
- 3rd contract renewal term: _____ %
- 4th contract renewal term: _____ %

(Any requested rate adjustments on Items 4.4.1 through 4.4.7, *Major Repair/Prevailing Wage*, will be evaluated by the County at each renewal)

- 4.11. Will you honor the submitted prices for use by other entities who participate in cooperative purchasing with Boone County, MO? (*A negative response to this question will not affect evaluation of your bid.*) YES _____ NO _____

- 4.12. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 (Missouri Domestic Products Procurement Act) of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand):

_____ Date: _____

Print Name and Title of Authorized Representative:

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder, for the work included in the specifications and plans and the Contract Documents, shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: _____
2. Business Address: _____
3. When Organized: _____
4. When Incorporated: _____
5. List federal tax identification number: _____ If not incorporated, state type of business (sole proprietor, partnership, or other): _____ Fed tax ID or SS number: _____
6. Number of years engaged in business under present firm name: _____
7. If you have done business under a *different name*, please give name and business location under that name: _____
8. Percent of work done by own staff: _____
9. Have you ever failed to complete any work awarded to your company? Yes ___ No ___
If so, where and why? _____
10. Have you ever defaulted on a contract or been in litigation for services performed?
Yes ___ No ___ If so, give details: _____

11. List of contracts *with contact information*, completed within the last three years, for performing similar services on equipment in commercial properties as described in this bid, including value of each: *See Exhibit A next page.*
12. List of projects currently in progress: _____

*** Attach additional sheets as necessary ***

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

Include references familiar with your company's work performance in plumbing maintenance and major repairs on equipment serving commercial properties.

1. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include type, Mfr/Brand of equipment serviced):

2. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include type, Mfr/Brand of equipment serviced):

3. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include type, Mfr/Brand of equipment serviced):

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

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

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

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

CERTIFICATION OF INDIVIDUAL BIDDER

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

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

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

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

Applicant

Date

Printed Name

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

State of Missouri)
)SS.
County of _____)

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

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

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

Notary Public

My Commission Expires:

(Please complete and return with Bid)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Name and Title of Authorized Representative

Signature

Date

AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW

Before me, the undersigned Notary Public, in and for the County of _____

State of _____, personally came and appeared (name and title)

_____ of the (name of company)

_____ (a corporation) (a partnership) (a proprietorship)

and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. _____ issued by the Division of Labor Standards on the _____ day of _____ 20____, in carrying out the Contract and work in connection with

(name of project) _____ located at

(name of institution) _____ in _____ County,

Missouri and completed on the _____ day of _____, 20_____.

Signature

Subscribed and sworn to me this _____ day of _____, 20_____.

My commission expires _____, 20_____.

Notary Public



Standard Terms and Conditions

Boone County Purchasing
613 E. Ash, Room 113
Columbia, MO 65201

Robert Wilson, Buyer
Phone: (573) 886-4393 – Fax: (573) 886-4390

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 bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. 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.
20. 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

Boone County Purchasing

613 E. Ash, Room 113

Columbia, MO 65201

Robert Wilson, Buyer

(573) 886-4393 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A BID

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

Bid: 67-19NOV19 – Plumbing Services- Term & Supply

Business Name: _____

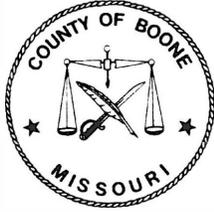
Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:



BOONE COUNTY, MISSOURI
Request for Bid #67-19NOV19 – Plumbing Services – Term & Supply

ADDENDUM # 1 - Issued November 19, 2019

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

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

CHANGE Bid Submission and Bid Opening date and time to:

Bid Submission Address and Deadline

Day/Date:	Tuesday, November 26, 2019
Time:	2:00 p.m. (Bids received after this time will be returned unopened)
Location/Mail Address:	Boone County Purchasing Department Boone County Annex Building 613 E. Ash, Room 111 Columbia, Mo 65201
Directions:	Annex Building is located at corner of 7 th & Ash St.

Bid Opening

Day/Date:	Tuesday, November 26, 2019
Time:	2:00 p.m., Central Time
Location/Address:	Boone County Purchasing Department Boone County Annex Building 613 E. Ash, Room 111 Columbia, MO 65201

By: 
Robert Wilson, Buyer
Boone County Purchasing

OFFEROR has examined **Addendum #1** to Request for Bid #67-19NOV19 – *Plumbing Services – Term & Supply*, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20 19

County of Boone

In the County Commission of said county, on the

17th

day of

December

20 19

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

Now on this day, the County Commission of the County of Boone does hereby award Contract 46-23SEP19 Off-Site Scanning Services for the Resource Management Department to Sutterfield Technologies, LLC of Duncan, Oklahoma.

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

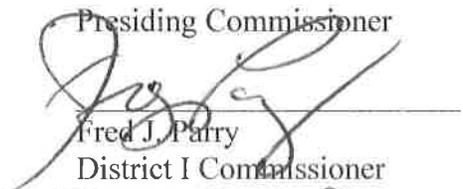
Done this 17th day of December 2019.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo
Senior Buyer



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

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: December 3, 2019
RE: Contract 46-23SEP19 Off-Site Scanning Services for the Resource Management Department

Request for Proposal 46-23SEP19 solicited competitive proposals for On-Site or Off-Site Scanning Services for the Resource Management Department. Only proposals for Off-Site Scanning were received. A total of five proposals were received. A County Evaluation Committee evaluated the proposals and determined the proposal from Sutterfield Technologies, LLC of Duncan, Oklahoma to be the "lowest and best" proposal and the choice for contract award to perform off-site scanning services, all phases, one trip.

Invoices will be paid from Department 1720 for Building Codes, Account 71100 for Outside Services: \$50,731.00.

/lp

cc: Kelle Westcott, Resource Management Department
Contract File

Attachment: Evaluation Report

Evaluation Report RFP 46-23SEP19 On-Site or Off-Site Scanning Services for the Resource Management Department

OFFEROR #1: Sutterfield Technologies, Inc

- The proposal from Sutterfield Technologies is deemed responsive to the mandatory terms and conditions of the RFP.

EXPERIENCE, EXPERTISE AND RELIABILITY: SCORE 20 of 20

Strengths:

1. Business focus is provision of scanning services to Counties & Municipalities – public entities like Boone County.
2. 7 years in business (founded 2012).
3. Will conduct criminal background checks on personnel conducting the scanning work.
4. The person who is most likely going to be assigned as the project manager has 15 years' experience in scanning work.
5. Provided several references in comparison to competitors – all counties, and provided detail about specific projects.
6. Project lead person has approximately 15 years' experience in imaging services.

Concerns:

1. None

METHOD OF PERFORMANCE: SCORE 30 of 30

Strengths:

1. Provided detailed description of performing various phases of the work.
2. Sutterfield Technologies will pick up/return boxes in their vehicles or leased vehicles – no 3rd party shipping or common carrier will be used.
3. Electronic copies for sunshine requests in 1 business day.
4. Detailed description of process, one technician will be assigned to work an entire box.
5. Initially planned for colored documents to remain in color in original offer.
6. Ability to scan all sizes documents into a single file.
7. Established process for dealing with potential high volume of difficult documents.
8. No subcontracted work - All work to be performed start to finish in Duncan, Oklahoma facility
9. Sutterfield states that after one year, images/data from the project will be retained on long term magnetic media if the County finds issues after 1 year, and every effort will be made to remedy any problem the County finds after 1 year at no additional cost.
10. Provided two samples of enhanced work.
11. Addressed length of time to start and complete each project phase.
12. Toured archive – have first-hand view of potential work.
13. Have chain of custody/tagging process; send their team on-site to retrieve and log boxes.
14. Facility where scanning work will be conducted is secured.

15. Commercial truck will be leased by Sutterfield to pick-up/return all documents and Sutterfield staff will be involved picking-up the documents.
16. Removing blank pages will be performed with no charge to the County.

Concerns:

1. Sunshine requests returned electronically in 3 business days which meets RFP requirements but is not as fast as competitors. The proposal said this could be expedited upon request.
2. Length of time to complete projects was stated in ranges of days, and was comparatively some of the longest duration compared to competitors. Proposal also says that the amount of time represented between notification and pick-up would be eliminated from phases 2 and 3 if all phases are conducted at the same time.

OFFEROR #2: Global Solutions Group, Inc.

- The proposal from Global Solutions Group Inc. is deemed responsive to the mandatory terms and conditions of the RFP.

EXPERIENCE, EXPERTISE AND RELIABILITY: SCORE 20 of 20

Strengths:

1. Several government organizations listed as clients.
2. 16 years in business – since 2003.
3. Key personnel have an average 15 years of scanning/digitization experience, ranging from 4 to 27 years.
4. Document preparation personnel have minimum 3 years of experience.
5. Reference at Fish and Wildlife Service provided supportive comments about Global Solutions' Group's successful performance.
6. Great deal of experience listed for all prospective key personnel who will be working the project.
7. Job duties clearly identified for key personnel.
8. Identified single point of contact – Krishal Dalal, based in Michigan.

Concerns:

1. None

METHOD OF PERFORMANCE: SCORE 18 of 30

Strengths:

1. Sunshine request documents will be sent to the County in 2 business days.
2. Able to scan documents ranging in size from receipts to engineering drawings.
3. Detailed description of document preparation process.
4. Good description and sample of special work for improving document images.
5. Automatic image enhancement (**Are we sure about this – see their estimates and charges**)
6. Offering to re-assemble documents as included in their pricing (not required by County)
7. Provided a work sample.

8. Will start work in 5 days after receiving Notice to Proceed and complete in phase 1 in 90 days, phase 2 in 40 days, and phase 3 in 60 days.
9. If all phases done at one time, Global says "We will pick up all the 106 boxes in our cargo van."
10. Uses a 100% Quality Control Process that continuously samples scanned images to minimize any reprocessing.
11. Has a chain of custody process.
12. Documents are secured in transit and in storage.
13. The estimates provided show basic understanding of the work required without having toured.

Concerns:

1. References in the proposal do not seem to be specific to Resource Management project; for example, the bottom of front page has statement about redacting information, but the County RFP clearly states County's files are public record.
2. Will be using subcontractor (Innovative Processing) to perform scanning work- raises questions about physically moving County's files between Global's and subcontractor's locations. This will occur because the proposal states that Global Services Group "...will provide project management...[and]...will also coordinate transfer of original documents and oversee inventory verification."
3. \$10 charge if more than 5 files requested by County to satisfy FOIA requests in a single month.
4. Estimates show that Global anticipates the large majority of the documents to be larger-size documents (24X36 and up) which is an incorrect assumption.
5. Inconsistent estimated numbers provided for Phase 2 and Phase 3 in BAFO response – required clarification.
6. Did not tour the archive – do not have first-hand view of work.
7. If the County does work in phases, then transportation of the County's documents will be by common carrier like Fed Ex. The County will assume that this means the same for transporting documents between Global Solutions Group and its subcontractor.

OFFEROR #3: American Micro

- The proposal from American Micro is deemed responsive to the mandatory terms and conditions of the RFP.

EXPERIENCE, EXPERTISE AND RELIABILITY: SCORE 13 of 20

Strengths:

1. Has performed scanning of the Boone County Circuit Clerk's records
2. The Circuit Clerk's Office was contacted as a reference, and provided supportive information about American Micro's successful performance, on-going work; reference indicates that all services are bundled into a single price (i.e., the image price includes masking, enhancing, etc.)
3. CEO of the Company listed as County's single point of contact – very knowledgeable about scanning – will be based out of Kansas City, Missouri

Concerns:

1. No detail about experience of key personnel or job descriptions – only mention 35 employees
2. Want to keep records on the American Micro site for one-year during warranty period instead of return

3. Concern about attention to detail given American Micro's response to quantities for the 3 phases, and listing their own company as a reference

METHOD OF PERFORMANCE: SCORE 21 of 30

Strengths:

1. Seem to have good equipment – reference to 6 high speed scanners for use on the project
2. Boxes stored on pallets & covered with plastic to prevent water damage in case sprinkler system goes off – extra protection
3. Tag boxes for tracking
4. Secure facility - have 35 security cameras recording in the processing area
5. Perform background checks on their employees
6. Project Manager reviews images as Quality Control checking for folded corners, duplicates, etc.
7. Dedicated e-mail address to request documents needed while being scanned – Checked by 5 people
8. No work subcontracted - All work performed in Kansas City, Missouri start to finish
9. Single point of contact is the CEO of the company
10. Provided estimated number of days to begin project (5-10) and complete (125 days)
11. Toured archive – have first-hand view of potential work
12. Will provide direct transportation – 25 box minimum
13. Overview of work provided with sufficient detail
14. Will provide one-year warranty and will keep records for one year in case of needing re-scanning work

Concerns:

1. Referenced the “Boone County Circuit Clerk” in its Methodology description
2. No sample of work provided
3. Each phase estimated to take the same amount of time, 125 days to complete, and the numbers of documents/sizes are the same for all three phases – this isn't consistent with the RFP's description of the work

OFFEROR #4: Konica Minolta Business Solutions USA, Inc.

- The proposal from Konica Minolta Business Solutions USA, Inc. is deemed responsive to the mandatory terms and conditions of the RFP.

EXPERIENCE, EXPERTISE AND RELIABILITY: SCORE 9 of 20

Strengths:

1. 20 years of experience providing digitization/scanning services – proposals says that Konica Minolta has a national reputation for top-quality imaging service.
2. Past work experience listed.

Concerns:

1. Reference was not satisfied with work Konica-Minolta performed (Village of Schiller Park) – this was identified in the cover letter of the original proposal as having been work similar to what the County requires.
2. Does not give any specifics on personnel – length of service or experience, so it's unknown what credentials the single point of contact or other personnel may have.

METHOD OF PERFORMANCE: SCORE 15 of 30

Strengths:

1. Konica-Minolta will create a project plan & timeline at kick-off meeting.
2. One person at Konica-Minolta and one person at County will be responsible for logistics and transportation of the County's documents.
3. Provided detail about various steps in scanning project.
4. Konica Minolta has developed many proprietary quality assurance systems that can be offered as part of their basic service.
5. If large format mixed in with smaller documents in single file, Konica-Minolta's process allows them to keep together in one pdf rather than separate the large format piece.
6. Have a method to remove blank pages.
7. Provide sunshine requests within 2 business hours – Konica Minolta will provide a secure, hosted repository for access to images/data – the County will be issued user ID's for access.
8. Toured archive – have first-hand view of potential work.
9. Provided detailed response.
10. Will use own transportation to pick-up and return boxes if all phases are conducted at one time
11. All project work will be directly done by Konica Minolta – no subcontracting of scanning/indexing work.
12. County will have a single point of contact (James Gould, based in Kentucky) who will be appointed once project is awarded.
13. Provided work sample.
14. Will provide one-year warranty.

Concerns:

1. Did not complete the section about expected number of days project will take – County will have to wait to hear that detail (see point #1 above).
2. Common carrier will be used to return boxes to County if not all returned at same time.
3. Original offer referred to cancelled RFP# from previous bidding process for this project – corrected in BAFO response.
4. Konica Minolta's proposal says that their price per box to return documents is based on "today's common carrier rates. Due to changes in pricing that are out of our control, Konica Minolta will charge actual cost at the time of shipment on partial returns."
5. Not clear from BAFO Response #1 if Konica Minolta intends to actually bill for Project Management/Consultation.
6. In BAFO Response pricing, the total estimate for the total project was completed for Phase 1 for all pages smaller than 11x17. Not only is this inaccurate but it underestimates project cost.
7. Cost not separated by phase as requested.

8. Gave separate pricing for 300 DPI & 600 dpi but only 300 dpi required by RFP requirements. Raises a question about Konica Minolta's intent to provide 600 dpi and then charge higher pricing.

OFFEROR #5: Ricoh USA, Inc

- The proposal from Ricoh USA, Inc. is deemed responsive to the mandatory terms and conditions of the RFP.

EXPERIENCE, EXPERTISE AND RELIABILITY: SCORE 6 of 20

Strengths:

1. Will assign a "highly experienced project management team."
2. General qualifications for specific positions provided.
3. Provided general statement about Ricoh's expertise and strengths in deadline completion, service quality options, and security/confidentiality. Proposal mentions that their off-site workflow is based on "more than a quarter century" of experience.

Concerns:

1. Missing information - No references provided.
2. Missing information - Did not provide company history.
3. Detail missing - Proposal detail only says how long the Operations Manager has been with the Ricoh (since 2008); no names or length of service given for the other job titles.

METHOD OF PERFORMANCE: SCORE 15 of 30

Strengths:

1. Ricoh has a rapid response service for documents the County might need for sunshine requests; provide original requested documents in 3-5 business days, or electronic copy.
2. Ricoh will assign a project manager (Matt Halembach) who will be the single point of contact – based in St. Louis, Missouri.
3. Ricoh's staff & van will pick up & return boxes.
4. Have a chain of custody process.
5. Automated image enhancement built into their basic imaging service.
6. Will start work in 7 days after receiving Notice to Proceed and complete in 90 days, each phase the same.
7. Toured archive – have first-hand view of potential work.
8. Provided detail about performing scanning work.
9. Have a disaster recovery process – have redundancy built into each production conversion process.
10. Ricoh will maintain all images for 30 days after successful completion of the project and says Ricoh can then provide a backup hard drive of the images for retention.
11. Ricoh will do scanning on-site in St Louis, but Novitas (Ricoh's subcontractor) located in either in "Oregon or Idaho" will perform indexing – Ricoh will transfer encrypted images and data via SFTP – physical files will remain in Ricoh's secured facilities.
12. The retained images will be retained on Ricoh's server to meet the 1 year requirement.

Concerns:

1. Does not say how long it takes to get electronic file from the rapid response service.
2. The proposal says that Ricoh will process the images and index data at its National Document Processing Center in Walnut Creek, California – so not all the work is done locally, and the files are moving around between at least three points – from what the Evaluation Team can assume from the information provided.
3. Did not provide work sample.
4. It would have been preferred that Ricoh state clearly that Ricoh “will” provide a backup hard drive of the images for retention purposes rather than it “can.”
5. Ricoh provided no estimates for the phases.
6. Ricoh did not explain in their narrative the role of Project Management yet 2 hours per each phase has been estimated as part of the project.

SUMMARY: Sutterfield Technologies received the highest total subjective score (total 50 points) because the proposal was comparatively the best among the five in terms of documented experience, expertise, reliability and approach to performing the work. Sutterfield Technologies’ focuses on provision of scanning services to public entities like Boone County. The proposal detailed several projects and references similar to the County. Sutterfield Technologies has performed on-site scanning work for the Boone County Recorder’s Office and the Recorder’s Office provided supportive information about Sutterfield Technologies’ work. Sutterfield Technologies detailed its approach to performing various stages of the scanning work needed by the Boone County Resource Management Department and shows Sutterfield Technologies’ understanding of project requirements. Additionally, Sutterfield Technologies toured the on-site archive prior to submitting their proposal which demonstrates interest in the project as well as some basic first-hand knowledge of the work that will be required. The proposal from Sutterfield Technologies has some of the most beneficial features: two good samples of work were provided; longest warranty/correction coverage, assigning one-person to work a box which in the opinion of the Evaluation Team ensures consistency in approach, referenced scanning multiple documents into a single pdf, offered to scan color documents originally whereas competitors were only going to scan in black and white, and overall had the best detailed proposal requiring the least clarification. All work will be performed by Sutterfield Technology’s employees at its facility in Duncan, Oklahoma, and transportation of the County’s documents to and from the facility will be directly provided by Sutterfield Technologies which is viewed as a strength ensuring the integrity and security of the County’s original records.

Global Solutions Group, Inc. received the next highest total subjective score (total 38 points). It was deemed the same compared to Sutterfield Technologies in terms of experience, expertise and reliability but it lacked the clarity and solid approach seen in the proposal from Sutterfield Technologies. Global Solutions Group presented a detailed proposal and documented several references. The reference contacted at the Fish and Wildlife Department provided supportive information about Global Solutions Group’s work. Global Solutions Group detailed various stages of performing the scanning work needed by the Resource Management Department, but some key detail was missing or based on incorrect assumptions: a subcontractor will be used to perform actual scanning work but it is not clear from the proposal how documents will be transferred between Global Solutions Group and its subcontractor; there is an additional charge if the County requests more than 5 document returns in a month; Global Solutions Group’s estimates anticipate more larger-sized documents than the County actually has; transportation would be provided directly only if the County requested all work to be performed at the same time otherwise a common carrier would be used to transport the County’s documents. This kind of detail could have been judged more perceptively by Global Solutions Group had it toured the

archive prior to submission of its proposal like its competitors. Global Solutions group did provide a good sample of work.

American Micro received the next highest total subjective score (total 34 points). In the area of experience, expertise and reliability, the proposal was deemed vague. American Micro has performed off-site scanning for the Boone County Circuit Court's Office which provided supportive comments about the work American Micro provides. The second reference American Micro provided was its own company. The CEO of the company (Mr. Zecy) is knowledgeable about scanning services and would be the County's point of contact for the project. The proposal otherwise did not provide other references or detail about its staff. The approach to performing scanning work required by the Resource Management Department was detailed in parts and showed an understanding of how to perform the project successfully. All work would be performed by American Micro staff at their facility in Kansas City, Missouri and all transportation of the County's documents would be provided by American Micro staff. The description of how document return requests would be handled was good because by the request going to 5 employees, it ensures the County's ability to meet FOIA requests. The primary concerns the Evaluation Committee has about American Micro's proposal was its lack of attention to detail in presenting some proposal information: presenting itself as a reference; estimating all three phases of the project with the same numbers, and no sample of work was provided.

Konica-Minolta received the next highest total subjective score (24 total points). Konica-Minolta's proposal presented sufficient detail allowing the Evaluation Committee to evaluate company background and experience. The one reference called did not offer supportive comments about Konica-Minolta's work (Village of Schiller Park, Illinois). This concerned the Evaluation Committee because this particular reference is mentioned in the cover letter to the proposal as being very similar to the work Konica-Minolta envisioned for the Boone County Resource Management Department. Another concern in the area of experience, expertise, and reliability is the lack of detail Konica-Minolta presented on key personnel who would be assigned to the project. In the approach to performing the work, Konica-Minolta provided a total number of images it estimated would complete the project, but it did not break the total into phases or by page size/service type. Konica-Minolta will be doing the scanning work directly without reliance on subcontractors, but it would use a common carrier to transport the County's documents if all project phases are not ordered at the same time, and it says that its pricing to return documents to the County is firm today but may not be in the future. Other aspects of the Konica-Minolta approach to performing the work as well as invoice for the work raise concerns, such as it is not clear if project management/consultation is required and will be charged to the County as part of the project, and it is not clear if Konica-Minolta envisions capturing images in 600 dpi which the proposal mentions costs more than the 300 dpi required by the County's RFP. Konica-Minolta did provide a good work sample and toured the Resource Management archive to obtain a first-hand view of required work.

Ricoh received a total subjective score of 21 total points. Overall the proposal lacked relevant detail in several regards. The detail that was presented was general in nature. The proposal indicates that indexing will be subcontracted, and the BAFO responses elaborated on how this will be performed, although it is noted that the information was not detailed in the original response which raised questions for the Evaluation Team about document safety. A significant omission in the proposal is that no references were provided. Another significant omission is that Ricoh did not provide any estimates on images per phase or page size/service. No work sample was provided. Ricoh did tour the Resource Management archive which leads the Evaluation Committee to believe Ricoh has some idea about the nature of the specific work the County Resource Management Department requires.

MEMORANDUM

TO: File
FROM: Liz Palazzolo
RE: 46-23SEP19 – On-site or Off-Site Scanning Services for the Resource Management Department
DATE: 10/29/19

Request for Proposal 46-23SEP19 solicited responses for On-site or Off-Site Scanning Services for the Resource Management Department. Five responses were received:

1. American Micro of Kansas City, Missouri
2. Sutterfield Technologies of Duncan, Oklahoma
3. Global Solutions Group, Inc. of Oak Park, Michigan
4. Ricoh U.S.A., Inc. of St. Louis, Missouri
5. Konica Minolta Business Solutions U.S.A., Inc. of Chesterfield, Missouri

It is noted for the record that only proposals for off-site scanning were received. None of the offerors opted to propose on-site scanning services. Initial responses were evaluated by a formal Evaluation Committee consisting of the following personnel:

- Kelle Westcott, Budget Administrator, Boone County Resource Management Department
- Christine Crane, Administrative Coordinator, Boone County Resource Management Department
- David Forward, Chief Building Inspector, Boone County Resource Management Department
- Connie Shepp, Systems Administrator, Boone County Information Technology Department – not a voting member/provided technical review

The Evaluation Committee reviewed the five offerors and determined that it wanted to conduct negotiations with all offerors.

The responses were evaluated by the Evaluation Committee consistent with RFP 46-23SEP19 paragraph 4.5.1. The Evaluation Committee conducted the subjective evaluation of the Method of Performance worth a maximum of 30 points; and the Offeror's Experience, Expertise and Reliability worth a maximum of 20 points. The Evaluation Committee's point scoring and Evaluation Narrative follow this memo. It is noted for the record that the Evaluation Committee completed its point scoring of the subjective evaluation criteria without knowledge of the cost points.

The Boone County Purchasing Department conducted the evaluation of cost, worth a maximum of 50 points. Cost points are determined using this formula:

- $\text{Lowest priced offer/competing offer} \times 50 \text{ maximum cost points} = \text{Cost Points for Offeror}$

Using this formula, the lowest priced responsive offeror receives maximum cost points, and the competitor receives its prorated share of cost points. The evaluation of cost is found in spreadsheets that follow this memo. Pricing for renewal options has been considered in the cost evaluation. Estimated quantities per line item are based on the County's historical information and is shown in the cost evaluation. All offerors' pricing has been extended by the same quantities to compute cost for the cost evaluation. Two sets of cost points were computed, one for single trips which is based on the scanning work being done in phases; and a set for one trip which is based on all phases being conducted at one time. Also, if the offeror provided a discount for conducting all the scanning work in one job with one return trip, then the discount has been computed into the overall cost for One Trip cost used to compute cost points. Only American Micro (3% discount) and Global

Solutions Group (1% discount) offered a discount for doing all the scanning work at one-time, and both said it would be applied to the total cost.

Unit pricing has been adjusted for a fair comparison in two instances described as follows.

It is noted for the record that based on clarification of the proposal from Global Solutions Group, the per image pricing used in the cost evaluation for line items 5.3.15, 5.3.16, 5.3.17, 5.3.18, and 5.3.19 has been adjusted as follows (see their proposal for clarification dated 11/4/2019 which indicates that Global Solutions Group intends to perform and invoice for services identified in line items 5.3.21 through 5.3.24 for each image):

Line Item – Per Image Price	5.3.21 Duplicate multiple document pages	5.3.22 Mask unwanted documents	5.3.23 Image enhancement	5.3.24 Reverse dual polarity	Total Per Image Price used in the Cost Evaluation for Global Solutions Group
5.3.15 Page size smaller than 11X17: \$.04/image	+.043	+.001	+.014	+.04	\$.138
5.3.16 Page size 11X17: \$.043/image	+.043	+.001	+.014	+.04	\$.141
5.3.17 Page size 24X36: \$.72/image	+.043	+.001	+.014	+.04	\$.818
5.3.18 Page size 24X42: \$.78/image	+.043	+.001	+.014	+.04	\$.878
5.3.19 Page size smaller than 32X48: \$.82/image	+.043	+.001	+.014	+.04	\$.918

Sutterfield Technologies Single Trip pricing has been adjusted in a couple of ways. Because Sutterfield Technologies quoted a fixed fee of \$1,750.00 per trip for each phase, this amount has been multiplied by 3 for three trips which would occur if the work is done in separate phases. Percentages of increase for the two renewal options are also considered.

$$\$1,750.00 \times 3 = \$5,250.00$$

Applying the 1.5% increase for the First Renewal Contract Period, the amount added for the First Renewal Option is \$5,328.75.

Applying the 3% increase for the Second Renewal Contract Period, the amount the amount added for the Second Renewal Option \$5,407.50.

Total pricing used in the Cost Evaluation for Sutterfield Technologies for the Single Trip scenario reflects these amounts. One-Trip pricing for Sutterfield Technologies reflects the quoted total amount of \$1,752.00 for all material for the three phases being returned in one trip. For the purposes of the Cost Evaluation the amount is considered for the First and Second Renewal Options at the 1.5% increase and 3% increase.

In addition, Sutterfield Technologies estimated that some duplication, image enhancement, and reversing dual polarity would be charged for. The following shows how this cost was included in the total cost evaluation for Sutterfield Technologies because a similar approach was taken with Global Solutions Group's pricing.

Item	Price	Qty Phase 1	Qty Phase 2	Qty Phase 3	Total Original Period	Total First Renewal 1.5% Increase	Total Second Renewal 3% Increase	Grand Total
5.3.21 Duplicate Multiple Pages	\$0.085	6,950	3,900	2,150	\$1,105.00	\$1,121.58	\$1,138.15	\$3,364.73
5.3.23 Image Enhancement	\$0.215	1,390	780	430	\$559.00	\$567.39	\$575.77	\$1,702.16
5.3.24 Reverse Dual Polarity	\$0.145	1,390	780	430	\$377.00	\$382.66	\$388.31	\$1,147.97
TOTAL								\$6,214.86

Award: Subjective scores are added to cost points, and the outcome is as follows:

Single Trips

- Sutterfield Technologies - Total Score: 86
- Global Solutions Group - Total Score: 79
- Konica Minolta - Total Score: 74
- Ricoh USA - Total Score: 68
- American Micro - Total Score: 60

One Trip

- Sutterfield Technologies - Total Score: 85
- Global Solutions Group - Total Score: 75
- Konica Minolta - Total Score: 74
- Ricoh USA - Total Score: 64
- American Micro - Total Score: 59

The Resource Management Department has reviewed the total scoring and cost evaluation and has recommended an award of contract to Sutterfield Technologies of Duncan, Oklahoma to conduct all the scanning work at one time with one return trip to return the County's original documents. As such, Sutterfield Technologies is the "lowest and best" proposal and will receive the award of contract to perform Off-Site Scanning Services. The award determination has received the recommendation of the Resource Management Department, see e-mail dated 11/21/19.

/lp

EVALUATION REPORT FORM

PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI

REQUEST FOR PROPOSAL 46-23SEP19 - Off-Site Scanning Services for the Resource Management Department

OFF-SITE SCANNING - ONE TRIP

					For Purchasing Use Only	
	NAME OF OFFEROR	METHOD OF PERFORMANCE (30 points)	EXPERIENCE, EXPERTISE & RELIABILITY (20 points)	TOTAL SUBJECTIVE POINTS (50 points)	COST POINTS (50 points)	TOTAL POINTS (Max 100 points)
1	American Micro	21	13	34	25	59
2	Sutterfield Technologies	30	20	50	35	85 ✓
3	Global Solutions Group	18	20	38	37	75
4	Ricoh	15	6	21	43	64
5	Konica-Minolta	15	9	24	50	74

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.

Helle Westcott *Helle Westcott* Budget Admin. Resource Mgmt
 Evaluator's Signatures Evaluator Printed Name Title Dept.

Christina L Crane Christina L Crane Resource Mgt
 Evaluator's Signatures Evaluator Printed Name Title Dept.

David Forward David Forward Resource Mgt
 Evaluator's Signatures Evaluator Printed Name Title Dept.

RFP 46-23SEP19 On-Site or Off-Site Scanning Services for the Resource Management Department

UNIT PRICES

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

*See File Memo regarding Sutterfield Technologies' single trip pricing that is used in the cost evaluation

*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group*	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
<p>Line Item 5.3.15: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p> <p>For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)</p>	190,000	\$ 0.11	\$ 0.115	\$ 0.138	\$ 0.0875	0.08
<p>Line Item 5.3.16: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p> <p>For all 11X17 pages</p>	12,000	\$ 0.15	\$ 0.155	\$ 0.141	\$ 0.0875	0.08
<p>Line Item 5.3.17: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p> <p>For all 24X36 pages</p>	7,000	\$ 2.00	\$ 0.945	\$ 0.818	\$ 1.00	0.90
<p>Line Item 5.3.18: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p> <p>For all 24X42 pages</p>	7,000	\$ 2.25	\$ 0.945	\$ 0.878	\$ 1.00	0.90

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

*See File Memo regarding Sutterfield Technologies' single trip pricing that is used in the cost evaluation
*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group*	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Line Item 5.3.19: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 32X48 pages	7,000	\$ 2.50	\$ 0.945	\$ 0.918		\$ 1.00 0.90
5.3.20 Indexing - Per Image Off-Site - For All Page Sizes	16,500	\$ 0.100	\$ 0.210	\$ 0.10		0.176 Included
5.3.21 Duplicate multiple document pages - Per Image off-site - For All Page Sizes	1	\$	\$ 0.085	0.043	NA	Not deemed relevant for this project
5.3.22 Mask Unwanted Documents - Per Image Off-Site - For All Page Sizes	1	Included	\$ 0.085	0.001	NA	Not deemed relevant for this project
Line Item 5.3.23 Image Enhancement - Per Image Off-Site - For All Page Sizes	1	Included	\$ 0.215	0.014	NA	Included
Line Item 5.3.24 Reverse Dual Polarity - Per image off-site - For All Page Sizes	1	Included	\$ 0.145	0.04	NA	Not deemed relevant for this project
Line Item 5.3.25 Per Diem Per Person - must include all travel, food, and lodging costs - for on-site consultation	1	\$ 250.00	\$ 215.00	400.00	NA	Not deemed relevant for this project
Line Item 5.3.26 Project Management Consultation Per Hour	1	\$ 200.00	\$ 68.50	70.00		150.00 included
Line Item 5.3.27 Data processing programming necessary for files interface Per Hour	1	\$ 200.00	\$ 68.50	70.00	NA	included
Line Item 5.3.28 USB Thumb Drive	2	\$ 40.00	\$ 45.00	10.00		20.00 \$ 115.00
5.3.29 Return Fee 725-type Banker's Box	66	\$ 14.00	\$ 12.00	4.00	NA	\$ 45.00
5.3.30 Return Fee 705-type Banker's Box	16	\$ 18.00	\$ 24.00	3.00	NA	\$ 35.00
5.3.31 Return Fee Rubbermaid 95-quart tub	24	\$ 18.00	\$ 24.00	4.00	NA	\$ 55.00
5.3.32 One-Trip Return: To send all boxes/containers back in one-lot (i.e., one trip)	1	\$ 200.00	\$ 1,752.00	400.00		100.00 \$ 900.00
5.3.33 Discount to conduct all scanning in all three phases at the same time	1	3%	0%	1%	NA	0%
		\$250 Minimum Return Total - Single	\$1,750.00 Return Total Each Phase - See File Memo			\$900 Return Total

RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department

*See File Memo regarding Sutterfield Technologies' single trip pricing that is used in the cost evaluation
*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group*	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
1st Renewal						
Percentage Adjustment		3%	1.5%	0.0%	2.5%	0.0%
Line Item 5.3.15: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)	190,000	\$ 0.11930	\$ 0.11673	\$ 0.138	\$ 0.08969	\$ 0.08
Line Item 5.3.16: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 11X17 pages	12,000	\$ 0.15450	\$ 0.15733	\$ 0.141	\$ 0.08969	\$ 0.08
Line Item 5.3.17: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X36 pages	7,000	\$ 2.06000	\$ 0.95918	\$ 0.818	\$ 1.02500	\$ 0.90000
Line Item 5.3.18: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X42 pages	7,000	\$ 2.31750	\$ 0.95918	\$ 0.878	\$ 1.025	\$ 0.90

RFP 46-23SEP19 On-Site or Off-Site Scanning Services for the Resource Management Department

*See File Memo regarding Sutterfield Technologies' single trip pricing that is used in the cost evaluation

*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group*	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Line Item 5.3.19: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 32X48 pages	7,000	\$ 2,575.00	\$ 0.95918	\$ 0.918	\$ 1,025.00	0.90000
5.3.20 Indexing - Per Image Off-Site - For All Page Sizes	16,500	\$ 0.10300	\$ 0.21315	\$ 0.1000	0.18040	Included
5.3.21 Duplicate multiple document pages - Per Image off-site - For All Page Sizes	1	Not Needed	\$ 0.08628	\$ 0.0430	NA	Included
5.3.22 Mask Unwanted Documents - Per Image Off-Site - For All Page Sizes	1	Included	\$ 0.08628	\$ 0.0010	NA	Included
Line Item 5.3.23 Image Enhancement - Per Image Off-Site - For All Page Sizes	1	Included	\$ 0.21823	\$ 0.0140	NA	Included
Line Item 5.3.24 Reverse Dual Polarity - Per image off-site - For All Page Sizes	1	Included	\$ 0.14718	\$ 0.04	NA	Included
Line Item 5.3.25 Per Diem Per Person - must include all travel, food, and lodging costs - for on-site consultation	1	\$ 257.50	\$ 218.225	\$ 400.00	NA	NA
Line Item 5.3.26 Project Management Consultation Per Hour	1	\$ 206.00	\$ 69.5275	\$ 70.00	153.75	NA
Line Item 5.3.27 Data processing programming necessary for files interface Per Hour	1	\$ 206.00	\$ 69.5275	\$ 70.00	NA	NA
Line Item 5.3.28 USB Thumb Drive	2	\$ 41.20	\$ 45.6750	\$ 10.00	20.50	115.00
5.3.29 Return Fee 725-type Banker's box	66	\$ 14.42	\$ 12.18	\$ 4.00	NA	45.00
5.3.30 Return Fee 705-type Banker's Box	16	\$ 18.54	\$ 24.36	\$ 3.00	NA	35.00
5.3.31 Return Fee Rubbermaid 95-quart tub	24	\$ 18.54	\$ 24.36	\$ 4.00	NA	55.00
5.3.32 One-Trip Return: To send all boxes/containers back in one-lot (i.e., one trip)	1	\$ 206.00	\$ 1,778.28	\$ 400.00	102.50	900.00
5.3.33 Discount to conduct all scanning in all three phases at the same time	1	3%	0%	1%	None	

RFP 46-23SEP19 On-Site or Off-Site Scanning Services for the Resource Management Department

*See File Memo regarding Sutterfield Technologies' single trip pricing that is used in the cost evaluation

*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group*	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
2nd Renewal						
		6%	3%	2%	2.5%	0.0%
Line Item 5.3.15: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)	190,000	\$ 0.11660	\$ 0.11845	\$ 0.141	\$ 0.08969	\$ 0.08000
Line Item 5.3.16: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 11X17 pages	12,000	\$ 0.15900	\$ 0.15965	\$ 0.144	\$ 0.08969	\$ 0.08000
Line Item 5.3.17: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X36 pages	7,000	\$ 2.12000	\$ 0.97335	\$ 0.834	\$ 1.02500	\$ 0.50000
Line Item 5.3.18: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X42 pages	7,000	\$ 2.38500	\$ 0.97335	\$ 0.896	\$ 1.02500	\$ 0.90000

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

*See File Memo regarding Sutterfield Technologies' single trip pricing that is used in the cost evaluation

*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group*	Ricoh USA Inc.	Konica Minolta Business Solutions, Inc.
Line Item 5.3.19: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 32X48 pages	7,000	\$ 265000	\$ 0.97335	\$ 0.936	\$ 1.02500	0.90000
5.3.20 Indexing - Per Image Off-Site - For All Page Sizes	16,500	\$ 0.10600	\$ 0.21630	\$ 0.10200	0.18040	Included
5.3.21 Duplicate multiple document pages - Per Image off-site - For All Page Sizes	1	Not Needed	\$ 0.08755	\$ 0.04386	NA	Included
5.3.22 Mask Unwanted Documents - Per Image Off-Site - For All Page Sizes	1	Included	\$ 0.08755	\$ 0.00102	NA	Included
Line Item 5.3.23 Image Enhancement - Per Image Off-Site - For All Page Sizes	1	Included	\$ 0.22145	\$ 0.01428	NA	Included
Line Item 5.3.24 Reverse Dual Polarity - Per image off-site - For All Page Sizes	1	Included	\$ 0.14935	\$ 0.0408	NA	Included
Line Item 5.3.25 Per Diem Per Person - must include all travel, food, and lodging costs - for on-site consultation	1	\$ 265.00	\$ 221.45	\$ 408.00	NA	NA
Line Item 5.3.26 Project Management Consultation Per Hour	1	\$ 212.00	\$ 70.555	\$ 71.40	153.75	NA
Line Item 5.3.27 Data processing programming necessary for files interface Per Hour	1	\$ 212.00	\$ 70.555	\$ 71.40	NA	NA
Line Item 5.3.28 USB Thumb Drive	2	\$ 42.40	\$ 46.35	\$ 10.20	\$ 20.50	115.00
5.3.29 Return Fee 725-type Banker's Box	66	\$ 14.84	\$ 12.36	\$ 4.08	NA	\$ 45.00
5.3.30 Return Fee 705-type Banker's Box	16	\$ 19.08	\$ 24.72	\$ 3.06	NA	\$ 35.00
5.3.31 Return Fee Rubbermaid 95-quart tub	24	\$ 19.08	\$ 24.72	\$ 4.08	NA	\$ 55.00
5.3.32 One-Trip Return: To send all boxes/containers back in one-lot (i.e., one trip)	1	\$ 212.00	\$ 1,804.56	\$ 408.00	\$ 102.50	900.00
5.3.33 Discount to conduct all scanning in all three phases at the same time	1	3%	0%	1%	0%	0%

RFP 46-23SEP19 On-Site or Off-Site Scanning Services for the Resource Management Department

EXTENDED PRICES

with

COST POINTS CALCULATION

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

*See File Memo regarding Sutterfield Technologies' pricing that is used in the cost evaluation
Sutterfield Technologies

*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation
Global Solutions Group

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Line Item 5.3.15: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)	190,000	\$ 20,900.00	\$ 21,850.00	\$ 26,220.00	\$ 16,625.00	\$ 15,200.00
Line Item 5.3.16: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 11X17 pages	12,000	\$ 1,800.00	\$ 1,860.00	\$ 1,692.00	\$ 1,050.00	\$ 960.00
Line Item 5.3.17: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X36 pages	7,000	\$ 14,000.00	\$ 6,615.00	\$ 5,726.00	\$ 7,000.00	\$ 6,300.00

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

<i>Cost Evaluation</i>	QTY	American Micro	*See File Memo regarding Sutterfield Technologies' pricing that is used in the cost evaluation Sutterfield Technologies	*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation Global Solutions Group	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Line Item 5.3.18: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X42 pages	7,000	\$ 15,750.00	\$ 6,615.00	\$ 6,146.00	\$ 7,000.00	\$ 6,300.00
Line Item 5.3.19: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 32X48 pages	7,000	\$ 17,500.00	\$ 6,615.00	\$ 6,426.00	\$ 7,000.00	\$ 6,300.00
5.3.20 Indexing - Per Image Off-Site - For All Page Sizes	16,500	\$ 1,650.00	\$ 3,465.00	\$ 1,650.00	\$ 2,904.00	
5.3.21 Duplicate multiple document pages - Per Image off-site - For All Page Sizes	1	\$ -	\$ 0.085	\$ 0.043	NA	\$ -
5.3.22 Mask Unwanted Documents - Per Image Off-Site - For All Page Sizes	1	\$ -	\$ 0.085	\$ 0.001	NA	\$ -
Line Item 5.3.23 Image Enhancement - Per Image Off-Site - For All Page Sizes	1	\$ -	\$ 0.215	\$ 0.014	NA	\$ -

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

Cost Evaluation	QTY	American Micro	*See File Memo regarding Sutterfield Technologies' pricing that is used in the cost evaluation		*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation		Ricoh USA inc.	Konica Minolta Business Solutions USA, Inc.			
			Sutterfield Technologies		Global Solutions Group						
Line Item 5.3.24 Reverse Dual Polarity - Per image off-site - For All Page Sizes	1	\$	\$	0.145	\$	0.04	NA	\$			
Line Item 5.3.25 Per Diem Per Person - must include all travel, food, and lodging costs - for on-site consultation	1	\$	250.00	\$	215.00	\$	400.00	NA	\$		
Line Item 5.3.26 Project Management Consultation Per Hour	1	\$	200.00	\$	68.50	\$	70.00	\$	150.00		
Line Item 5.3.27 Data processing programming necessary for files interface Per Hour	1	\$	200.00	\$	68.50	\$	70.00	NA	\$		
Line Item 5.3.28 USB Thumb Drive	2	\$	80.00	\$	90.00	\$	20.00	\$	40.00	230.00	
5.3.29 Return Fee 725-type Banker's Box	66	\$	924.00	\$	792.00	\$	264.00	NA	\$	2,970.00	
5.3.30 Return Fee 705-type Banker's Box	16	\$	288.00	\$	384.00	\$	48.00	NA	\$	560.00	
5.3.31 Return Fee Rubbermaid 95-quart tub	24	\$	432.00	\$	576.00	\$	96.00	NA	\$	1,320.00	
5.3.32 One-Trip Return: To send all boxes/containers back in one-lot (i.e., one trip)	1	\$	200.00	\$	1,752.00	\$	400.00	\$	100.00	\$	900.00
5.3.33 Discount to conduct all scanning in all three phases a the same time	1		3%		None		1%		None		None
Total Original Contract Period - Single Trips		\$	73,974.00	\$	52,712.53	\$	48,828.10	\$	41,769.00	\$	40,140.00
Total Original Contract Period - One Trip		\$	72,530.00	\$	49,214.53	\$	48,820.10	\$	41,869.00	\$	36,190.00

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

*See File Memo regarding Sutterfield Technologies' pricing that is used in the cost evaluation

*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
First Renewal Contract Period Prices						
Line Item 5.3.15: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)	190,000	\$ 21,527.00	\$ 22,177.75	\$ 26,220.00	\$ 17,040.63	\$ 15,200.00
Line Item 5.3.16: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 11X17 pages	12,000	\$ 1,854.00	\$ 1,887.90	\$ 1,692.00	\$ 1,076.25	\$ 960.00
Line Item 5.3.17: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X36 pages	7,000	\$ 14,420.00	\$ 6,714.23	\$ 5,726.00	\$ 7,175.00	\$ 6,300.00
Line Item 5.3.18: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X42 pages	7,000	\$ 16,222.50	\$ 6,714.23	\$ 6,146.00	\$ 7,175.00	\$ 6,300.00

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

*See File Memo
regarding Sutterfield
Technologies' pricing that
is used in the cost
evaluation
**Sutterfield
Technologies**

*See File Memo regarding
Global Solution Group's per
image pricing that is used in
the cost evaluation
Global Solutions Group

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Line Item 5.3.19: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 32x48 pages	7,000	\$ 18,025.00	\$ 6,714.23	\$ 5,426.00	\$ 7,175.00	\$ 6,300.00
5.3.20 Indexing - Per Image Off-Site - For All Page Sizes	16,500	\$ 1,699.50	\$ 3,516.98	\$ 1,650.00	\$ 2,976.60	
5.3.21 Duplicate multiple document pages - Per Image off-site - For All Page Sizes	1	\$ -	\$ 0.086	\$ 0.043	No Bid	\$ -
5.3.22 Mask Unwanted Documents - Per Image Off-Site - For All Page Sizes	1	\$ -	\$ 0.086	\$ 0.001	No Bid	\$ -
Line Item 5.3.23 Image Enhancement - Per Image Off-Site - For All Page Sizes	1	\$ -	\$ 0.218	\$ 0.014	No Bid	\$ -
Line Item 5.3.24 Reverse Dual Polarity - Per image off-site - For All Page Sizes	1	\$ -	\$ 0.147	\$ 0.04	No Bid	\$ -
Line Item 5.3.25 Per Diem Per Person - must include all travel, food, and lodging costs - for on-site consultation	1	\$ 257.50	\$ 218.23	\$ 400.00	No Bid	\$ -
Line Item 5.3.26 Project Management Consultation Per Hour	1	\$ 206.00	\$ 69.53	\$ 70.00	\$ 153.75	\$ -

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

*See File Memo regarding Sutterfield Technologies' pricing that is used in the cost evaluation
*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Line Item 5.3.27 Data processing programming necessary for files interface Per Hour	1	\$ 206.00	\$ 69.53	\$ 70.00	No Bid	\$ -
Line Item 5.3.28 USB Thumb Drive	2	\$ 82.40	\$ 91.35	\$ 20.00	41.00	\$ 230.00
5.3.29 Return Fee 725-type Banker's Box	66	\$ 951.72	\$ 803.88	264.00	No Bid	\$ 2,970.00
5.3.30 Return Fee 705-type Banker's Box	16	\$ 296.64	\$ 389.76	48.00	No Bid	\$ 560.00
5.3.31 Return Fee Rubbermaid 95-quart tub	24	\$ 444.96	\$ 584.64	96.00	No Bid	\$ 1,320.00
5.3.32 One-Trip Return: To send all boxes/containers back in one-lot (i.e., one trip)	1	\$ 206.00	\$ 1,778.28	\$ 400.00	102.50	\$ 900.00
5.3.33 Discount to conduct all scanning in all three phases a the same time	1	3%	None	1%	None	None
Total Price First Renewal Contract Period - Single Trips		\$ 76,193.22	\$ 53,503.22	\$ 48,828.10	42,813.23	\$ 40,140.00
Total Price First Renewal Contract Period - One Trip		\$ 74,705.90	\$ 49,952.75	\$ 48,820.10	42,915.73	\$ 36,190.00

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the Resource Management Department**

*See File Memo regarding Sutterfield Technologies' pricing that is used in the cost evaluation
Sutterfield Technologies

*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation
Global Solutions Group

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Second Renewal Contract Period Prices						
Line Item 5.3.15: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)	190,000	\$ 22,154.00	\$ 22,505.50	\$ 26,744.40	\$ 17,040.69	\$ 15,200.00
Line Item 5.3.16: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 11X17 pages	12,000	\$ 1,908.00	\$ 1,915.80	\$ 1,725.84	\$ 1,076.25	\$ 960.00
Line Item 5.3.17: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X36 pages	7,000	\$ 14,840.00	\$ 6,813.45	\$ 5,840.52	\$ 7,175.00	\$ 6,300.00
Line Item 5.3.18: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 24X42 pages	7,000	\$ 16,695.00	\$ 6,813.45	\$ 6,268.92	\$ 7,175.00	\$ 6,300.00

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

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Sutterfield Technologies

*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation
Global Solutions Group

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Line Item 5.3.19: Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein. For all 32x48 pages	7,000	\$ 18,550.00	\$ 6,813.45	\$ 6,554.52	\$ 7,175.00	\$ 6,300.00
5.3.20 Indexing - Per Image Off-Site - For All Page Sizes	16,500	\$ 1,749.00	\$ 3,568.95	\$ 1,683.00	\$ 2,976.60	
5.3.21 Duplicate multiple document pages - Per Image off-site - For All Page Sizes	1	\$	\$ 0.088	\$ 0.044	No Bid	\$
5.3.22 Mask Unwanted Documents - Per Image Off-Site - For All Page Sizes	1	\$	\$ 0.088	\$ 0.001	No Bid	\$
Line Item 5.3.23 Image Enhancement - Per Image Off-Site - For All Page Sizes	1	\$	\$ 0.221	\$ 0.0143	No Bid	\$
Line Item 5.3.24 Reverse Dual Polarity - Per Image off-site - For All Page Sizes	1	\$	\$ 0.149	\$ 0.041	No Bid	\$
Line Item 5.3.25 Per Diem Per Person - must include all travel, food, and lodging costs - for on-site consultation	1	\$ 265.00	\$ 221.45	\$ 408.00	No Bid	\$
Line Item 5.3.26 Project Management Consultation Per Hour	1	\$ 212.00	\$ 70.56	\$ 71.40	\$ 153.75	\$
Line Item 5.3.27 Data processing programming necessary for files interface Per Hour	1	\$ 212.00	\$ 70.56	\$ 71.40	No Bid	\$

**RFP 46-23SEP19 On-Site or Off-Site Scanning Services for
the Resource Management Department**

*See File Memo regarding Sutterfield Technologies' pricing that is used in the cost evaluation
*See File Memo regarding Global Solution Group's per image pricing that is used in the cost evaluation

Cost Evaluation	QTY	American Micro	Sutterfield Technologies	Global Solutions Group	Ricoh USA Inc.	Konica Minolta Business Solutions USA, Inc.
Line Item 5.3.28 USB Thumb Drive	2	\$ 84.80	\$ 92.70	\$ 20.40	\$ 41.00	\$ 230.00
5.3.29 Return Fee 725-type Banker's Box	66	\$ 979.44	\$ 815.76	\$ 269.28	No Bid	\$ 2,970.00
5.3.30 Return Fee 705-type Banker's Box	16	\$ 305.28	\$ 395.52	\$ 48.96	No Bid	\$ 560.00
5.3.31 Return Fee Rubbermaid 95-quart tub	24	\$ 457.92	\$ 593.28	\$ 97.92	No Bid	\$ 1,320.00
5.3.32 One-Trip Return: To send all boxes/containers back in one-lot (i.e., one trip)	1	\$ 212.00	\$ 1,804.56	\$ 408.00	\$ 102.50	\$ 900.00
5.3.33 Discount to conduct all scanning in all three phases at the same time - One Trip Only	1	3%	None	1%	None	None
Total Price Second Renewal Contract Period - Single Trips		\$ 78,412.44	\$ 54,293.91	\$ 49,804.66	\$ 42,813.23	\$ 40,140.00
Total Price Second Renewal Contract Period - One Trip		\$ 76,881.80	\$ 50,690.97	\$ 49,796.50	\$ 42,915.73	\$ 36,190.00
GRAND TOTAL - Single Trips		\$ 228,579.66	\$ 160,509.65	\$ 147,460.86	\$ 127,395.45	\$ 120,420.00
			See File Memo for Sutterfield Cost \$ 6,214.86			
			\$ 166,724.51			
GRAND TOTAL - One Trip		\$ 224,117.70	\$ 149,858.24	\$ 147,436.70	\$ 127,700.45	\$ 108,570.00
GRAND TOTAL - One Trip With Discount		\$ 217,394.17	\$ 149,858.24	\$ 145,962.33	\$ 127,700.45	\$ 108,570.00
			See File Memo for Sutterfield Cost \$ 6,214.86			
			\$ 156,073.10			
SINGLE TRIPS COST POINTS: MAXIMUM 50		26	35	41	47	50
ONE TRIP COST POINTS: MAXIMUM 50		25	35	37	43	50

**PURCHASE AGREEMENT
FOR
OFF-SITE SCANNING SERVICES
for the Boone County Resource Management Department**

THIS AGREEMENT dated the 17th day of December 2019 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Sutterfield Technologies, Inc.** herein "Contractor."

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

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Off-Site Scanning Services**, County of Boone Request for Proposal number **46-23SEP19** in its entirety including the Instructions and General Conditions, Introduction and General Information, Scope of Work, Proposal Submission Information, the un-executed Vendor Response/Pricing Page(s), Certification Regarding Debarment, Certification Regarding Lobbying, Work Authorization Certification, Boone County's Standard Terms and Conditions, and Attachment One of said RFP as well as the Contractor's proposal to perform **off-site scanning work, all phases, one-trip** as quoted in the response dated **September 9, 2019**, executed by **Richard Sutterfield** on behalf of the Contractor, and **Best and Final Offers #1, #2 dated 10/15/2019 and Best and Final Offer and #3 dated 10/18/2019** also from **Richard Sutterfield** including **e-mail clarification dated October 23, 2019** also from **Richard Sutterfield**. 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 the proposal response may be permanently maintained in the County Purchasing Office bid file for this RFP if not attached. In the event of conflict between any of the foregoing documents, including the Instructions and General Conditions, Introduction and General Information, Scope of Work, Proposal Submission Information, the un-executed Vendor Response/Pricing Page(s), Certification Regarding Debarment, Certification Regarding Lobbying, Work Authorization Certification, Boone County's Standard Terms and Conditions, and Attachment One of said RFP shall prevail and control over the Contractor's proposal response.

2. Contract Period – The initial contract period shall be the **Date of Award shown above through One Year**. The County shall have the option to renew the contract period for two (2) one-year periods subsequent to the initial contract period.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the **Off-Site Scanning Services** at the following prices:

Firm, Fixed Pricing	
<p>Line Item 5.3.15 Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p>	<p><u>\$.115</u> per image off site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)</p>

<p>Line Item 5.3.16 Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p>	<p><u>\$.155</u> per image off site For all 11X17 pages</p>
<p>Line Item 5.3.17 Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p>	<p><u>\$.945</u> per image off site For all 24X36 pages</p>
<p>Line Item 5.3.18 Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p>	<p><u>\$.945</u> per image off site For all 24X42 pages</p>
<p>Line Item 5.3.19 Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.</p>	<p><u>\$.945</u> per image off site For all 32X48 pages</p>
<p>Line Item 5.3.20 Indexing</p>	<p><u>\$.21</u> per pdf image/document off-site - For all page sizes</p>

Commission Order # _____

Line item 5.3.21 Duplicate multiple document pages	\$ <u>.085</u> per image off site For all page sizes
Line item 5.3.22 Mask unwanted documents	\$ <u>.085</u> per image off site For all page sizes
Line item 5.3.23 Image enhancement	\$ <u>.215</u> per image off site For all page sizes
Line item 5.3.24 Reverse dual polarity	\$ <u>.145</u> per image off site For all page sizes
Line item 5.3.25 Per diem per person – includes all travel, food, and lodging costs – only for on-site consultation if needed	\$ <u>215.00</u> per day per person for travel, food and lodging for on-site consultation
Line item 5.3.26 Project Management/Consultation	\$ <u>68.50</u> per hour
Line item 5.3.27 Data processing programming necessary for file interface	\$ <u>68.50</u> per hour
Line item 5.3.28 USB Thumb-drive	\$ <u>45.00</u> per each If all phases are completed together, then all images will be delivered on 2 drives.
Line item 5.3.32 One-trip return – all County documents to be returned in one trip	\$ <u>1,752.00</u> Total – return of all boxes/containers

4. Performance Delivery – The Contractor agrees to deliver contractual services as specified in **RFP 46-23SEP19 for Off-Site Scanning Services**. All services, and as applicable any supplies, shall be delivered to the Boone County Resource Management Department, 801 E. Walnut, Room 315, Columbia, MO 65201. All deliveries are FOB Destination, Freight Prepaid and Allowed.

5. Billing and Payment - All billing shall be invoiced to the Boone County Resource Management Department. Billings shall be itemized and provided by the contractor on a bi-weekly basis. Billings may only include the prices listed in the Contractor's proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all correct monthly invoices within thirty calendar days of receipt; the Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if the County makes payment as provided therein. In the

Commission Order # _____

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 in writing by the Boone County Purchasing Office on behalf of the Boone County Circuit Clerk's Office using the same formality as this agreement.

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

- a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. The 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.

SUTTERFIELD TECHNOLOGIES, INC.

by Richard Sutterfield
DocuSigned by: BCAC61D226EB4B2...
 Owner
 title _____

BOONE COUNTY, MISSOURI

by: Boone County Commission

Daniel K. Atwill
DocuSigned by: 5A4B334CED6E4EB...
 Presiding Commissioner

APPROVED AS TO FORM:

Charly J. Duffner
DocuSigned by: 94E0A0DBA0C449...
 County Counselor

ATTEST:

Brianna L. Lennon by MT
DocuSigned by: 7D32E1A9365F6485...
 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.)

Fund: 1720 - Account: 71100: \$50,731.00

DocuSigned by:
Gene E. Pritchard
Signature

12/4/2019

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 bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **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.
20. **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.

Revised 1/17/2018

BEST AND FINAL OFFER FORM # 3

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BEST AND FINAL OFFER FORM # 3

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal, and that the 90-day bid validity period shall start again with the submission date of this BAFO response.

By: *Liz Palazzolo*
Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

Company Name: Sutterfield Technologies, Inc.

Address: 101 N 14th Street

Duncan, OK 73533

Telephone: (580) 786-4390 Fax: (866) 696-0551

Federal Tax ID (or Social Security #): 46-4346898

Print Name: Richard Sutterfield Title: Owner

Signature: *Richard Sutterfield* Date: 10/18/2019

E-mail: richard@sut-tech.com



101 North 14th Street
Duncan, Oklahoma 73533
Voice: (580) 786-4390
Fax: (866) 696-0551
info@sut-tech.com

October 18, 2019

Boone County Purchasing
On Behalf of the Boone County Resource Management Department
613 E. Ash Street, Room 109
Columbia, Missouri 65201

RE: Best and Final Offer (BAFO) Request #3 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

We are pleased to submit this best and final offer for consideration by the Boone County Resource Management Department office in response to Request for Proposal for On-Site or Off-Site Scanning Service for the Resource Management Department – RFP #46-23SEP19 and the Best and Final Offer (BAFO) Request #3 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management.

We have received, reviewed and incorporated the following RFP and addendums in our response:

- 46-23SEP19_On-Site_or_Off-Site_Scanning_Services.pdf
- 46-23SEP19_Addendum_1_On-Site_or_Off-Site_Scanning_Services.pdf
- Addendum_2_RFP_46-23SEP19_On-Site_or_Off-Site_Scanning_Services_for_Res_Mgt.pdf
- Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management
- Best and Final Offer (BAFO) Request #2 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management
- Best and Final Offer (BAFO) Request #3 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

For additional information, or to advise that our bid has been accepted, you may contact Richard Sutterfield, at (580) 656-2624 or by email at richard@sut-tech.com.

The following pages contain the additional information requested in your Best and Final Offer (BAFO) Request #2 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management.

Thank you again for the opportunity to present a bid.

Sincerely,

A handwritten signature in black ink that reads "Richard Sutterfield". The signature is written in a cursive style and is positioned above the printed name and title.

Richard Sutterfield
Owner

BEST AND FINAL OFFER FORM #2

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BAFO #3 REVISIONS LIST

This BAFO #3 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing
 Attn: Liz Palazzolo
 613 E. Ash Street
 Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management** have been revised by the BAFO Request #3 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.4.2 is **REVISED** as follows:

3.4.2 ***Indexing:*** One permit shall be considered one record or one *pdf* document that consists of multiple pages, on average 12 pages. For the purposes of the contract ***one-side of*** a page is also considered the same as an “image.” The contractor must assign one index to each record that shall consist of the designated permit # (index #1 - 7 characters max, Zero Fill, Right Adjust, Numeric, Suppress Zero Value). The permit number must be on the first page in the scanned record.

Line Item	Description of Service	Firm, Fixed Unit Price	Offeror’s Estimate of Total Quantity of <i>PDF Documents/Permits</i> or as Otherwise Indicated for each Phase 1, Phase 2, and Phase 3
5.3.20	Indexing	\$ <u>0.21</u> per <i>pdf document/permit</i> For all page sizes	<u>8,400</u> <i>Phase 1</i> <u>4,600</u> <i>Phase 2</i> <u>2,570</u> <i>Phase 3</i>



101 North 14th Street
Duncan, Oklahoma 73533
Voice: (580) 786-4390
Fax: (866) 696-0551
info@sut-tech.com

October 18, 2019

Boone County Purchasing
On Behalf of the Boone County Resource Management Department
613 E. Ash Street, Room 109
Columbia, Missouri 65201

RE: Best and Final Offer (BAFO) Request #2 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

We are pleased to submit this best and final offer for consideration by the Boone County Resource Management Department office in response to Request for Proposal for On-Site or Off-Site Scanning Service for the Resource Management Department – RFP #46-23SEP19 and the Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management.

We have received, reviewed and incorporated the following RFP and addendums in our response:

- 46-23SEP19_On-Site_or_Off-Site_Scanning_Services.pdf
- 46-23SEP19_Addendum_1_On-Site_or_Off-Site_Scanning_Services.pdf
- Addendum_2_RFP_46-23SEP19_On-Site_or_Off-Site_Scanning_Services_for_Res_Mgt.pdf
- Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management
- Best and Final Offer (BAFO) Request #2 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

For additional information, or to advise that our bid has been accepted, you may contact Richard Sutterfield, at (580) 656-2624 or by email at richard@sut-tech.com.

The following pages contain the additional information requested in your Best and Final Offer (BAFO) Request #2 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management.

Thank you again for the opportunity to present a bid.

Sincerely,

A handwritten signature in black ink that reads "Richard Sutterfield". The signature is written in a cursive style and is positioned above the typed name.

Richard Sutterfield
Owner

BEST AND FINAL OFFER FORM #2
BOONE COUNTY, MISSOURI
PROPOSAL NUMBER AND DESCRIPTION: RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

BEST AND FINAL OFFER FORM #2

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal, and that the 90-day bid validity period shall start again with the submission date of this BAFO response.

By: *Liz Palazzolo*
Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

Company Name: Sutterfield Technologies, Inc.

Address: 101 N 14th Street

Duncan, OK 73533

Telephone: (580) 786-4390 Fax: (866) 696-0551

Federal Tax ID (or Social Security #): 46-4346898

Print Name: Richard Sutterfield Title: Owner

Signature: *Richard Sutterfield* Date: 10/15/2019

E-mail: richard@sut-tech.com

BEST AND FINAL OFFER FORM #2

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BAFO #2 REVISIONS LIST

This BAFO #2 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing
Attn: Liz Palazzolo
613 E. Ash Street
Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management** have been revised by the BAFO Request #2 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.4.2 is **REVISED** as follows:

3.4.2 ***Indexing:*** One permit shall be considered one record ***or one document that consists of multiple pages, on average 12 pages. For the purposes of the contract a page is also considered the same as an “image.”*** The contractor must assign ***one index to each record that shall consist of the designated*** permit # (index #1 - 7 characters max, Zero Fill, Right Adjust, Numeric, Suppress Zero Value). The permit number must be on the first page in the scanned record.



101 North 14th Street
Duncan, Oklahoma 73533
Voice: (580) 786-4390
Fax: (866) 696-0551
info@sut-tech.com

October 18, 2019

Boone County Purchasing
On Behalf of the Boone County Resource Management Department
613 E. Ash Street, Room 109
Columbia, Missouri 65201

RE: Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

We are pleased to submit this best and final offer for consideration by the Boone County Resource Management Department office in response to Request for Proposal for On-Site or Off-Site Scanning Service for the Resource Management Department – RFP #46-23SEP19 and the Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management.

We have received, reviewed and incorporated the following RFP and addendums in our response:

- 46-23SEP19_On-Site_or_Off-Site_Scanning_Services.pdf
- 46-23SEP19_Addendum_1_On-Site_or_Off-Site_Scanning_Services.pdf
- Addendum_2_RFP_46-23SEP19_On-Site_or_Off-Site_Scanning_Services_for_Res_Mgt.pdf
- Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

For additional information, or to advise that our bid has been accepted, you may contact Richard Sutterfield, at (580) 656-2624 or by email at richard@sut-tech.com.

The following pages contain the additional information requested in your Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management.

Thank you for the opportunity to present a bid.

Sincerely,

A handwritten signature in black ink that reads "Richard Sutterfield". The signature is written in a cursive style and is positioned above the printed name.

Richard Sutterfield
Owner

BEST AND FINAL OFFER FORM #1

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

BEST AND FINAL OFFER FORM #1

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal, and that the 90-day bid validity period shall start again with the submission date of this BAFO response.

By: *Liz Palazzolo*
Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

Company Name: Sutterfield Technologies, Inc.

Address: 101 N 14th Street

Duncan, OK 73533

Telephone: (580) 786-4390 Fax: (866) 696-0551

Federal Tax ID (or Social Security #): 46-4346898

Print Name: Richard Sutterfield Title: Owner

Signature: *Richard Sutterfield* Date: 10/15/2019

E-mail: richard@sut-tech.com

BEST AND FINAL OFFER FORM #2

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BAFO #1 REVISIONS LIST

This BAFO #1 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing
Attn: Liz Palazzolo
613 E. Ash Street
Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management** have been revised by the BAFO Request #1 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.1.1(b) is **ADDED** as follows:

3.1.1(b) Specific project work details may be discussed between the contractor and the Resource Management Department and incorporated into a written plan. In no event shall said written plan deviate from requirements stated herein. Any change to the contract must be accomplished by way of a written contract amendment prepared by the Purchasing Department on behalf of the Resource Management Department and approved by the Boone County Commission.
We understand this requirement and will comply.

2. Paragraph 3.1.5 has been **REVISED** as follows:

3.1.5 Original contracted scanning work (i.e., Phase 1, and possibly Phase 2 and Phase 3) work shall be completed no later than by 12/31/2020. ***The contractor shall understand and agree that the County reserves the right to order services from the contractor by phase, i.e., for one, some, or all three phases at the same time as the County's budget permits. If the County's budget permits, the County prefers to order scanning for all phases at the same time.***
We understand this requirement and will comply.

3. Paragraph 3.3.3 has been **REVISED** as follows:

3.3.3 All original documents must be returned to the County upon completion of the contractor's successful scanning of the material. ***The contractor shall not shred or otherwise destroy the County's documents.*** Materials must be returned to the box where originally contained but staples and other original attachments do not have to be reassembled by the contractor. The contractor shall coordinate with the authorized representative of the County Resource Management Department regarding return of the original materials prior to shipment to determine the actual location for return and other details

relevant to the County to ensure safe return. The County will pay the quoted return fee (*per box/container or per total price, whichever is less*), if any, as stated on the Vendor Response and Pricing Pages.

We understand this requirement and will comply.

4. Paragraph 3.4.3 has been **REVISED** as follows:

3.4.3 **Image Conversion:** If the contractor has not initially scanned the documents as searchable pdf, then the contractor must convert all images to 300dpi black and white or color searchable pdf images with compression that uses the least amount of storage space possible while still meeting the needs of Resource Management. ***Original color documents must be scanned in color.*** If there is no permit number, the contractor shall contact the Resource Management office to receive instructions about how to mark the documents. Although these are not the final images, the contractor shall deliver them to the County on a separate external hard drive as requested by the Resource Management Department.

We understand this requirement and will comply.

5. Paragraph 3.5.13(d) is **REVISED** as follows:

d. Freight, Shipping and Handling Costs: The contractor shall be responsible for all costs of shipping, handling and freight *with the following two exceptions: (1) The County will reimburse the contractor only for shipping USB's at actual cost. The contractor shall provide the County with supporting documentation regarding shipping costs for USB's. (2) The County will pay the contractor the quoted per box/container return fee quoted on the Vendor Response and Pricing Pages, or the total price for return of the County's original documents in the event all boxes/containers are returned at the same time, whichever is less. The County will pay no other costs for shipping, handling, and freight. All costs for picking-up the County's documents for off-site scanning must be built into the quoted per image price.*

We understand this requirement and will comply.

**BEST AND FINAL OFFER FORM #3 –
BOONE COUNTY, MISSOURI
PROPOSAL NUMBER AND DESCRIPTION: RFP 46-23SEP19 for On-Site or Off-Site Scanning
Services for Resource Management**

BAFO Request #1 UPDATE to the Vendor Response and Pricing Pages

1. Item 5.6.18 is **REVISED** as follows. The offeror is advised to complete requested information:

Warranty and Retention of Images:

5.6.18 *Provisions about warranty coverage stated in RFP paragraph 3.5.6 shall apply:*

3.5.6 Warranty: The contractor warrants that the work including materials/supplies provided must conform to professional standards of care and practice in effect at the time the work is performed, be of the highest quality, and be free from all faults, defects, or errors. Whenever required by the specifications of the Request for Proposal, the contractor warrants that all materials/supplies provided must be new. If the contractor is notified in writing of a fault, deficiency or error in the work provided within one (1) year from completion of the work, the contractor must, at the County's option, either re-perform such portions of the work to correct such fault, defect or error, at no additional cost to the County, or refund to the County, the charge paid by the County, which is attributable to such portions of the faulty, defective or erroneous work, including the costs for re-performance of the work provided by other contractors.

Address in the space provided the offeror's warranty terms and length on labor and finished product the vendor offers on off-site scanning services performed for the County.

Sutterfield Technologies agrees to all the terms requested in section 5.6.18/3.5.6 Warranty above. In addition, after one (1) year, images/data from this project will be retained on long term magnetic media (data center hard drives) that can be reactivated if the county finds issues after one (1) year. We cannot guarantee retention of the images after one (1) year, but it is expected that the images will be retained for many additional years. If the county determines that problems exist after the one (1) year period, every attempt will be made to remedy at no additional cost to the county.

Address in the space provided the length of time the offeror will retain the County's scanned images if different than the warranty terms stated above:

The necessary tasks and equipment required to retain the work done for the county for one (1) year will be provided as part of this response. Additional benefit to the county may extend past the one (1) year warranty on a case by case basis, at no additional charge to the county.

2. Line items 5.3.15 through 5.3.31 for Off-Site Scanning have been **REVISED** to add a column for the offeror to add the offeror's estimated quantities for each service by phase. In addition, line items 5.3.32 and 5.3.33 have been **ADDED**. It is not necessary that the offeror complete new pricing for items 5.3.15 through 5.3.31 unless the offeror chooses to do so. The offeror is advised to complete the new items 5.3.32 and 5.3.33 as applicable.

Check here if pricing from the original offer for line items 5.3.15 through 5.3.31 remains the same. (Note – the offeror should only check this box if originally submitted pricing was complete in the original offer.)

Instructions for pricing for Off-Site Scanning Services are **REVISED** as follows:

Off-Site Scanning Services: The offeror must price all line items *or otherwise indicate that the item is “included” in other quoted pricing or is priced at \$0.00 (zero) or no-charge.* The offeror must submit firm, fixed pricing for each line item that includes all labor, materials, equipment, supplies, hardware and software, and other costs for provision of services as defined herein. **The offeror must include freight, shipping, and transportation costs into quoted pricing which shall include picking-up boxes at the County location and transporting them as necessary to perform required scanning services with the exception of the added line items for Return Fees (items 5.3.29 - 5.3.31) which shall be all-inclusive of all costs to return original materials back to the County.**

The far-right column has been **ADDED**. The offeror is advised to complete requested information by indicating the offeror’s estimated quantity for each requested service by each phase. The County realizes that this is an “estimate” or the offeror’s best assumption about the quantity of each billable service. The information will be subjectively evaluated. In the evaluation of cost the County is committed to conducting a fair, objective, apple-to-apple evaluation; whatever similar information the County learns from each offeror’s representations below may be used in the cost evaluation only in the event fairness and objectivity is not compromised. Failure to complete the below requested information may negatively impact the offeror’s proposal evaluation.

Line Item	Description of Service	Firm, Fixed Unit Price	<i>Offeror’s Estimate of Total Quantity of Images or as Otherwise Indicated for each Phase 1, Phase 2, and Phase 3</i>
5.3.15	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ <u> \$0.115 </u> per image off-site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)	<u>139,000</u> Phase 1 <u>60,000</u> Phase 2 <u>10,000</u> Phase 3
Please see the page at the end of this proposal outlining the method we used to arrive at our quantities for each phase. It is not possible to know for certain what these quantities will actually be until the work is scanned. The scanning services quoted herein will be billed based on the actual final numbers, not the estimates.			
5.3.16	Total price per image to perform all off-site scanning services including document preparation, double inspection and	\$ <u> \$0.155 </u> per image off-site	<u>6,000</u> Phase 1

	quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	For all 11X17 pages	<u>3,000</u> <i>Phase 2</i> <u>3,000</u> <i>Phase 3</i>
5.3.17	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ <u>0.945</u> per image off-site For all 24X36 pages	<u>18,000</u> <i>Phase 1</i> <u>15,000</u> <i>Phase 2</i> <u>30,000</u> <i>Phase 3</i>
5.3.18	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ <u>0.945</u> per image off-site For all 24X42 pages	<u>Included above</u> <i>Phase 1</i> <u>Included above</u> <i>Phase 2</i> <u>Included above</u> <i>Phase 3</i>
Please note that pricing for all wide-format scanning (anything over 12"x18" is the same. Because of that, each phase of wide format scanning is included in the first occurrence of wide format scanning (5.3.17). We will indicate that by stating that the quantity is "Included above" on each line.			
5.3.19	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software,	\$ <u>0.945</u> per image off-site For all 32X48 pages	<u>Included above</u> <i>Phase 1</i> <u>Included above</u> <i>Phase 2</i> <u>Included above</u> <i>Phase 3</i>

	materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.		
5.3.20	Indexing	\$ <u> \$0.011 </u> per image off-site For all page sizes	<u>139,000</u> Phase 1 <u>78,000</u> Phase 2 <u>43,000</u> Phase 3
5.3.21	Duplicate multiple document pages	\$ <u> \$0.085 </u> per image off-site For all page sizes	<u>6,950</u> Phase 1 <u>3,900</u> Phase 2 <u>2,150</u> Phase 3
5.3.22	Mask unwanted documents	\$ <u> \$0.085 </u> per image off-site For all page sizes	<u>0</u> Phase 1 <u>0</u> Phase 2 <u>0</u> Phase 3
5.3.23	Image enhancement	\$ <u> \$0.215 </u> per image off-site For all page sizes	<u>1,390</u> Phase 1 <u>780</u> Phase 2 <u>430</u> Phase 3
5.3.24	Reverse dual polarity	\$ <u> \$0.145 </u> per image off-site For all page sizes	<u>1,390</u> Phase 1 <u>780</u> Phase 2

<p>5.3.30</p>	<p>Return Fee 705-type Banker’s box - all-inclusive of all costs to return to the County: Total firm, fixed price per each to return a 705-type Banker’s Box to the County:</p>	<p>\$ <u> \$24.00 </u> per each (Minimum charge of \$1,750 per trip, total charge for combined phases 1, 2 & 3 - \$1,752.00)</p>	<p><u> </u> <i>Phase 1</i> <i>(does not seem to apply)</i> <u>\$1,750.00</u> <i>Phase 2</i> <u> </u> <i>Phase 3</i> <i>(does not seem to apply)</i></p>
<p>5.3.31</p>	<p>Return Fee Rubbermaid 95-quart tub - all-inclusive of all costs to return to the County: Total firm, fixed price per each to return Rubbermaid 95-quart tub to the County:</p>	<p>\$ <u> \$24.00 </u> per each (Minimum charge of \$1,750 per trip, total charge for combined phases 1, 2 & 3 - \$1,752.00)</p>	<p><u> </u> <i>Phase 1</i> <i>(does not seem to apply)</i> <u> </u> <i>Phase 2</i> <i>(does not seem to apply)</i> <u>\$1,750.00</u> <i>Phase 3</i></p>
<p>ADDED BY BAFO REQUEST #1 5.3.32</p>	<p><i>One Trip Return: If the offeror plans to send all the County’s boxes/containers back in one-lot (i.e., one trip), then quote a total firm, fixed price for return of all the County’s boxes/containers in one lot/one-trip.</i></p>	<p><u>\$ 1,752.00</u> <i>total – return of all boxes/containers</i></p>	
<p>ADDED BY BAFO REQUEST #1 5.3.33</p>	<p><i>If the offeror will discount pricing to conduct scanning for all three phases at the same time, i.e., pick-up all boxes at the same time (i.e., one pick-up trip), then quote a firm, fixed discount to quoted pricing that the offeror will apply to invoiced pricing, if any.</i></p>	<p><u> 0% </u> <i>% Discount</i></p>	

BEST AND FINAL OFFER FORM #4

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

SUTTERFIELD TECHNOLOGIES, INC.

Best and Final Offer Request #1

Concerns/Questions:

1. In its proposal on page 11 of 41, Sutterfield Technologies Inc. indicates in footnote “3” that its Return Fee is based on return of boxes in a single trip with all boxes from all 3 phases. Minimum trip charge is \$1,750.00.” It is noted that when the per box/container prices quoted are extended by the estimated quantities in the RFP for each type of box/container (see paragraph 2.2.3 of the RFP which estimates 66 725-type banker’s boxes; 16 705-type banker’s boxes; and 24 clear plastic tubs), the extended total is less than the quoted minimum, i.e., \$1,592.00 compared to \$1,750.00.

The pricing quoted on the original proposal has been modified. The intent is to charge \$12/cubic foot for return fee. The 725 boxes are about 1 cubic foot and the 705 and clear plastic tubs are about 2 cubic feet. The price for the larger boxes was not correct. It has been corrected and the total if all boxes are returned in a single trip will be \$1752. If the project is split up, with smaller pickup/delivery batches, then the minimum of \$1750/trip will apply.

2. Related to point #1 above, in its proposal on page 11 of 41, Sutterfield Technologies Inc. indicates in footnote “3” all boxes would be returned at the same time. By implication does this mean that Sutterfield Technologies anticipates loading all the boxes for scanning in one-trip, or does Sutterfield Technologies anticipate that the County may be ordering the scanning work by phase?

Sutterfield Technologies has attempted to quote this response in such a way that the county may approve all 3 phases at once or split the phases in any fashion that best suits the county’s needs. As long as at least an amount of work equal to any one of the stated phases is approved for a single project, then the scanning, indexing and other non-delivery related pricing will apply. If only a single batch of work is picked up and then that batch is returned, and the next batch picked up, then the minimum charge of \$1,750/trip would apply.

Explanation of how the estimates of quantity were calculated for this proposal.

The original RFP projected the number of boxes to be processed in this project. After reviewing the boxes, we believe the page counts expressed in Section 2.2.3b and 2.2.3c are at the upper end of the possible number of pages in these boxes (3,500 pages for the 725 boxes and 5,500 pages for the 705 boxes). Many factors affect the number of pages in a box (how densely pages are packed, sheet size, how many are folded or rolled, how many are in folders, how many blank pages, etc.). Typically, we use 2,500 images for Type 725 boxes, with blanks removed and 5,000 images for Type 705 boxes, with blanks removed, to calculate our estimates of page count, however this project contains such a large number of wide format pages that this estimate is likely very high.

Based on these estimates using the county's per box quantities, the county would project the number of pages (sheets of paper) to be the following:

Phase	# of boxes	County estimate	Estimated pages
1	66	3,500	231,000
2	16	5,500	88,000
3	24	Hundreds (rolled up drawings)-we will use 300	7,200
			326,200

Each sheet of paper may contain data on both sides, so that would result in an estimate of 652,400 images, or approximately 450,000 after blanks were removed.

As stated above, we believe the estimate based on an average number of pages per box is very high but it may be used by the county to set an upper limit expected for budgeting purposes.

Addendum #1 offered a different way of calculating the approximate number of pages based on the estimated number of permits. The county estimates that the total number of permits is expected to be 15,571 or fewer and that the best guess of the average number of pages per permit would be 12. Based on 15,571 permits, with an average of 12 pages per permit, that would result in about 186,000 pages. Again, since each sheet of paper may contain data on both sides of the sheet, that could result in a final image count of 372,000 images, including blank images.

Based on our on-site review of the boxed materials we think the estimate based on permit quantity and average number of pages may be closer. It does not however, take into account that the county only wants images with data on them. Our proposal includes removing the blanks and only charging for the images with data that are delivered. We estimate that about 60% of the pages will have a blank back. That would result a project size of about 260,000 images delivered. We have used this total number of images and done a rough estimate for each phase.

For purposes of this proposal, we have divided the phases up into the following estimates of page sizes and the number of images (with blanks removed). These numbers are used in the preceding pricing charts.

Phase	Smaller than 11x17	11x17	Wide Format	Total Images
1	115,000	6,000	18,000	139,000
2	60,000	3,000	15,000	78,000
3	10,000	3,000	30,000	43,000
				260,000

Boone County Purchasing



Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

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

October 17, 2019

Sutterfield Technologies, Inc.
Mr. Richard Sutterfield
101 N. 4th Street
Duncan, OK 73533

Via E-mail: richard@sut-tech.com

RE: Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

Dear Mr. Sutterfield:

This letter shall constitute an official request by the County of Boone - Missouri to continue competitive negotiations with your organization. Included with this letter are two attachments.

The **first attachment** is a Best and Final Offer Request #2 Form for this Request for Proposal. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed BAFO response.

The **second attachment** is a BAFO #2 RFP Revisions List that identifies changes and revisions made to the Request for Proposal. Said changes are part of this Best and Final Offer Request. Your Best and Final Offer #2 response shall acknowledge the revisions. You may do so by specifically incorporating a direct response in your Best and Final Offer to each revision, or you may acknowledge your acceptance of all revisions by signing the Best and Final Request #2 form.

In your response to BAFO Request #2, you may make any modification, addition, or deletion deemed necessary to your proposal, including changes to pricing. If the modification made to paragraph 3.4.2 for Indexing as referred to herein does NOT change any previously submitted information or pricing, check here:

No Change: BAFO Request #2's modification to paragraph 3.4.2 does not change any previously submitted information or pricing, including the BAFO #1 response from Ricoh:

Change: If BAFO Request #2's modification does impact previously submitted information and pricing, include the following information:

Line Item	Description of Service	Firm, Fixed Unit Price	Offeror's Estimate of Total Quantity of Images or as Otherwise Indicated

			<i>for each Phase 1, Phase 2, and Phase 3</i>
5.3.20	Indexing	\$ <u>0.011</u> per image off-site	<u>139,000</u> <i>Phase 1</i>
		For all page sizes	<u>78,000</u> <i>Phase 2</i>
			<u>43,000</u> <i>Phase 3</i>

Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing. Also, make sure your response to this BAFO request addresses the latest version of each paragraph/exhibit of the RFP.

Please provide a **written sealed response** no later than by **Close of Business on October 24, 2019**. Your company's Best and Final Offer will be subject to evaluation in addition to the original proposal.

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

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

Sincerely,

Liz Palazzolo

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

cc: Evaluation Committee Members
RFP File

Attachments: Best and Final Offer (BAFO) #2 Form, and BAFO #2 Revisions List

Liz Palazzolo

From: Richard Sutterfield <richard@sutterfieldtechnologies.com>
Sent: Wednesday, October 23, 2019 5:07 PM
To: Liz Palazzolo
Cc: richard@sut-tech.com
Subject: Re: Additional Information RFP 46-23SEP19 On-Site or Off-Site Scanning Services

Hello Liz,

No, I don't believe this new information affects my price quotes, but it would affect my estimates of how much work there is to do (in other words, my estimate of the size of the job). I'm sure you all can do the math to get the new expected totals of images/permits and extrapolate an estimate for the final job size.

Let me know if you need me to do anything else.

Thank you,
Richard Sutterfield
Owner - Sutterfield Technologies
101 N 14th, Duncan, Oklahoma 73533
Voice: (580) 786-4390 | Mobile: (580) 656-2624 | Fax: (866) 696-0551

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify us and delete the email and any attachments. Thank you.

On Wed, Oct 23, 2019 at 4:30 PM Liz Palazzolo <LPalazzolo@boonecountymmo.org> wrote:

Good afternoon Richard – Some late information I want you to have. If this impacts your BAFO response please let me know. I don't think that it will but in the interest of full disclosure I want you to have this information:

The volume of permits/plans prior to 2009 are estimated as follows:

1. Number of commercial permits 2002-2009 – approximately 560
2. Number of commercial permits 2010-2018 – approximately 839
3. Number of residential permits 2004-2009 – approximately 3078
4. Number of residential permits 2010-2018 – approximately 4377
5. Number of permits 1985-2003 – approximately 12,625 – not able to distinguish between residential and commercial and not sure that every number is used.

The Phase 2 plans are only for commercial structures completed in the last 10 years so there will be more commercial permits than there are plans to go with permits; however some of the early permits may have the plans folded up with the permit. Also, the majority of Phase 2 will be large size documents and the majority of Phases I & III will be documents 11x17 and smaller.

Most plan sets will be 24 X 36 in size or less with around 10 – 15 pages per set

Bigger projects will be 30 X 48 in size and 50 – 75 pages

85 -90 percent will be smaller plans

10 – 15 percent larger plans

Liz Palazzolo

Senior Buyer

Boone County Purchasing

Phone: 573-886-4392

Fax: 573-886-4390

613 E. Ash, Room 109

Columbia, MO 65201



101 North 14th Street
Duncan, Oklahoma 73533
Voice: (580) 786-4390
Fax: (866) 696-0551
info@sut-tech.com

September 18, 2019

Boone County Purchasing
On Behalf of the Boone County Resource Management Department
613 E. Ash Street, Room 109
Columbia, Missouri 65201

RE: Request for Proposal for On-Site or Off-Site Scanning Service for the Resource Management Department – RFP #46-23SEP19

We are pleased to submit this bid for consideration by the Boone County Resource Management Department office in response to Request for Proposal for On-Site or Off-Site Scanning Service for the Resource Management Department – RFP #46-23SEP19.

We have received, reviewed and incorporated the following RFP and addendums in our response:

- 46-23SEP19_On-Site_or_Off-Site_Scanning_Services.pdf
- 46-23SEP19_Addendum_1_On-Site_or_Off-Site_Scanning_Services.pdf
- Addendum_2_RFP_46-23SEP19_On-Site_or_Off-Site_Scanning_Services_for_Res_Mgt.pdf

For additional information, or to advise that our bid has been accepted, you may contact Richard Sutterfield, at (580) 656-2624 or by email at richard@sut-tech.com.

The following pages contain the information requested in your Request for Proposal.

Thank you for the opportunity to present a bid.

Sincerely,

A handwritten signature in black ink that reads "Richard Sutterfield". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Richard Sutterfield
Owner

Project Overview / Executive Summary

The Boone County Resource Management Department has approximately 106 boxes/containers of permits to be scanned and indexed by permit number. The boxes contain pages that are both single and double sided. Some pages have bleed through (reverse images) from the opposite side of the page. Page size ranges from 8.5 X 5.5 to 32 X 48. The majority of the pages are black text on white background. A few of the pages have colored artifacts (stamps, printed lines, colored ink) that is textual in nature. A few of the pages contain grey-scale or color images. Many pages are stapled or clipped. Some pages are bound in wire or comb bindings. Wide format pages (over 11 X 17) will be folded or rolled. Most pages are in good to excellent condition. Some pages will have addenda (sticky notes, taped addenda). All pages will be associated with a six (6) or seven (7) digit permit numbers and a four (4) digit document type. Some pages are also associated with multiple permit numbers. The county has requested proposals for scanning these documents on-site, in the county or off-site, at the vendor's location. The county has indicated that they will most likely split this project up into 2 or 3 projects over the next 1-2 years, with cost being the overriding factor in determining how many projects will be approved. The county has indicated they are interested in beginning the project early in calendar year 2020 and having phase I completed by the end of calendar year 2020. If funds permit, all 3 phases will be completed in 2020.

Due to the complexity of the scanning preparation work, Sutterfield Technologies is proposing only a solution for off-site scanning. With our current work outlook for 2020, we have adequate resources for off-site scanning, but not for scanning this project on-site in the county, without unreasonable expense to the county. As a result, we will note any response sections for on-site work **n/a** to indicate the section is not applicable.

In addition, we have projected our price estimate based on approval of a project at least as large as that identified by the 3 phases documented in the RFP. Based on the information provided by the county and on our on-site assessment, we anticipate that each of the 3 phases will be projects near the size needed to make the prices quoted appropriate.

Should the county select Sutterfield Technologies for this project, our project approach would be to pick up the records approved for the project and transport them in company or leased vehicles to our imaging services facility in Duncan, Oklahoma. The permits would be scanned and the images processed according to the specifications in the RFP. While the county's documents are in Sutterfields possession, the county may request electronic copies of any of the documents by fax or email. Electronic copies of all the pages in the permit will be delivered within 1 business day unless some other arrangements have been made with the county (for expedited service or for extremely large groups of images), at no additional charge to the county.

Sutterfield Technologies is pleased to present this response and looks forward to working with the Boone County Resource Management Department staff should we be selected as the approved vendor for this work. Please don't hesitate to contact us if we can provide any additional information that will assist you.



5. VENDOR RESPONSE AND PRICING PAGES

- 5.1 The offeror should submit three (3) complete copies of the offeror's bid response in a single-sealed envelope, preferably also including a complete electronic copy of the proposal, clearly marked on the outside, left corner with the offeror's company name and return address, the Request for Proposal number and the proposal opening due date and time. In addition, the bidder shall complete the following as indicated below and submit said completed form with each copy of the proposal response.

In compliance with this Request for Proposal and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.

Company Name: Sutterfield Technologies, Inc.

Address: 101 N4th Street
Duncan, Oklahoma 73533

Telephone: (580) 786-4390 Fax: (866) 696-0551

Federal Tax ID (or Social Security #): 46-4346898

Print Name: Richard Sutterfield Title: Owner

Signature: *Richard Sutterfield* Date: September 9, 2019

Contact Name and E-Mail Address to receive documents for electronic signature:

Richard Sutterfield - richard@sut-tech.com

NOTE: The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

5.2 Cooperative Procurement: The vendor should indicate by checking "Yes" or "No" in the indicated space if the vendor will honor the submitted prices and terms for purchase by other entities in Boone County that participate in cooperative purchasing with Boone County, Missouri?

Yes No

Signature page for Addenda #1 & #2:

The OFFEROR has examined Addendum #1 to Request for Proposal #46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management receipt of which is hereby acknowledged:

The OFFEROR has examined Addendum #2 to Request for Proposal #46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management receipt of which is hereby acknowledged:

Company Name: Sutterfield Technologies

Address: 101 N 14th Street

City & State: Duncan, Oklahoma 73533

Phone Number: (580) 786-4390 Fax Number: (866) 696-0551

E-mail: Richard@sut-tech.com

Authorized Representative Signature: *Richard Sutterfield* Date: 09/17/2019

Authorized Representative Printed Name: Richard Sutterfield

Sutterfield Technologies declines to bid on scanning On-Site in the county. All prices in this section will be set to n/a to indicate they are not applicable.

5.3 ORIGINAL CONTRACT PERIOD PRICING:

The offeror has the option of proposing pricing only for On-Site Scanning, only for Off-Site Scanning, or for both On-Site and Off-Site Scanning. Separate evaluations will be done, i.e., only on-site scanning proposals will be compared to each other; only off-site scanning proposals will be compared to each other; proposals offering both will be considered in both separate evaluations.

On-Site Scanning Services: The offeror must price all line items. The offeror is advised not to include freight and shipping into any pricing quoted. The County will reimburse for actual freight and shipping.

Line Item	Description of Service <i>(Addendum #2 Note: Text has been deleted from items 5.3.1 – 5.3.5)</i>	Firm, Fixed Unit Price
5.3.1	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ <u>n/a</u> per image on-site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)
5.3.2	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ <u>n/a</u> per image on-site For all 11X17 pages
5.3.3	Total price per image to perform all on-site scanning services including document	

	preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ <u>n/a</u> per image on-site For all 24X36 pages
5.3.4	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ <u>n/a</u> per image on-site For all 24X42 pages
5.3.5	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ <u>n/a</u> per image on-site For all 32X48 pages
5.3.6	Indexing	\$ <u>n/a</u> per image on-site For all page sizes

5.3.7	Duplicate multiple document pages	\$ n/a _____ per image on-site For all page sizes
5.3.8	Mask unwanted documents	\$ n/a _____ per image on-site For all page sizes
5.3.9	Image enhancement	\$ n/a _____ per image on-site For all page sizes
5.3.10	Reverse dual polarity	\$ n/a _____ per image on-site For all page sizes
5.3.11	Per Diem Per Person – must include all travel, food, and lodging costs - for on-site consultation	\$ n/a _____ per day per person for travel, food and lodging for on-site consultation
5.3.12	Project Management/Consultation	\$ n/a _____ per hour
5.3.13	Data processing programming necessary for files interface	\$ n/a _____ per hour

5.3.14	USB Thumb-drive	\$ n/a _____ per each
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Off-Site Scanning Services: The offeror must price all line items. The offeror must submit firm, fixed pricing for each line item that includes all labor, materials, equipment, supplies, hardware and software, and other costs for provision of services as defined herein.

The offeror must include freight, shipping, and transportation costs into quoted pricing with the exception of the added line items for Return Fees (items 5.3.29 - 5.3.31) which shall be all-inclusive of all costs to return original materials back to the County.

Line Item	Description of Service <i>(Addendum #2 Note: Text has been deleted from items 5.3.15 – 5.3.19)</i>	Firm, Fixed Unit Price
5.3.15	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ 0.115 _____ per image off-site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)
5.3.16	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any	\$ 0.155 _____ per image off-site For all 11X17 pages

	other costs to perform services as described herein.	
5.3.17	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ <u>\$0.945</u> per image off-site</p> <p>For all 24X36 pages</p>
5.3.18	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ <u>\$0.945</u> per image off-site</p> <p>For all 24X42 pages</p>
5.3.19	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ <u>\$0.945</u> per image off-site</p> <p>For all 32X48 pages</p>

5.3.20	Indexing	<p>\$ <u>\$0.011</u> per image off-site</p> <p>For all page sizes</p>
5.3.21	Duplicate multiple document pages	<p>\$ <u>\$0.085</u> per image off-site</p> <p>For all page sizes</p>
5.3.22	Mask unwanted documents	<p>\$ <u>\$0.085</u> per image off-site</p> <p>For all page sizes</p>
5.3.23	Image enhancement	<p>\$ <u>\$0.215</u> per image off-site</p> <p>For all page sizes</p>
5.3.24	Reverse dual polarity	<p>\$ <u>\$0.145</u> per image off-site</p> <p>For all page sizes</p>
5.3.25	Per Diem Per Person – must include all travel, food, and	

	lodging costs - for on-site consultation	\$ <u>\$215.00</u> ₁ per day per person for travel, food and lodging for on-site consultation
5.3.26	Project Management/Consultation	\$ <u>\$68.50</u> ₂ per hour
5.3.27	Data processing programming necessary for files interface	\$ <u>\$68.50</u> ₂ per hour
5.3.28	USB Thumb-drive	\$ <u>\$45.00</u> per each
5.3.29	Return Fee 725-type Banker's box – all-inclusive of all costs to return to the County: Total firm, fixed price per each to return a 725-type Banker's Box to the County:	\$ <u>\$12.00</u> ₃ per each
5.3.30	Return Fee 705-type Banker's box - all-inclusive of all costs to return to the County: Total firm, fixed price per each to return a 705-type Banker's Box to the County:	\$ <u>\$20.00</u> ₃ per each
5.3.31	Return Fee Rubbermaid 95-quart tub - all-inclusive of all costs to return to the County: Total firm, fixed price per each to return Rubbermaid 95-quart tub to the County:	\$ <u>\$20.00</u> ₃ per each

1 - Per Diem only applicable for onsite time by Project Management or Programming Staff – does not apply to pickup/delivery.

2 - Per hour charges only apply for on-site time. No on-site time is expected for these projects.

3 - Return Fee is based on return of boxes in a single trip with all boxes from all 3 phases. Minimum trip charge is \$1,750.

5.4 Renewal Options:

The County shall have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of two (2) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the original contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is not proposed (i.e., left blank), or if it is quoted as zero (0%), the County shall have the right to execute the option at the same price(s) proposed for the initial contract period.

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

All percentages must be applied to the firm pricing quoted for the initial (i.e., the first) contract period. The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

5.4.1 Renewal Option Percentage Price Adjustment

1st Renewal Period

1.5 % Applied to Original Pricing

Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: X

OR Minimum Decrease: _____

5.4.2 Renewal Option Percentage Price Adjustment

2nd Renewal Period

3.0 % Applied to Original Pricing

Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: _____

OR Minimum Decrease: _____

USE THE REMAINDER OF THE VENDOR RESPONSE AND PRICING PAGES PROVIDED IN THE ORIGINAL RFP FOR SUBMISSION OF EXPERIENCE, EXPERTISE AND PERFORMANCE METHODOLOGY DETAIL.

57

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5.5 Vendor's Experience and Reliability:

Company History: The vendor should describe in the available space the company's background in performing professional scanning services, e.g., when the company was founded, how long the company has been serving the Missouri market, etc:

Sutterfield Technologies, Inc. is an image service bureau that serves county and municipal government exclusively. Our company employs 30 technicians and indexing staff in serving those customers. Services include book restoration, digital imaging and indexing of county land records, licenses, birth/death certificates, court case documents and many other records unique to county/municipal government. We have been in business since 2012 and have processed over 30 million images in some manner for over 300 customers across the US during that time. We have completed projects for counties in Missouri, Oklahoma, Texas, Arkansas, Nebraska, Kansas, New Jersey and Wisconsin. Our business goal is to provide quality and service to your county that will make us the only vendor that your county wishes to use for services such as those requested in this RFP.

In the past year, we have completed several projects for other counties or offices in Missouri, including one project for the Boone County Recorder of Deeds. Each of those projects is listed in the references section of this response.

Many of the tools used by Sutterfield Technologies technicians to scan and process images are optimized for the quality required by most counties for public records. These software tools, developed and are maintained by programming staff in our company, enable us to produce superior images from even the most difficult source documents (Photostats, bound books, faint handwritten pages).

We stand behind our work. As a result, nearly all of the counties we have done imaging services work for have called us back to complete additional projects. We have scanned thousands of plat maps and engineering drawings for counties in the regions we serve. Many of those drawings required special care and enhancement due to the age and condition of the originals.

Vendor's References:

Company/Entity Name: Boone County Register of Deeds - Contact Name: Nora Dietzel

Contact's Title: Register of Deeds - City/State: Columbia, Missouri

Telephone Number: (573) 886-4345 - Email Address: ndietzel@boonecountymo.org

Description of Services Furnished: Scanned loose page, wide format book and bound books onsite (72 books), processed images to produce high-quality TIF images, indexed by book/page or index book alphabet paradigm, and output images in 2018. Job started January, 2018 and delivered April, 2018.

Availability of Reference: Yes

Company/Entity Name: Jasper County Clerk - Contact Name: Debbie Newman

Contact's Title: County Clerk - City/State: Jasper, Texas

Telephone Number: (409) 384-2632 - Email Address: records@co.jasper.tx.us

Description of Services Furnished: Scanned approximately 20,000 Photostat images and plat maps on-site, processed images to create black text on white background for all images, indexed all images by book/page or by plat name, re-created 31 12"X18" record books on legal size, acid free record paper and created archival microfilm from all images. Job started June, 2018 and delivered August, 2018.

Availability of Reference: Yes

Company/Entity Name: Hall County Assessor/Register Of Deeds - Contact Name: Janet Pelland

Contact's Title: County Assessor/Register of Deeds - City/State: Grand Island, Nebraska

Telephone Number: (308) 385-5050 - Email Address: janetp@hallcountyne.gov

Description of Services Furnished: Scanned loose page and wide format books on-site (approximately 150 books) in 2017. Processed images to obtain maximum legibility and created 16mm COM Microfilm for the county. Project was started in April, 2017 and completed in June, 2017.

Availability of Reference: Yes

Company/Entity Name: Christian County Register Of Deeds - Contact Name: Kelly Hall

Contact's Title: Register of Deeds - City/State: Ozark, Missouri

Telephone Number: (417) 582-4360 - Email Address: khallrecorder@christiancountymo.gov

Description of Services Furnished: Scanned and indexed approximately 30,000 record book images.

Availability of Reference: Yes

References – Continued:

Company/Entity Name: Carter County Clerk - Contact Name: Kayelyn Clubb

Contact's Title: County Clerk - City/State: Ardmore, Oklahoma

Telephone Number: (580) 223-8162 - Email Address: cartercountyclerk@cableone.net

Description of Services Furnished: Completed 2nd phase of a multiyear indexing project. We scanned approximately 2,000 volumes on-site (~150,000 bound and loose page images) ranging from Oklahoma statehood to the 1990s in 2016. The images were processed to obtain the maximum legibility. Many of those images were Photostats and were fully enhanced to create proper black text on white background images. The first 1/3 of the images were indexed by Instrument Number, Book/Page, Instrument Type, Grantors, Grantees and Legal Descriptions and imported into the county's land records management software system in 2017. The second 1/3 of the images were indexed and imported into the county's land records management software system in 2018. We will be completing the indexing on the final 1/3 of the images and importing them during 2019. The second phase of the project was started in December, 2018 and delivered in July, 2019.

Availability of Reference: Yes

Company/Entity Name: Atascosa County District Clerk - Contact Name: Margaret Littleton

Contact's Title: District Clerk - City/State: Jourdanton, Texas

Telephone Number: (830) 769-3011 - Email Address: mlittleton@atascosacounty.texas.gov

Description of Services Furnished: Scanned court case records over multiple years, beginning in 2014. We scanned and indexed (by case year and case number) approximately 720,000 images from microfilm between September 2014 and November 2015. Starting in 2016, we began scanning paper files off-site. By the end of 2019, we will have scanned approximately 1,200,000 images from case files. We are currently working on the last phase of scanning and will begin indexing all cases by parties, file date and other relevant court case criteria in 2020. All paper images have been scanned duplex and had blank images removed. Some images required enhancement.

Availability of Reference: Yes

As mentioned in the Project Overview/Executive Summary, Sutterfield Technologies will only be proposing a solution with Off-Site Scanning. The following sections, 5.6.1 through 5.6.9, apply only to On-Site Scanning. These sections will contain n/a to indicate that the section is not applicable for our response.

5.6 Proposed Method of Performance and Contractor Support

ON-SITE SCANNING:

5.6.1 Describe how the offeror will perform on-site scanning work for the Resource Management Department, e.g., number of staff, equipment, other resource that will be used and also describe the standard procedures that will be followed to ensure successful and timely completion of scanning work:

n/a

5.6.2 When would the offeror start on-site scanning work, get equipment on-site and get it operational, including hiring temporary staff that would be used to conduct document preparation if temporary staff will be used:

n/a

RFP #: 46-23SEP19

29

8/20/19

Please note that in the original RFP, verbiage in both sections for Project Time reference Off-Site Scanning.

5.6.3 Identify the days, dates, and times the offeror anticipates conducting on-site scanning:

n/a

5.6.4 Identify how many staff people would be assigned to oversee and perform on-site scanning, and how many days the staff would be on-site to complete scanning:

n/a

5.6.5 Project Time: Complete the following tables:

Project Description On-Site Scanning Phase 1	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete On-Site Scanning</i>	<i>Finish Date: Total Number of Days to Complete Phase 1 and to deliver finished work product to the County (total days start to finish)</i>
Phase 1: Scan permits/application documents from 2009 through 2019	n/a /calendar days ARO to begin Phase 1 Scanning work	n/a /calendar days off-site scanning work for Phase 1	n/a Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 1

Project Description On-Site Scanning Phase 2	Time between notification for pick-up and actual pick-up for transport to processing site	Number of Days to Complete On-Site Scanning	Finish Date: Total Number of Days to Complete Phase 2 and to deliver finished work product to the County (total days start to finish)
Phase 2: Scan commercial plan documents from 2009 through 2019	<u>n/a</u> /calendar days ARO to begin Phase 2 Scanning work	<u>n/a</u> /calendar days On-Site scanning work for Phase 2	<u>n/a</u> Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 2

Project Description On-Site Scanning Phase 3	Time between notification for pick-up and actual pick-up for transport to processing site	Number of Days to Complete On-Site Scanning	Finish Date: Total Number of Days to Complete Phase 3 and to deliver finished work product to the County (total days start to finish)
Phase 3: Scan permit/application documents dated older than 2009	<u>n/a</u> /calendar days ARO to begin Phase 3 Scanning work	<u>n/a</u> /calendar days On-Site scanning work for Phase 3	<u>n/a</u> Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 3

Single Point of Contact:

5.6.6 Describe below how the vendor will perform as a single point of contact for the County regarding the on-site scanning work to be done; also provide contact information:

n/a

Name: _____

Phone: _____

E-Mail: _____

Address: _____

Direct and/or Subcontracted Work:

5.6.7 Address in the space provided, the names of personnel on the offeror's staff who will be overseeing and performing on-site scanning services:
n/a

5.6.8 If any scanning will be performed by a subcontractor, or if any part of the services required to complete work described herein will be performed by a subcontractor(s), then identify the subcontractor by name and location, and what tasks will be assigned to the subcontractor(s).
n/a

Warranty:

5.6.9 Address in the space provided warranty terms and length on labor and finished product the vendor offers on on-site scanning services performed for the County:
n/a

OFF-SITE SCANNING:

5.6.10 Describe how the offeror will perform off-site scanning work for the Resource Management Department, e.g., location of processing facility, number of staff and other resource that will be used and also describe the standard procedures that will be followed to ensure successful and timely completion of scanning work:

Upon notification that the project is approved, the project manager will contact the Resource Management Department staff to schedule a project kick-off teleconference meeting. The staff that should be included in that meeting will be determined prior to that meeting. Typically, the Sutterfield Technologies project manager and a senior imaging technician from Sutterfield will be involved in the project kick-off meeting.

During the project kick-off meeting, the following will be determined:

- Confirmation of primary points of contact for both Boone County and Sutterfield Technologies.

- Scope of project, in terms of date range of permits/applications to be picked up and scanned.
- Setting a tentative pick-up date for the permits/applications to be scanned.
- How the county will want any exceptions to be handled: Empty folders, color photographs, damaged records, unknown records, non-paper artifacts, etc. These exceptions will be used to help create the project scanning template for the scanning technicians to use when they encounter specific conditions.

Once the pick-up date is set, a pick-up team will be assigned to travel to Boone County to pick-up the permits/applications to be scanned. A set of labels with Sutterfield Technologies job information, container number and an indication that the records belong to Boone County Resource Management Department will be prepared for the pick-up team to apply when they pick up the records. A printed spreadsheet matching the container labels will also be prepared for the pick-up team. Upon arrival, the pick-up team will meet with the Resource Management Department staff identified in the project kick-off meeting, to gain access to the records to be picked up. Each container will have a label affixed and the pick-up spreadsheet will be updated with the container information (the county's labelling for that container). Once all containers are labelled and loaded, a copy of the pick-up spreadsheet will be provided for the county and the records will be transported back to the Sutterfield Technologies image processing facility in Duncan, Oklahoma. The records will be transported in a vehicle owned by Sutterfield or a commercial rental truck, leased for that trip. Once the records have been transported to Duncan, Oklahoma, they will be placed in secure storage at our facility, with each container being checked off of the pick-up spreadsheet as it's placed in storage. Additional information about building/site security and procedures to protect and ensure the safety of the Boone County Resource Management Department's records can be found in response to section 5.6.11.

Once the permits/applications have been transported to our image processing facility, the project manager and the image project lead will inspect the records and prepare our systems for the project (this work may be done prior to this time, but if not, it will be completed at this point). A project scanning template will be set up. The template will include such information that scanning technicians will need to successfully scan the records, such as:

- How containers will be checked out, marked when scanned and stored after scanning.
- How each permit/application will be identified (format for the permit number).
- Which document(s) should be scanned as the first image in each batch.
- Order of scanned documents – 11 X 17 and smaller records first, then wide format records.
- Which project notification sheets will be used for this project (these sheets are used for the scanning technicians to scan when specific conditions are found for a record – such as No Records in File, Non-Paper Object Found/Scanned,
- How any color or grey-scale photographs/images will be scanned when encountered.
- How any exceptions will be handled and documented.

Typically, a scanning team of 2-3 will be utilized for a project of this size. The individuals assigned to this project have a work area with their tools for document prep and for scanning. Each technician will utilize our in-house system to see what container is next on the list to be processed. The technician will "grab" the electronic record for that container (which will indicate that individual has the container checked out)

and will then proceed to the storage area where the records are stored. The technician will move the container to their work area and begin processing the container. The technician will process the files in the order in the container, checking each batch (all the pages in the file folder) to locate the permit/application number and the records that have been identified as needing to be at the beginning of the batch. The records in each folder will have fasteners removed (staples, paper clips, etc.), pages unfolded, addendums moved to blank areas of the pages and any bound materials unbound if possible. All pages 11 X 17 and smaller will be scanned into the batch in order. Any pages larger than 11 X 17 will be reserved until all smaller pages are scanned. Scanners used for this project will have both a paper sheet feeder for most pages and a flatbed scanning mechanism for any pages that cannot be scanned through the sheet feeder (bound materials, folders with data, envelopes, non-paper artifacts). After all 11 X 17 items have been scanned; the technician will utilize a wide format scanner, capable of scanning pages up to 36 X 96 to scan the wide format pages into the same electronic folder. Resource Management staff have indicated that color photographs and pages with color/grey-scale photograph elements should be retained as color/grey-scale images. To facilitate this, all color photographs and pages with color/grey-scale photograph elements will be scanned as 24 bit color JPG images (these color images will not be converted to bi-tonal when images are processed into TIF images).

After a file folder is scanned, it will be stamped with an indicator that the folder contents have been scanned. After a container is scanned, the container will be stamped with an indicator that the contents have been scanned. Once scanned, the container will be returned to the storage area, and the electronic record for that container will be marked as scanned.

After all containers have been scanned, all images that are not 24 bit color images will be processed to produce CCITT Group IV bi-tonal TIFF 6.0 images for all text based images. 24 bit color images will be processed to produce LZW TIFF 6.0 images. All images for each permit/application will be stored in a folder/batch in order by the time/date stamp scanned (the scanning technician or the conversion technician can change this order on a case by case basis for any image groups where the need exists to re-order the images to suit the county's requirements (for example, to have the first page of the image be the permit/application page that shows the permit/application number clearly). An automated process that automatically thresholds the image to darken faint regions and de-skew will be used to convert the images. Original JPG images will be untouched.

After conversion, all batches of images will be loaded into the Sutterfield Technologies indexing tool for the first pass inspection and indexing. The indexing tool will be configured to validate the permit/application number as the imaging technician views each batch (correct number of digits, presence of alpha suffixes, etc.) and only allow correctly formatted data to be entered. As the imaging technician selects a container to inspect/index, the indexing tool will "grab" that container to the imaging technician so other technicians will not be able to "grab" that container of batches. As the imaging technician opens each batch, the system will flag that batch as "opened" by that imaging technician. After the permit/application number is entered and validated, each scanned image in the permit/application batch will be reviewed for the following:

- Are there any conversion issues with the image (incomplete conversion, illegible regions, non-inverted regions, etc.) – if any issues are found, corrections will be made or a QC note will be added for that image for review in the QC pass. If the image requires re-conversion, the imaging technician will open the JPG image, adjust the conversion parameters and re-process the image until a suitable bi-tonal image is acquired. Out experience has been that less than 1% of the images processed will require such manual re-conversion. If an imaging technician recognizes that a batch/container has a higher number of re-conversion candidates, then the entire batch/container will be flagged as needing re-processing and will be removed from the indexing tool until it has been re-processed by a senior imaging technician.
- Does the image require rotation – if so, the technician will rotate the image.
- Does the image require manual cropping – if so, the technician will crop the image.
- Does the image require a re-scan – if so, a note will be made in the rescan list for rescanning and inclusion later.
- Does the image have the same permit/application number – if not, the image will be moved to the correct permit/application.
- Does the image have multiple permit/application numbers – if so, then the image will be duplicated and copies of the image will be added to the other permit/application folders.

After the image batch has been fully inspected, the imaging technician will “close” the batch. Upon closing the batch, a closed time/date stamp added to the record so that the imaging technician will not see that batch on their list of batches to process.

Once all the batches for a container have been, the imaging technician will mark the container as complete and it will move to the second inspection pass for QC/blank removal.

RFP #: 46-23SEP19	32	8/20/19
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5.6.11 Address building and site security systems and procedures that will help the Evaluation Team understand resources in place to protect and ensure the safety of documents on the offeror’s processing site:

Storage

Storage inside our facility at Sutterfield Technologies is inside our facility. The facility is secured by key-card access that is in place 24/7. The building is protected by an alarm system that is armed when no-one is present in the building. Multiple storage areas are used, with additional key-card or key-pad access controls.

Containers will typically be stored in the logical order of labelling. This practice assists in speeding up the process of locating records when the county submits a Record Request Form. This also makes the process of locating the next container to scan more efficient.

Work-flow and Employees

Criminal background checks are required for all employees at Sutterfield Technologies when they are hired and as called for after employment. Sutterfield Technologies is happy to provide a list of employees who will have access to county documents for the county to perform additional background checks if requested.

As mentioned in the Off-Site Scanning Summary, each container is checked out by the scanning technician when pulled from storage for scanning. Containers are tracked at every point they are handled

5.6.12 Address the transportation method, number of boxes the offeror would want before pick-up, and the chain of custody process:

It is our understanding that the county may want the selected vendor to pick up all boxes (for Phase 1, 2 and 3), even if only Phase 1 is approved. This will avoid additional transportation costs and allow the selected vendor to begin work as soon as the next phase is approved (without waiting for the scheduling and logistics of the additional pick-up trip). Sutterfield Technologies has adequate storage capacity and is willing to pick up all the containers referenced by this RFP in a single trip. Based on our review of the projects outlined in the RFP, we expect to pick up the following:

- 66 regular size storage boxes (10 x 12 x 15)
- 16 large banker boxes (10 x 24 x 15)
- 24 large banker boxes or clear plastic tubs

We estimate the weight of these documents will be approximately 5500 pounds. A commercial truck, rated for up to 8,500 pounds of cargo will be leased for transporting these records.

If the county elects to approve only Phase 1, and determines that they only want the vendor to pick up the containers related to Phase 1, then a large 2 axle trailer, with a load capacity of 3000 pounds may be used for transportation.

Regardless of the transportation used, truck/trailer, all loading and transportation of the county's documents will be done by staff employed by Sutterfield Technologies. Trucks/trailers used for document transportation will be owned or commercially leased. Transportation will be scheduled so that documents will not be stored in the truck/trailer overnight (pickup and delivery to our facility will be made in the same business day).

As stated above in the Off-Site Scanning Summary, upon arrival, the technicians responsible for transporting the documents will use a spreadsheet to inventory/check off containers as they are loaded. A copy of this inventory will be left with the county. The inventory will also be used when the containers are taken from the truck/trailer and placed in storage in our facility.

While in Sutterfield Technologies custody, records will not be removed from our facility, other than for transportation back to the county.

5.6.13 Explain how the offeror will meet the requirement to produce requested documents on the offeror's processing site that the County may request in order to meet an open records demand, i.e., must be sent to the County within 3-5 business days:

While county records are in Sutterfield Technologies possession, the county may request any permit and a digital copy of the permit will be delivered to the county by email within 3 business days as outlined in the RFP.

A PDF Record Request Form will be provided to the county, that can be filled out electronically or hand-written in, that the county can use to request a permit. This form can be emailed or faxed to Sutterfield Technologies to initiate the Record Request. As soon as the Record Request is received, a technician will confirm receipt by email and initiate the following steps:

- Determine if the permit has been scanned or is waiting to be scanned.
- If not scanned, then the permit will be located in the containers and pulled for out-of-order scanning. The permit will be scanned, using appropriate equipment for the size and type of original documents. Once scanned, the permit will be returned to the container it was found in.
- Once scanned or once scanned images are located, the technician will determine if the images have been processed to create a single PDF for the permit, if not, then the technician will manually queue the images for that permit to be converted to PDF.
- Once the PDF of the permit is located, it will be emailed to the county, to the email address indicated on the Record Request Form.

Typically, infrequent record requests are processed and returned within 1 business day. As many of the documents for this project are wide-format, we appreciate the additional window of time that the county has specified is adequate.

If the county has an urgent need, record requests can be expedited by indicating the need to do so on the Record Request Form or by calling us to let us know of the need to expedite.

Times provided in the following chart are estimates based on common wait-times and production rates of Sutterfield Technologies. For example, we currently have several other projects that we are scanning in-house, one of which is slightly larger than the combined projects outlined on this RFP. In the estimates given below, the assumption is that the times given are what would be normally achieved without expedited service or without extenuating circumstances. Sutterfield Technologies has a very good track record of satisfying projected delivery deadlines. In addition, the project manager will be in communication with the county regularly, to provide updates on work accomplished and to confirm the expected delivery.

We are confident that this project (all 3 phases), can be started soon after the beginning of calendar year 2020 and will be completed within calendar year 2020.

Please note, the days posted in the following charts are calendar days, and include weekends.

5.6.14 Project Time: Complete the following tables:

Project Description Off-Site Scanning Phase 1	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<i>Finish Date: Total Number of Days to Complete Phase 1 and to deliver finished work product to the County (total days start to finish)</i>
Phase 1: Scan permits/application documents from 2009 through 2019	<u>45</u> /calendar days ARO to begin Phase 1 Scanning work	<u>30-120</u> ₁ /calendar days off-site scanning work for Phase 1	<u>95-185</u> ₂ <i>Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 1</i>

RFP #: 46-23SEP19

33

8/20/19

₁ - Off-site scanning rate is governed by the number of scanning technicians assigned to the project. Currently, we have up to 6 technicians who may be employed for this type of work. The range of number of days stated represents the expected scanning duration for 4 technicians (30 days) down to 2 technicians (120) days. We frequently increase or decrease the number scanning technicians assigned to a project to meet the customer’s budgetary or practical delivery requirements. For this project, we would assign additional staff if all 3 phases were approved to be completed by the end of calendar 2020.

₂ - Final processing time and output to the customer’s specifications is expected to take about 20 days (3 calendar weeks). The first phase will also take the most time for the final processing stage, as there will likely be questions that need to be answered by the county, that will have already been answered for the subsequent phases. We always expect the first of a multiphase job to require the longest start up and finishing amounts of time, proportional to the number of images/data records delivered. This number of days includes the days for scanning and the days between notification and pickup.

Project Description Off-Site Scanning Phase 2	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<u>Finish Date:</u> <i>Total Number of Days to Complete Phase 2 and to deliver finished work product to the County (total days start to finish)</i>
Phase 2: Scan commercial plan documents from 2009 through 2019	15-45 ₁ /calendar days ARO to begin Phase 2 Scanning work	15-60 ₂ /calendar days off-site scanning work for Phase 2	45-125 ₃ <i>Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 2</i>

1 - This amount of time between notification and pick-up of the project, would not apply if the documents for all 3 phases are picked up at once. If all documents are in Sutterfield Technologies possession, then it would typically take 1-2 weeks to start a job. If all 3 phases are approved for completion before the end of calendar year 2020, then this amount of time between notification and the job starting would not apply at all. Scanning for Phase 2 would begin immediately upon completion of Phase 1.

2 - Again, if all 3 projects are approved, the scanning technicians assigned to this project will be increased to complete this work in the time allocated by the county. The upper range of days is likely if the project is approved separately.

3 - The final processing of the images will take less time overall if all 3 phases are approved as they will be combined. This range covers the additional time required for these 16 large banker boxes, if added to Phase 1 up to the time required if Phase 2 is approved as a separate project in a subsequent calendar year. Again, this number of days includes the days for scanning and the days between notification and pickup. If all three projects are approved for completion in 2020, then the number of days required to complete Phase 2 will be approximately 45 days more than completion of Phase 1.

Project Description Off-Site Scanning Phase 3	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<u>Finish Date:</u> Total Number of Days to Complete Phase 3 and to deliver finished work product to the County (total days start to finish)
Phase 3: Scan permit/application documents dated older than 2009	<i>15-45₁/calendar days ARO to begin Phase 3 Scanning work</i>	<i>30-90₂/calendar days off-site scanning work for Phase 3</i>	<i>65-155₃ Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 3</i>

1 - This amount of time between notification and pick-up of the project, would not apply if the documents for all 3 phases are picked up at once. If all documents are in Sutterfield Technologies possession, then it would typically take 1-2 weeks to start a job. If all 3 phases are approved for completion before the end of calendar year 2020, then this amount of time between notification and the job starting would not apply at all. Scanning for Phase 2 would begin immediately upon completion of Phase 1.

2 - Again, if all 3 projects are approved, the scanning technicians assigned to this project will be increased to complete this work in the time allocated by the county. The upper range of days is likely if Phase 3 is approved separately.

3 - The final processing of the images will take less time overall if all 3 phases are approved as they will be combined. This range covers the additional time required for these 24 large banker boxes and plastic containers, if added to Phase 1&2 up to the time required if Phase 3 is approved as a separate project in a subsequent calendar year. Again, this number of days includes the days for scanning and the days between notification and pickup. If all three projects are approved for completion in 2020, then the number of days required to complete Phase 3 will be approximately 65 days more than completion of Phase 1.

Single Point of Contact:

5.6.15 Describe below how the vendor will perform as a single point of contact for the County regarding the off-site scanning work to be done: also provide contact information:

Once approved, this project will be assigned to an image project lead technician. We have several staff members who serve in this capacity. I'll provide the contact information for the most likely project lead but the final assignment of project lead may change depending on when this project is approved and what the other projects we have in our work queue. The individual appointed to be the project lead for this project, will oversee all the other imaging technicians and will be responsible for communications with the customer.

Project Lead: Bethany Perkins – has approximately 15 years of experience with imaging services projects for county offices.

Phone: (580) 786-4390 (Main Office Phone)

E-Mail: Bethany@sut-tech.com

Address: 101 N 14th Street, Duncan, Oklahoma 73533

Direct and/or Subcontracted Work:

5.6.16 Address in the space provided, the names of personnel on the offeror’s staff who will be overseeing and performing off-site scanning services:

No work for this project will be sub-contracted or performed by staff other than employees of Sutterfield Technologies.

5.6.17 If any scanning will be performed by a subcontractor, or if any part of the services required to complete work described herein will be performed by a subcontractor(s), then identify the subcontractor by name and location, and what tasks will be assigned to the subcontractor(s).

n/a

Warranty:

5.6.18 Address in the space provided warranty terms and length on labor and finished product the vendor offers on off-site scanning services performed for the County:

Sutterfield Technologies warrants its work and will guarantee retention of the images and data from this project for at least 2 years (unless otherwise instructed by the county). If the county finds issues after the project is delivered, the remedies for those issues will be provided at no additional charge to the county.

After 2 years, the project will be stored on long term magnetic media (data center hard drives) that can be reactivated in the event that something is needed from that media after 2 years, so access is more difficult but is available. We welcome questions and will try our best to make corrections for any problems found with our work indefinitely (for example, we once provided images from a 4 year old project when another vendor failed to have the county’s data and images backed up). This warranty is included in the original project cost.

(The vendor should complete and return with the proposal)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Richard Sutterfield - Owner

Name and Title of Authorized Representative

Richard Sutterfield

Signature

09/17/2019

Date

(The vendor should complete and return with the proposal)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

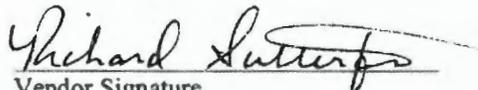
The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.


Vendor Signature

09/17/2019
Date

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

County of Stephens)
)ss
State of Oklahoma)

My name is Richard Sutterfield. I am an authorized agent of Sutterfield Technologies (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

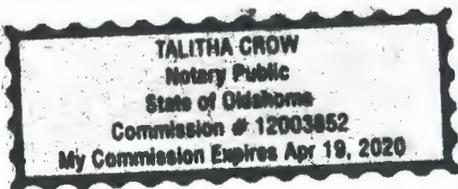
Furthermore, all subcontractors working on this contract must affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, must not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the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

Richard Sutterfield 09/17/2019
Affiant Date

Richard Sutterfield
Printed Name

Subscribed and sworn to before me this day of September 2019

Talitha Crow
Notary Public



My Commission Expires April 19, 2020
Commission # 15003825
State of Oklahoma
Notary Public
TALITHA CHOW



Company ID Number: 639818

8/7

Approved by:

Employer Sutterfield Technologies, INC	
Name (Please Type or Print) Talitha A Sutterfield	Title
Signature Electronically Signed	Date 02/05/2013
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 02/05/2013



Company ID Number: 639818

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Sutterfield Technologies, INC
Company Facility Address	101 N 14th ST Duncan, OK 73533
Company Alternate Address	
County or Parish	STEPHENS
Employer Identification Number	464346898
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	20 to 99
Number of Sites Verified for	1



Company ID Number: 639818

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

OKLAHOMA

1 site(s)



Company ID Number: 639818

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

Name Richard Sutterfield
Phone Number (580) 786 - 4390
Fax Number (866) 696 - 0551
Email Address richard@sutterfieldtechnologies.com

Name Sarah Brantley
Phone Number (580) 786 - 4390
Fax Number
Email Address sarah@sutterfieldtechnologies.com

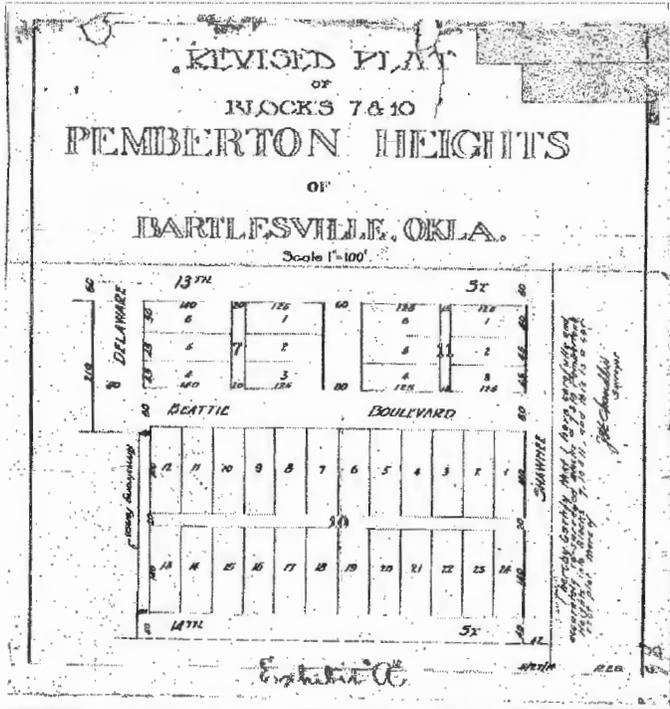
Name Talitha A Sutterfield
Phone Number (580) 786 - 4390
Fax Number (866) 696 - 0551
Email Address talitha@sutterfieldtechnologies.com

Appendix A – Sample Images

The following pages have samples of images processed by Sutterfield Technologies for other counties.



RESOLUTION:
 WHEREAS the HIGGS SURVEYOR NAME OF BARTLESVILLE, the owner of the following described property, to-wit:
 All that part of Pemberton Heights Addition originally described as Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 and 51 in Block 7, including all adjacent streets, and Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 in Block 10, and also the whole of Fourteenth Street as located, and replat and re-division the same as shown by the map attached hereto, into a year's heretofore and marked Exhibit "A", into:
 Lots 1, 2, 3, 4, 5, 6 and 6 in Block 7, and Lots 1, 2, 3, 4, 5, 6 and 6 in Block 10, and Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 and 51 in Block 10, together with the streets and alleys as shown on the said plat hereto attached.
 Dated this 10th day of July, 1916.
 HIGGS SURVEYOR NAME OF BARTLESVILLE.
 By [Signature]
 Vice President.
 STATE OF MISSOURI,)
 HAMILTON COUNTY,) ss.
 Before me, a Notary Public in and for said County and State, on this 11th day of July, 1916, personally appeared H. H. Higgs, to me known to be the individual person who subscribed to some of the aforesaid to the foregoing instrument as the Vice President, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of said corporation for the uses and purposes therein set forth.
 In Witness Whereof I have hereunto set my hand and official seal this day and year last above written.
 My Commission expires Oct. 18, 1917.



RESOLUTION:
 WHEREAS the HIGGS SURVEYOR NAME OF BARTLESVILLE, the owner of the following described property, to-wit:
 All that part of Pemberton Heights Addition originally described as Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 and 51 in Block 10, including all adjacent streets, and also the whole of Fourteenth Street as located, and replat and re-division the same as shown by the map attached hereto, into a year's heretofore and marked Exhibit "A", into:
 Lots 1, 2, 3, 4, 5, 6 and 6 in Block 7, and Lots 1, 2, 3, 4, 5, 6 and 6 in Block 10, and Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 and 51 in Block 10, together with the streets and alleys as shown on the said plat hereto attached.
 Dated this 10th day of July, 1916.
 HIGGS SURVEYOR NAME OF BARTLESVILLE.
 By [Signature]
 Vice President.
 STATE OF MISSOURI,)
 HAMILTON COUNTY,) ss.
 Before me, a Notary Public in and for said County and State, on this 11th day of July, 1916, personally appeared H. H. Higgs, to me known to be the individual person who subscribed to some of the aforesaid to the foregoing instrument as the Vice President, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of said corporation for the uses and purposes therein set forth.
 In Witness Whereof I have hereunto set my hand and official seal this day and year last above written.
 My Commission expires Oct. 18, 1917.

The note herein described having been paid in full and the same is hereby satisfied, released and discharged. This Dec. 3, 1911.
Attest C. J. Morgan Notary Public

J. W. Allen + Wife, LaFiet F. Bialeschki. Warrantly Deed.

Know all men by these presents: That we, J. W. Allen and Bertie F. Allen, his wife, for and in consideration of the sum of Twenty six hundred and forty (\$2640.00) Dollars, paid and to paid by LaFiet F. Bialeschki as follows, to-wit: Thirteen hundred and Twenty # dollars cash in hand (the receipt of which is hereby acknowledged), and Two promissory notes of even date herewith for the sum of \$660.00 each, due on or before one and two years after date respectively (interest payable annually) bearing interest from date until paid, at the rate of six per cent per annum, do hereby grant, bargain and sell unto the said LaFiet F. Bialeschki and unto his heirs and assigns forever the following lands lying in the County of Arkansas and State of Arkansas, to-wit: The southeast quarter SE 1/4 of Section Thirty six (36) in Township Five (5) South Range Three (3) West, and the North half (N 1/2) of the Northeast quarter NE 1/4 of Section One (1) in Township Six (6) South Range Three (3) West, containing 240 acres, according to government survey.

To have and to hold the same unto the said LaFiet F. Bialeschki and unto his heirs and assigns forever, with all appurtenances, thereunto belonging.

And we hereby covenant with the said LaFiet Bialeschki that we will forever warrant and defend the title to said lands against all claims whatever, and that said lands are free from all liens and incumbrances. It being herein expressly understood that a lien is hereby retained upon said lot or parcel of land to secure the payment of residue of the purchase money hereinbefore mentioned.

And I Bertie F. Allen, wife of the J. W. Allen, for and in consideration of the said sum of money, do hereby release and relinquish unto the said LaFiet F. Bialeschki all my rights of dower and homestead in and to the said lands.

Witness our hands and seals on this 14th day of Nov. 1911.

J. W. Allen, (S.S.)

Bertie F. Allen, (S.S.)

Acknowledgment.

State of Arkansas, County of Arkansas. Be it remembered, That on this day came before me, the undersigned, a Notary Public

Book 155 Page 473

300 155 Page 473

#11654 Year 23 1 p 29
Released from

RELEASE OF MORTGAGES.

For and in consideration of full payment and complete satisfaction of the debts therein named, First National Bank, Gravette, Arkansas, a Corporation, does hereby release the following named and described mortgages to-wit:

One dated December 2, 1925, Filed for record December 2nd, 1925 at 1:30 o'clock P.M. and Recorded in Book 84 at Page 259. Given by Samuel Addington and Ellen Addington, husband and wife to First National Bank, Gravette, Arkansas for the sum of \$1500.00 and secured by the following described real estate and premises, to-wit:

Lot 2 and the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ and the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 4, and the Southwest 10 acres of Lot 1 and the $\frac{1}{2}$ of the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 4, all in Township 21 North and Range 24 East. Containing 100 acres, more or less.

And another one Dated November 21st, 1938, Filed for Record November 1938 at 10 o'clock A.M. and Recorded in Book 120 at Pages 170 and 171 Given by Samuel Addington and Ellen Addington, husband and wife to First National Bank, Gravette, Arkansas for the sum of Seven Hundred and No/100 (\$700.00) and secured by the following described real estate and premises, to-wit:

Lot 2 and the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ and the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 4, and the Southwest 10 acres of Lot 1 and the $\frac{1}{2}$ of the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 4, all in Township 21 North and Range 24 East. containing 100 acres, more or less.

all located in Delaware County, Arkansas.

IN WITNESS WHEREOF, the said First National Bank, a corporation has caused this release to be signed, executed and delivered by its proper officers, this 27th day of November, 1943.

Attest: J. M. [Signature]
Secretary.

FIRST NATIONAL BANK, Gravette, Arkansas.
By [Signature]
President.

STATE OF ARKANSAS,
County of Benton. } ..SS.

Before me, a Notary Public in and for said County and State on this 27 day of November, 1943, personally appeared [Signature] to me known to be the identical person, who subscribed his name of the maker thereof to the foregoing instrument as its President, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such corporation for the uses and purposes therein set forth.

Witness my hand and official seal the day and date first above written.

My commission expires May 2 1946

[Signature]
Notary Public.

Book 155 page 473

BOOK 155 PAGE 473

#11624
O. Lawrence Larson

RELEASES OF MORTGAGES.

For and in consideration of full payment and complete satisfaction of the debts therein named, First National Bank, Gravette, Arkansas, a Corporation, does hereby release the following named and described mortgages to-wit:

One dated December 2, 1925, Filed for record December 2nd, 1925 at 1:30 o'clock P.M. and Recorded in Book 84 at Page 284. Given by Samuel Addington and Ellen Addington, husband and wife to First National Bank, Gravette, Arkansas for the sum of \$1500.00 and secured by the following described real estate and premises, to-wit:

Lot 2 and the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ and the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 4, and the Southwest 10 acres of Lot 1 and the W $\frac{1}{2}$ of the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 4, all in Township 21 North and Range 24 East. Containing 160 acres, more or less.

And another one Dated November 21st, 1938, Filed for Record November 23, 1938 at 10 o'clock A.M. and Recorded in Book 120 at Pages 170 and 171 Given by Samuel Addington and Ellen Addington, husband and wife to First National Bank, Gravette, Arkansas for the sum of Seven Hundred and No/100 (\$700.00) and secured by the following described real estate and premises, to-wit:

Lot 2 and the SW $\frac{1}{4}$ of the NE $\frac{1}{4}$ and the NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 4, and the Southwest 10 acres of Lot 1 and the W $\frac{1}{2}$ of the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of Section 4, all in Township 21 North and Range 24 East. containing 160 acres, more or less.

all located in Delaware County, Oklahoma.

IN WITNESS WHEREOF, the said First National Bank, a corporation has caused this release to be signed, executed and delivered by its proper officers, this 27th day of November, 1943.

Attest: Joe M. Allister
Secretary.

FIRST NATIONAL BANK, Gravette, Arkansas.
By J. M. Allister
Vice President.

STATE OF ARKANSAS, }
County of Benton.. }..SS.

Before me, a Notary Public in and for said County and State, on this 27 day of November, 1943, personally appeared Joe M. Allister, to me known to be the identical person, who subscribed the name of the maker thereof to the foregoing instrument as its Vice President, and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such corporation for the uses and purposes therein set forth.

Witness my hand and official seal the day and date above written.

My commission expires May 2 1946

O. Lawrence Larson
Notary Public.

Boone County Purchasing



Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

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

October 18, 2019

Sutterfield Technologies, Inc.
Mr. Richard Sutterfield
101 N. 4th Street
Duncan, OK 73533

Via E-mail: richard@sut-tech.com

RE: Best and Final Offer (BAFO) Request #3 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

Dear Mr. Sutterfield:

This letter shall constitute an official request by the County of Boone - Missouri to continue competitive negotiations with your organization. Included with this letter are two attachments.

The **first attachment** is a Best and Final Offer Request #3 Form for this Request for Proposal. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed BAFO response.

The **second attachment** is a BAFO #3 RFP Revisions List that identifies changes and revisions made to the Request for Proposal. Said changes are part of this Best and Final Offer Request. Your Best and Final Offer #3 response shall acknowledge the revisions. You may do so by specifically incorporating a direct response in your Best and Final Offer to each revision, or you may acknowledge your acceptance of all revisions by signing the Best and Final Request #3 form.

In your response to BAFO Request #3, you may make any modification, addition, or deletion deemed necessary to your proposal, including changes to pricing. **Also include your response to BAFO Request #1 and BAFO Request #2.**

Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing. Also, make sure your response to this BAFO request addresses the latest version of each paragraph/exhibit of the RFP.

Please provide a **written sealed response** no later than by **Close of Business on October 24, 2019**. Your company's Best and Final Offer will be subject to evaluation in addition to the original proposal.

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is

RFP 46-23SEP19 BAFO Request #3

executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to me, the Buyer of Record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal response or BAFO are grounds for suspension and/or exclusion from specific procurements.

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

Sincerely,

Liz Palazzolo

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

cc: Evaluation Committee Members
RFP File

Attachments: Best and Final Offer (BAFO) #3 Form, and BAFO #3 Revisions List

BEST AND FINAL OFFER FORM #1

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BEST AND FINAL OFFER FORM #1

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal, and that the 90-day bid validity period shall start again with the submission date of this BAFO response.

By: *Liz Palazzolo*
Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

BEST AND FINAL OFFER FORM #2

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

BAFO #3 REVISIONS LIST

This BAFO #3 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing
 Attn: Liz Palazzolo
 613 E. Ash Street
 Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management** have been revised by the BAFO Request #3 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.4.2 is **REVISED** as follows:

3.4.2 ***Indexing:*** One permit shall be considered one record or one *pdf* document that consists of multiple pages, on average 12 pages. For the purposes of the contract *one-side of* a page is also considered the same as an “image.” The contractor must assign one index to each record that shall consist of the designated permit # (index #1 - 7 characters max, Zero Fill, Right Adjust, Numeric, Suppress Zero Value). The permit number must be on the first page in the scanned record.

Line Item	Description of Service	Firm, Fixed Unit Price	Offeror’s Estimate of <u>Total Quantity of PDF Documents/Permits</u> or as Otherwise Indicated for each Phase 1, Phase 2, and Phase 3
5.3.20	Indexing	\$ _____ per <i>pdf document/permit</i> For all page sizes	_____ <i>Phase 1</i> _____ <i>Phase 2</i> _____ <i>Phase 3</i>

Boone County Purchasing



Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

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

E-mail: lpalazzolo@boonecountymo.org

October 17, 2019

Sutterfield Technologies, Inc.
Mr. Richard Sutterfield
101 N. 4th Street
Duncan, OK 73533

Via E-mail: richard@sut-tech.com

RE: Best and Final Offer (BAFO) Request #2 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

Dear Mr. Sutterfield:

This letter shall constitute an official request by the County of Boone - Missouri to continue competitive negotiations with your organization. Included with this letter are two attachments.

The **first attachment** is a Best and Final Offer Request #2 Form for this Request for Proposal. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed BAFO response.

The **second attachment** is a BAFO #2 RFP Revisions List that identifies changes and revisions made to the Request for Proposal. Said changes are part of this Best and Final Offer Request. Your Best and Final Offer #2 response shall acknowledge the revisions. You may do so by specifically incorporating a direct response in your Best and Final Offer to each revision, or you may acknowledge your acceptance of all revisions by signing the Best and Final Request #2 form.

In your response to BAFO Request #2, you may make any modification, addition, or deletion deemed necessary to your proposal, including changes to pricing. If the modification made to paragraph 3.4.2 for Indexing as referred to herein does NOT change any previously submitted information or pricing, check here:

No Change: BAFO Request #2's modification to paragraph 3.4.2 does not change any previously submitted information or pricing, including the BAFO #1 response from Ricoh:

Change: If BAFO Request #2's modification does impact previously submitted information and pricing, include the following information:

Line Item	Description of Service	Firm, Fixed Unit Price	<i>Offeror's Estimate of Total Quantity of Images or as Otherwise Indicated for each Phase 1, Phase</i>

		2, and Phase 3	
5.3.20	Indexing	\$ _____ per image off-site	_____ Phase 1
		For all page sizes	_____ Phase 2
			_____ Phase 3

Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing. Also, make sure your response to this BAFO request addresses the latest version of each paragraph/exhibit of the RFP.

Please provide a **written sealed response** no later than by **Close of Business on October 24, 2019**. Your company's Best and Final Offer will be subject to evaluation in addition to the original proposal.

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

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

Sincerely,

Liz Palazzolo

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

cc: Evaluation Committee Members
RFP File

Attachments: Best and Final Offer (BAFO) #2 Form, and BAFO #2 Revisions List

BEST AND FINAL OFFER FORM #2

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BEST AND FINAL OFFER FORM #2

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal, and that the 90-day bid validity period shall start again with the submission date of this BAFO response.

By:

Liz Palazzolo

**Liz Palazzolo, CPPO, C.P.M.
Senior Buyer**

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

BEST AND FINAL OFFER FORM #2

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BAFO #2 REVISIONS LIST

This BAFO #2 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing
Attn: Liz Palazzolo
613 E. Ash Street
Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management** have been revised by the BAFO Request #2 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.4.2 is **REVISED** as follows:

3.4.2 ***Indexing:*** One permit shall be considered one record ***or one document that consists of multiple pages, on average 12 pages. For the purposes of the contract a page is also considered the same as an "image."*** The contractor must assign ***one index to each record that shall consist of the designated*** permit # (index #1 - 7 characters max, Zero Fill, Right Adjust, Numeric, Suppress Zero Value). The permit number must be on the first page in the scanned record.

Boone County Purchasing



Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

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

E-mail: lpalazzolo@boonecountymo.org

October 11, 2019

Sutterfield Technologies, Inc.
Mr. Richard Sutterfield
101 N. 4th Street
Duncan, OK 73533

Via E-mail: richard@sut-tech.com

RE: Best and Final Offer (BAFO) Request #1 to RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

Dear Mr. Sutterfield:

This letter shall constitute an official request by the County of Boone - Missouri to enter into competitive negotiations with your organization. Included with this letter are *four* attachments.

The **first attachment** is a Best and Final Offer Request #1 Form for this Request for Proposal. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed BAFO response.

The **second attachment** is a BAFO #1 RFP Revisions List that identifies changes and revisions made to the Request for Proposal. Said changes are part of this Best and Final Offer Request. Your Best and Final Offer #1 response shall acknowledge the revisions. You may do so by specifically incorporating a direct response in your Best and Final Offer to each revision, or you may acknowledge your acceptance of all revisions by signing the Best and Final Request #1 form.

In your response to BAFO Request #1, you may make any modification, addition, or deletion deemed necessary to your proposal. While it is not necessary for you to resubmit your entire proposal, a **third attachment** that is being provided with this letter is an "update" to the Vendor Response and Pricing Pages. The offeror is advised complete any additional information blanks presented in this BAFO Request #1 and to submit the form with the Best and Final Offer #1.

The **fourth** attachment is a listing of concerns/questions regarding the Konica Minolta Business Solutions U.S.A., Inc. proposal that the County requests specific response to specific concerns in its BAFO #1 Response.

Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing. Also, make sure your response to this BAFO request addresses the latest version of each paragraph/exhibit of the RFP.

Please provide a *written sealed response* no later than by **Close of Business on October 17, 2019**. Your company's Best and Final Offer will be subject to evaluation in addition to the original proposal.

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

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

Sincerely,



Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

cc: Evaluation Committee Members
RFP File

Attachments: Best and Final Offer (BAFO) #1 Form, and BAFO #1 Revisions List

BEST AND FINAL OFFER FORM #1
BOONE COUNTY, MISSOURI
PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BEST AND FINAL OFFER FORM #1

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal, and that the 90-day bid validity period shall start again with the submission date of this BAFO response.

By: *Liz Palazzolo*
Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-mail: _____

BEST AND FINAL OFFER FORM #2

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: *RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management*

BAFO #1 REVISIONS LIST

This BAFO #1 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing
Attn: Liz Palazzolo
613 E. Ash Street
Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management** have been revised by the BAFO Request #1 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.1.1(b) is **ADDED** as follows:

3.1.1(b) Specific project work details may be discussed between the contractor and the Resource Management Department and incorporated into a written plan. In no event shall said written plan deviate from requirements stated herein. Any change to the contract must be accomplished by way of a written contract amendment prepared by the Purchasing Department on behalf of the Resource Management Department and approved by the Boone County Commission.

2. Paragraph 3.1.5 has been **REVISED** as follows:

3.1.5 Original contracted scanning work (i.e., Phase 1, and possibly Phase 2 and Phase 3) work shall be completed no later than by 12/31/2020. ***The contractor shall understand and agree that the County reserves the right to order services from the contractor by phase, i.e., for one, some, or all three phases at the same time as the County's budget permits. If the County's budget permits, the County prefers to order scanning for all phases at the same time.***

3. Paragraph 3.3.3 has been **REVISED** as follows:

3.3.3 All original documents must be returned to the County upon completion of the contractor's successful scanning of the material. ***The contractor shall not shred or otherwise destroy the County's documents.*** Materials must be returned to the box where originally contained but staples and other original attachments do not have to be reassembled by the contractor. The contractor shall coordinate with the authorized representative of the County Resource Management Department regarding return of the original materials prior to shipment to determine the actual location for return and other details relevant to the County to ensure safe return. The County will pay the quoted return fee (***per box/container or per total price, whichever is less***), if any, as stated on the Vendor Response and Pricing Pages.

4. Paragraph 3.4.3 has been **REVISED** as follows:

3.4.3 **Image Conversion:** If the contractor has not initially scanned the documents as searchable pdf, then the contractor must convert all images to 300dpi black and white or color searchable pdf images with compression that uses the least amount of storage space possible while still meeting the needs of Resource Management. ***Original color documents must be scanned in color.*** If there is no permit number, the contractor shall contact the Resource Management office to receive instructions about how to mark the documents. Although these are not the final images, the contractor shall deliver them to the County on a separate external hard drive as requested by the Resource Management Department.

5. Paragraph 3.5.13(d) is **REVISED** as follows:

d. Freight, Shipping and Handling Costs: The contractor shall be responsible for all costs of shipping, handling and freight *with the following two exceptions:* (1) *The County will reimburse the contractor only for shipping USB's at actual cost. The contractor shall provide the County with supporting documentation regarding shipping costs for USB's.* (2) *The County will pay the contractor the quoted per box/container return fee quoted on the Vendor Response and Pricing Pages, or the total price for return of the County's original documents in the event all boxes/containers are returned at the same time, whichever is less. The County will pay no other costs for shipping, handling, and freight. All costs for picking-up the County's documents for off-site scanning must be built into the quoted per image price.*

**BEST AND FINAL OFFER FORM #3 –
BOONE COUNTY, MISSOURI
PROPOSAL NUMBER AND DESCRIPTION: RFP 46-23SEP19 for On-Site or Off-Site Scanning
Services for Resource Management**

BAFO Request #1 UPDATE to the Vendor Response and Pricing Pages

1. Item 5.6.18 is **REVISED** as follows. The offeror is advised to complete requested information:

Warranty and Retention of Images:

5.6.18 *Provisions about warranty coverage stated in RFP paragraph 3.5.6 shall apply:*

3.5.6 Warranty: The contractor warrants that the work including materials/supplies provided must conform to professional standards of care and practice in effect at the time the work is performed, be of the highest quality, and be free from all faults, defects, or errors. Whenever required by the specifications of the Request for Proposal, the contractor warrants that all materials/supplies provided must be new. If the contractor is notified in writing of a fault, deficiency or error in the work provided within one (1) year from completion of the work, the contractor must, at the County’s option, either re-perform such portions of the work to correct such fault, defect or error, at no additional cost to the County, or refund to the County, the charge paid by the County, which is attributable to such portions of the faulty, defective or erroneous work, including the costs for re-performance of the work provided by other contractors.

Address in the space provided the offeror’s warranty terms and length on labor and finished product the vendor offers on off-site scanning services performed for the County.

Address in the space provided the length of time the offeror will retain the County’s scanned images if different than the warranty terms stated above:

2. Line items 5.3.15 through 5.3.31 for Off-Site Scanning have been **REVISED** to add a column for the offeror to add the offeror’s estimated quantities for each service by phase. In addition, line items 5.3.32 and 5.3.33 have been **ADDED**. It is not necessary that the offeror complete new pricing for items 5.3.15 through 5.3.31 unless the offeror chooses to do so. The offeror is advised to complete the new items 5.3.32 and 5.3.33 as applicable.

Check here if pricing from the original offer for line items 5.3.15 through 5.3.31 remains the same. (Note – the offeror should only check this box if originally submitted pricing was complete in the original offer.)

Instructions for pricing for Off-Site Scanning Services are **REVISED** as follows:

Off-Site Scanning Services: The offeror must price all line items *or otherwise indicate that the item is “included” in other quoted pricing or is priced at \$0.00 (zero) or no-charge.* The offeror must submit firm, fixed pricing for each line item that includes all labor, materials, equipment, supplies, hardware and software, and other costs for provision of services as defined herein. **The offeror must include freight, shipping, and transportation costs into quoted pricing which shall include picking-up boxes at the County location and transporting them as necessary to perform required scanning services with the exception of the added line items for Return Fees (items 5.3.29 - 5.3.31) which shall be all-inclusive of all costs to return original materials back to the County.**

The far-right column has been **ADDED**. The offeror is advised to complete requested information by indicating the offeror’s estimated quantity for each requested service by each phase. The County realizes that this is an “estimate” or the offeror’s best assumption about the quantity of each billable service. The information will be subjectively evaluated. In the evaluation of cost the County is committed to conducting a fair, objective, apple-to-apple evaluation; whatever similar information the County learns from each offeror’s representations below may be used in the cost evaluation only in the event fairness and objectivity is not compromised. Failure to complete the below requested information may negatively impact the offeror’s proposal evaluation.

Line Item	Description of Service	Firm, Fixed Unit Price	<i>Offeror’s Estimate of Total Quantity of Images or as Otherwise Indicated for each Phase 1, Phase 2, and Phase 3</i>
5.3.15	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image off-site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)	_____ <i>Phase 1</i> _____ <i>Phase 2</i> _____ <i>Phase 3</i>
5.3.16	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project	\$ _____ per image off-site For all 11X17 pages	_____ <i>Phase 1</i> _____ <i>Phase 2</i> _____ <i>Phase 3</i>

	management, labor, support, required insurance and any other costs to perform services as described herein.		
5.3.17	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 24X36 pages</p>	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.18	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 24X42 pages</p>	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.19	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 32X48 pages</p>	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>

5.3.20	Indexing	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.21	Duplicate multiple document pages	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.22	Mask unwanted documents	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.23	Image enhancement	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.24	Reverse dual polarity	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.25	Per Diem Per Person – must include all travel, food, and lodging costs - for on-site	<p>\$ _____ per day per person for</p>	<p>_____ <i>Phase 1</i></p>

	consultation	travel, food and lodging for on-site consultation	<p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.26	Project Management/Consultation	\$ _____ per hour	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.27	Data processing programming necessary for files interface	\$ _____ per hour	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.28	USB Thumb-drive	\$ _____ per each	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.29	Return Fee 725-type Banker's box – all-inclusive of all costs to return to the County: Total firm, fixed price per each to return a 725-type Banker's Box to the County:	\$ _____ per each	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p> <p>_____ <i>Phase 3</i></p>
5.3.30	Return Fee 705-type Banker's box - all-inclusive of all costs to return to the County: Total firm, fixed price per each to return a 705-type Banker's Box to the	\$ _____ per each	<p>_____ <i>Phase 1</i></p> <p>_____ <i>Phase 2</i></p>

BEST AND FINAL OFFER FORM #4

BOONE COUNTY, MISSOURI

PROPOSAL NUMBER AND DESCRIPTION: RFP 46-23SEP19 for On-Site or Off-Site Scanning Services for Resource Management

SUTTERFIELD TECHNOLOGIES, INC.

Best and Final Offer Request #1

Concerns/Questions:

1. In its proposal on page 11 of 41, Sutterfield Technologies Inc. indicates in footnote “3” that its Return Fee is based on return of boxes in a single trip with all boxes from all 3 phases. Minimum trip charge is \$1,750.00.” It is noted that when the per box/container prices quoted are extended by the estimated quantities in the RFP for each type of box/container (see paragraph 2.2.3 of the RFP which estimates 66 725-type banker’s boxes; 16 705-type banker’s boxes; and 24 clear plastic tubs), the extended total is less than the quoted minimum, i.e., \$1,592.00 compared to \$1,750.00.

In its Best and Final Offer #1 response, Sutterfield Technologies must address the difference and should reconcile its quote especially with regard to RFP 46-23SEP19 paragraph 3.5.13(d) as revised in this BAFO Request #1.

2. Related to point #1 above, in its proposal on page 11 of 41, Sutterfield Technologies Inc. indicates in footnote “3” all boxes would be returned at the same time. By implication does this mean that Sutterfield Technologies anticipates loading all the boxes for scanning in one-trip, or does Sutterfield Technologies anticipate that the County may be ordering the scanning work by phase?

In its Best and Final Offer #1 response, Sutterfield Technologies must address the above question and respond consistent with RFP 46-23SEP19 paragraph 3.1.5 as revised in this BAFO Request #1. The BAFO response must indicate that Sutterfield Technologies shall comply with requirements of RFP 46-23SEP19 paragraph 3.1.5 as revised in this BAFO Request #1.



ADDENDUM #2 to RFP#46-23SEP19

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymmo.org

BOONE COUNTY, MISSOURI

Request for Proposal 46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management

ADDENDUM # 2 - Issued September 10, 2019

Prospective offerors are hereby notified of the following revisions to Request for Proposal 46-23SEP19 - *NOTE: All revisions to existing RFP text are noted in **bolded and italicized** font:*

1. Paragraph 2.2.4 is **ADDED**:

2.2.4 All records are public files.

2. Paragraph 3.2.2 is **ADDED**:

3.2.2 File records do not have to be reassembled for on-site scanning. Materials must be returned to the box where originally contained but staples and other original attachments do not have to be reassembled by the contractor.

3. Paragraph 3.3.3 is **REVISED**:

3.3.3 All original documents must be returned to the County upon completion of the contractor's successful scanning of the material. *Materials must be returned to the box where originally contained but staples and other original attachments do not have to be reassembled by the contractor. The contractor shall coordinate with the authorized representative of the County Resource Management Department regarding return of the original materials prior to shipment to determine the actual location for return and other details relevant to the County to ensure safe return. The County will pay the quoted return fee, if any, as stated on the Vendor Response and Pricing Pages.*

4. Paragraph 3.3.5 is **REVISED**:

3.3.5 The contractor shall provide requested documents within three-to-five (3-5) business days of the County's request in the event the County has a request for original documentation that has been sent to the contractor for scanning *at no additional cost to the County*. The contractor has the option of sending back the original document or providing an electronic copy the County can use to meet the information

request posed by the third party. *The County estimates that no more than five (5) requests for return may be made monthly.*

5. Paragraph 3.4.2 is **REVISED**:

3.4.2 One permit shall be considered one record. The contractor must assign indexes to each record consisting of **permit #** (index #1 - 7 characters max, Zero Fill, Right Adjust, Numeric, Suppress Zero Value); **scan date** (index #4 - 8 characters, YYYYMMDD Blank Fill, Left Adjust, Alpha/Numeric); and **document type** (index #7 - 10 characters max, Blank Fill, Left Adjust, Alpha/Numeric). Resource Management personnel, or their designee, will provide instructions to the contractor for determining values to assign for the indexes. *The permit number must be on the first page in the scanned record.*

6. Paragraph 3.4.1 is **REVISED**:

3.4.1 The contractor shall scan each Resource Management record separately in accordance with directions provided by the Resource Management Department. *Records shall be scanned into searchable pdf formatted for use with Real Vision (RVI) software.* The same *document* shall not be scanned multiple times for a single record. The contractor shall understand and agree that the Resource Management Department will prioritize the scanning of all commercial permits and applications as follows, and that work identified as “Phase One” work will receive priority, followed by “Phase Two” work, and finally “Phase Three” work as County funding permits. For the purposes of the contract the following definitions shall apply:

7. Paragraph 3.5.5 is **REVISED** (text deleted and text added):

3.5.5 All costs for all equipment, hardware, software, materials, supplies, labor, project management and support, and required insurance to successfully perform scanning services including document preparation must be included in the per image price *quoted on the contract Vendor Response and Pricing Pages. For the purposes of the contract an “image” is the same as one-side of a page. For on-site scanning services, the County will reimburse for any shipping and freight costs that may be incurred, e.g., shipment of a thumb drive. For off-site scanning, all shipping, freight, and transportation costs must be built into quoted pricing; the County shall not pay any additional shipment, freight, and transportation costs except for the return fee costs quoted on the Vendor Response and Pricing Pages.*

8. Paragraph 3.5.13(d) is **REVISED**:

d. Freight, Shipping and Handling Costs: The contractor shall be responsible for all costs of shipping, handling and freight. *For on-site scanning services, all actual shipping, handling and freight costs will be reimbursed to the contractor by the County after submission of supporting documentation about said costs by the County.*

9. Paragraph 3.4.6 is **DELETED**.

10. Paragraph 3.1.5 is **ADDED**:

3.1.5 Original contracted scanning work (i.e., Phase 1, and possibly Phase 2 and Phase 3) work shall be completed no later than by 12/31/2020.

11. The pricing portion of the Vendor Response and Pricing Pages is **REVISED** and incorporated into this Addendum. The offeror must use the Updated Pricing Pages incorporated into Addendum #2 for submission of pricing. The balance of the Vendor Response and Pricing Pages published in the original RFP is to be used by the offeror to submit other detail relevant to the evaluation of proposals such as the vendor’s prior experience, expertise, and approach to performing the work.

12. The County received the following questions and is providing the following responses:

A: **“For off-site scanning, can all boxes be picked up at one time?”**

Response: Yes – if the truck is large enough and if the County decides that it can afford to fund all three scanning phases at once.

B: “For on-site scanning, the RFP says that the contractor has to provide all mobile scan center hardware/software, equipment and materials. Is there a place on-site where the scanning can be completed?”

Response: Yes. Touring the archive site would provide the best description of available space for on-site scanning work.

C: “The RFP states that the County will pay for all shipping. If we pick up boxes with our staff and vehicle, will the County pay us for mileage?”

Response: No. All travel costs must be built into the per-image pricing for off-site scanning.

D: “Is this a new contract? If not please provide the name and pricing of the current contractor.”

Response: This will be a new contract.

E: “Is there a budget for this project? If “Yes,” how much?”

Response: There is a budget this Fiscal Year which runs January 1st through December 31st for this project however because the service is being competitively bid, the exact amount will not be disclosed. County bidding requirements require public competitive bidding when the estimated expenditure exceeds \$6,000.00 per quarter.

F: “Do we need to apply any naming convention to the files.”

Response: Yes. See RFP paragraph 3.4.2 and also Addendum #1 to the RFP, the response to question “C.”

G: “Is there any fixed time frame to digitization?”

Response: The County does not have a specific timeframe other than wanting work completed by 12/31/2020. The County is looking for offerors to identify how long they think the project will take

and that would be directive in terms of the length of the project - see the Vendor Response and Pricing Pages of the RFP, items 5.6.5 and 5.6.14.

H: "Will there be any indexing required? If "Yes," then please provide an example of all fields."

Response: Yes. See RFP paragraph 3.4.2 and also Addendum #1 to the RFP, the response to question "C."

I: "Will anything handwritten on a plastic bag found in a file need to be scanned?"

Response: No.

J: "What is the file size limit for pdf files on the County's system?"

Response: The County file size limit is 2G.

K: "Does the County want greyscale?"

Response: No. See RFP paragraph 3.4.3.

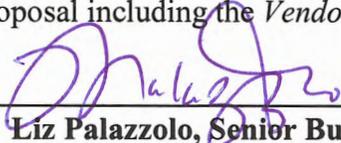
L: "Is there an index of all the records that Resource Management needs scanned?"

Response: No. The closest thing to an index would be the listing provided in Addendum #1, Response "C."

NOTE – REVISED PRICING PAGES FOLLOW – OFFERORS MUST USE THE REVISED PRICING PAGES FOR SUBMISSION OF PRICING. USE THE REMAINDER OF THE VENDOR RESPONSE AND PRICING PAGES PROVIDED IN THE ORIGINAL RFP FOR SUBMISSION OF EXPERIENCE, EXPERTISE AND PERFORMANCE METHODOLOGY DETAIL.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal including the *Vendor Response and Pricing Pages*.

By:


Liz Palazzolo, Senior Buyer
Boone County Purchasing

The OFFEROR has examined Addendum #2 to Request for Proposal #46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

City & State: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

5.3 ORIGINAL CONTRACT PERIOD PRICING:

The offeror has the option of proposing pricing only for On-Site Scanning, only for Off-Site Scanning, or for both On-Site and Off-Site Scanning. Separate evaluations will be done, i.e., only on-site scanning proposals will be compared to each other; only off-site scanning proposals will be compared to each other; proposals offering both will be considered in both separate evaluations.

On-Site Scanning Services: The offeror must price all line items. The offeror is advised not to include freight and shipping into any pricing quoted. The County will reimburse for actual freight and shipping.

Line Item	Description of Service <i>(Addendum #2 Note: Text has been deleted from items 5.3.1 – 5.3.5)</i>	Firm, Fixed Unit Price
5.3.1	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)
5.3.2	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all 11X17 pages
5.3.3	Total price per image to perform all on-site scanning services including document	

	preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all 24X36 pages
5.3.4	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all 24X42 pages
5.3.5	Total price per image to perform all on-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all 32X48 pages
5.3.6	Indexing	\$ _____ per image on-site For all page sizes

5.3.7	Duplicate multiple document pages	\$ _____ per image on-site For all page sizes
5.3.8	Mask unwanted documents	\$ _____ per image on-site For all page sizes
5.3.9	Image enhancement	\$ _____ per image on-site For all page sizes
5.3.10	Reverse dual polarity	\$ _____ per image on-site For all page sizes
5.3.11	Per Diem Per Person – must include all travel, food, and lodging costs - for on-site consultation	\$ _____ per day per person for travel, food and lodging for on-site consultation
5.3.12	Project Management/Consultation	\$ _____ per hour
5.3.13	Data processing programming necessary for files interface	\$ _____ per hour

5.3.14	USB Thumb-drive	\$ _____ per each
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Off-Site Scanning Services: The offeror must price all line items. The offeror must submit firm, fixed pricing for each line item that includes all labor, materials, equipment, supplies, hardware and software, and other costs for provision of services as defined herein.

The offeror must include freight, shipping, and transportation costs into quoted pricing with the exception of the added line items for Return Fees (items 5.3.29 - 5.3.31) which shall be all-inclusive of all costs to return original materials back to the County.

Line Item	Description of Service <i>(Addendum #2 Note: Text has been deleted from items 5.3.15 – 5.3.19)</i>	Firm, Fixed Unit Price
5.3.15	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image off-site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)
5.3.16	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any	\$ _____ per image off-site For all 11X17 pages

	other costs to perform services as described herein.	
5.3.17	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 24X36 pages</p>
5.3.18	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 24X42 pages</p>
5.3.19	Total price per image to perform all off-site scanning services including document preparation, double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	<p>\$ _____ per image off-site</p> <p>For all 32X48 pages</p>

5.3.20	Indexing	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.21	Duplicate multiple document pages	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.22	Mask unwanted documents	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.23	Image enhancement	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.24	Reverse dual polarity	<p>\$ _____ per image off-site</p> <p>For all page sizes</p>
5.3.25	Per Diem Per Person – must include all travel, food, and	

	lodging costs - for on-site consultation	\$ _____ per day per person for travel, food and lodging for on-site consultation
5.3.26	Project Management/Consultation	\$ _____ per hour
5.3.27	Data processing programming necessary for files interface	\$ _____ per hour
5.3.28	USB Thumb-drive	\$ _____ per each
5.3.29	Return Fee 725-type Banker's box – all-inclusive of all costs to return to the County: Total firm, fixed price per each to return a 725-type Banker's Box to the County:	\$ _____ per each
5.3.30	Return Fee 705-type Banker's box - all-inclusive of all costs to return to the County: Total firm, fixed price per each to return a 705-type Banker's Box to the County:	\$ _____ per each
5.3.31	Return Fee Rubbermaid 95-quart tub - all-inclusive of all costs to return to the County: Total firm, fixed price per each to return Rubbermaid 95-quart tub to the County:	\$ _____ per each

5.4 Renewal Options:

The County shall have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of two (2) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the original contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is not proposed (i.e., left blank), or if it is quoted as zero (0%), the County shall have the right to execute the option **at the same price(s) proposed for the initial contract period.**

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

All percentages must be applied to the firm pricing quoted for the initial (i.e., the first) contract period. The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

5.4.1 Renewal Option Percentage Price Adjustment

1st Renewal Period

_____ % Applied to Original Pricing

Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: _____

OR Minimum Decrease: _____

5.4.2 Renewal Option Percentage Price Adjustment

2nd Renewal Period

_____ % Applied to Original Pricing

Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: _____

OR Minimum Decrease: _____

USE THE REMAINDER OF THE VENDOR RESPONSE AND PRICING PAGES PROVIDED IN THE ORIGINAL RFP FOR SUBMISSION OF EXPERIENCE, EXPERTISE AND PERFORMANCE METHODOLOGY DETAIL.



ADDENDUM #1 to RFP#46-23SEP19

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management

ADDENDUM # 1 - Issued August 26, 2019

Prospective offerors are hereby notified of the following revisions to Request for Proposal 46-23SEP19:

1. The County received the following questions and is providing the following responses:

1. A: **“Is there any more guidance for how you need the import into RVI other than ‘limited assistance’? Text file, CSV, PDF, etc.”**

Response: The RVI uses a pdf format.

B: **“Will a separate document be needed for the indexes?”**

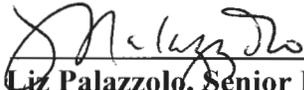
Response: No

C: **“If every page is a permit number, every page is a document and that really raises your pricing. A ballpark count of document would help.”**

Response: The County expects all of the documents for a single permit (guesstimate 12 pages on average give or take) would be scanned as 1 pdf document and those would only require indexing for each permit number. The exception to this would be commercial permits where the plans would also be scanned. Since the plans will be scanned in a separate phase that should not be an issue. As for a ballpark estimate on indexing:

- 1) *County Residential permits 60000-67636 = 7,636 permits - 1 index per permit, or 7,636 indices.*
- 2) *Commercial permits not including plans 80,001-81,476 = 1,475 permits - 1 index per permit (1,475 indices).*
- 3) *Small City permits 40,000-40,803 = 803 permits - 1 index per permit (803 indices).*
- 4) *Ashland permits 50,000-52,297 = 2,297 permits - 1 index per permit (2,297 indices).*
- 5) *Centralia permits 20,000-23,006 = 3,006 permits - 1 index per permit (this number is likely inflated as some of the permit #s are used by the City but we do not inspect so do not keep such as for fences – but no way to calculate how many of those there might be)*
- 6) *Sturgeon 90,000-9,0354 = 354 permits - 1 index per permit (354 indices)*

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal including the *Vendor Response and Pricing Pages*.

By: 
Liz Palazzolo, Senior Buyer
Boone County Purchasing

The OFFEROR has examined Addendum #1 to Request for Proposal #46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

City & State: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR ON-SITE OR OFF-SITE SCANNING SERVICE FOR THE RESOURCE MANAGEMENT DEPARTMENT RFP # 46-23SEP19

Release Date: August 20, 2019

**Submittal Deadline:
September 23, 2019
not later than 2:00 P.M. CST**

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

**Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting proposals in response to this Request for Proposals (RFP) for the following:

RFP #: 46-23SEP19 – On-Site or Off-Site Scanning Services for Resource Management

Sealed proposals will be accepted until **2:00 P.M. on September 23, 2019** in the Boone County Purchasing Office, Room 109, located at 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: lpalazzolo@boonecountymo.org.

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

NOTE: This is a rebid of RFP 29-08JUL19 for On-Site Scanning Services that was cancelled.

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

Insertion: August 20, 2019
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

- 1.1 Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
- 1.2 Proposal Closing: All proposals must be **delivered before 2:00 P.M.** Central Time on **September 23, 2019** to:
- Boone County Purchasing Department
Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201-4460
- 1.2.1 The County will not accept any proposals received after 2:00 P.M.
Late proposal responses may be returned unopened if the vendor requests within ten (10) business days after RFP opening. All returns will be made at the vendor's expense.
- 1.3 Sealed Proposals Required: Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed." No fax or electronic transmitted proposals will be accepted.
- 1.3.1 If the offeror chooses not to submit a proposal, please return the enclosed *No Bid Response Page* and note the reason.
- 1.4 Copies: The offeror is advised to submit one (1) original proposal, and two (2) copies of the proposal (for a total of three copies), plus an electronic copy of the original proposal on a thumb drive (USB memory stick).
- 1.5 Bid Opening: Proposals will be opened publicly shortly after 2:00 P.M. on **September 23, 2019** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County's proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.

1.6 If the offeror has obtained this proposal document from the Boone County Purchasing Web Page or from a source other than the Boone County Purchasing Department, prior to submitting the proposal the offeror is advised to check with the Boone County Purchasing Department in order to ensure that the RFP solicitation package is complete, i.e., the offeror has all addenda and attachments as applicable. The Boone County Purchasing Department shall not be responsible for providing RFP addenda if the vendor has not been added to the official Vendor list for this Request for Proposal.

1.7 Guideline for Written Questions: *All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 P.M., September 17, 2019* (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Liz Palazzolo. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org

1.8 RFP Addenda: In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.

1.9 Tour: Prior to September 17, 2019, the offeror may schedule a site visit if the offeror would like to see the files stored on-site. To arrange a site visit, please contact the Buyer of Record, Liz Palazzolo at 573-886-4392. The County will attempt to accommodate the offeror's request but the offeror must understand that the County's decision to allow access when requested shall only occur during the County's normal business hours, and only if normal business operations are not disrupted.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for sealed proposals for **On-Site or Off-Site Scanning Services for the Boone County Resource Management Department** as set forth herein. The County will review proposals for on-site or off-site scanning of the same material and will determine which approach will be best for the County. Offerors are strongly encouraged to propose both on-site or off-site scanning, although offerors should realize only on-site or off-site scanning will be chosen for the project, i.e., the project will not include both on and off-site scanning.

2.1.2 Organization: This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Work
- 4) Proposal Submission Information
- 5) Vendor Response/Pricing Page(s)
- 6) Certification Regarding Debarment
- 7) Certification Regarding Lobbying
- 8) Work Authorization Certification
- 9) "No Bid" Response Form
- 10) Boone County Standard Terms and Conditions
- 11) Attachment One

2.1.3 Purpose: The purpose of this Request for Proposal (RFP) is to obtain a contractor to provide **On-Site or Off-Site Scanning Services for the Boone County Resource Management Department**. The ultimate goal is to increase efficiency, improve customer service, preserve vital records from further damage, and effectively archive and manage the records inventory.

2.1.4 The County of Boone - Missouri, hereafter referred to as "County," proposes to contract with an individual(s) or organization(s), hereinafter referred to as the "contractor(s)" for on-site or off-site scanning services. Offerors responding to this RFP are required to quote fixed prices for specified work that include all costs to perform on-site or off-site scanning services, i.e., equipment, labor and support including related travel, food and lodging, materials and supplies required to perform the work specified in this Request for Proposal, unless otherwise indicated.

2.2 Background Information:

- 2.2.1 Boone County is situated in Central Missouri and includes nine communities: six cities and three towns. The County has a population of approximately 175,000 and contains 685 square miles.
- 2.2.2 The Boone County Resource Management Department anticipates requiring either on-site or off-site scanning work as described herein. Additional information relevant for Resource Management's projects pertains to commercial permits that will consist of some small size documents and some oversize documents; groups of either category will be stapled together; the small documents and the large documents that comprise a single record could be stored in two separate boxes. Some records may be in bad shape and require extra preparation prior to any scanning.
- 2.2.3 Records in County archives that Resource Management would want scanned include:
- **66- 725-type Banker's Boxes (10"H X 12"W X 15"D size) - *these boxes contain permits, may have some drawings attached. There is no uniform way the documents have been loaded into the boxes.***
 - **16 – 705-type Banker's Boxes that contain permits**
 - **24 clear plastic tubs with lids, Rubbermaid 95-quart (6.4"X15.8"X13.9") or 705-type Banker's Boxes that contain commercial building plans**
- a. Labelling on boxes indicates a range of permit numbers; most but not all permits within the identified range should be found in that box. Because of different processing times for some building projects, the missing permit may be found in a box containing permits that were processed later.
 - b. For purposes of providing an estimate of the number of pages in each 725-type Banker's Box, each box holds an estimated 7 reams of 8.5 X 11 pages (3,500 pages); however, these boxes contain mixed sized documents ranging from post-card size to legal-size, e.g., 8.5 X 11, 5.3X14, 8.5 X14, and 17X11.
 - c. The 705-type Bankers Box holds an estimated 11 reams of 8.5 X 11 pages (5,500 pages), but most boxes this size contain larger mixed-size documents, e.g., blueprints, plats, commercial plans, etc., 24X36 (100's of pages), and some up to 48" wide.
 - d. The offeror shall understand that the amounts represented for potential on-site or off-site scanning work are **estimates**. The County makes no guarantee regarding a specific volume of work under a potential contract. Vendors interested in the project are encouraged to tour the archive facility in order to gain a better understanding of the volume of scanning work.



3. SCOPE OF WORK:

3.1 General Requirements for On-Site or Off-Site Scanning:

- 3.1.1 The contractor shall perform on-site or off-site scanning services including document preparation for the Boone County Resource Management Department upon request, pursuant to general requirements and specification stated herein including **Attachment One**.
- a. The County shall determine at the time of contract award if it wants the contractor to perform on-site or off-site scanning. The award notification will identify whether on-site or off-site scanning has been chosen by the County. The contractor's scanning services shall be conducted either all on-site or all off-site consistent with the award notice.
- 3.1.2 The contractor shall provide all necessary labor, materials, supplies, equipment, hardware, software, insurance, and support staffing to successfully perform requested scanning services to include document preparation for the County.
- 3.1.3 The contractor shall understand and agree that the County shall own all original and scanned data. Original documentation shall be retained by the County and shall not be destroyed by the contractor.
- 3.1.4 The contractor shall exercise due diligence and care to ensure the safe-keeping and original integrity of all original documents presented for scanning.

3.2 Specific Requirements for On-Site Scanning Services:

- 3.2.1 The contractor shall provide all necessary mobile scan center hardware/software, equipment, materials, supplies and labor including all project managers and support staff necessary to successfully perform scanning work on-site at the Boone County archive location.
- a. In order to provide on-site scanning service, the County shall only provide access during normal County work hours (e.g., 8:00 A.M. – 5:00 P.M., Mondays through Fridays). 24X7 access shall not be allowed. The contractor must coordinate with the Resource Management Department and the County's IT Department and Clerk's office as may be required by each respective office regarding access to the County archive site where the Resource Management records are stored. The County will provide electricity, lighting and heat/air, and minimal on-site space as may be acceptable to the office requesting on-site scanning service. After-hours access shall not be allowed; only access during the County's regular business hours shall be allowed to perform on-site scanning.

- i. **Hardware:** The County will allocate sufficient hard drive storage on the target system to import searchable pdf images into the RVI system. The finished scanned product from the contractor shall be indexed to Resource Management's specifications and must interface with the County's RVI system. The contractor must coordinate with the County's IT Department.
- ii. **Import:** The County will provide guidance and limited assistance to the contractor to establish a satisfactory method to successfully import images into the County imaging system. The County's assistance will be limited to specifying the requirements for import to the target system.

3.3 Specific Requirements for Off-Site Scanning Services:

- 3.3.1 The contractor shall provide all necessary scanning hardware/software, equipment, materials, supplies and labor including all project managers and support staff necessary to successfully perform scanning work at the contractor's facility.
- 3.3.2 The contractor shall provide a chain of custody process for all documents submitted or sent to the contractor. The contractor shall have a means of accurately reporting to the County what documents the contractor has received, is processing, and has returned to the County.
- 3.3.3 All original documents must be returned to the County upon completion of the contractor's successful scanning of the material. It shall not be necessary to re-build or re-assemble the original record after it has been scanned.
- 3.3.4 The contractor shall be responsible for the safe keeping of all County documents on the contractor's premises. The contractor's facility shall be secure and equipped with working and maintained fire-suppression and security systems.
- 3.3.5 The contractor shall provide requested documents within three-to-five (3-5) business days of the County's request in the event the County has a request for original documentation that has been sent to the contractor for scanning. The contractor has the option of sending back the original document or providing an electronic copy the County can use to meet the information request posed by the third party.
- 3.3.6 The finished scanned product from the contractor shall be indexed to Resource Management's specifications and must interface with the County's RVI system. The contractor must coordinate with the County's IT Department.
 - a. **Import:** The County will provide guidance and limited assistance to the contractor to establish a satisfactory method to successfully import images into the County imaging system. The County's assistance will be limited to specifying the requirements for import to the target system.

3.4 Specific Tasks for On-site and Off-Site Scanning Services:

- 3.4.1 The contractor shall scan each Resource Management record separately in accordance with directions provided by the Resource Management Department. The same record

shall not be scanned multiple times for a single record. The contractor shall understand and agree that the Resource Management Department will prioritize the scanning of all commercial permits and applications as follows, and that work identified as "Phase One" work will receive priority, followed by "Phase Two" work, and finally "Phase Three" work as County funding permits. For the purposes of the contract the following definitions shall apply:

- a. Phase One work will consist of permits/applications dated 2009 to the present;
 - b. Phase Two work will consist of commercial plans dated 2009 to the present;
 - c. Phase Three work will consist of permits/applications dated older than 2009.
- 3.4.2 One permit shall be considered one record. The contractor must assign indexes to each record consisting of **permit #** (index #1 - 7 characters max, Zero Fill, Right Adjust, Numeric, Suppress Zero Value); **scan date** (index #4 - 8 characters, YYYYMMDD Blank Fill, Left Adjust, Alpha/Numeric); and **document type** (index #7 - 10 characters max, Blank Fill, Left Adjust, Alpha/Numeric). Resource Management personnel, or their designee, will provide instructions to the contractor for determining values to assign for the indexes.
- 3.4.3 **Image Conversion:** If the contractor has not initially scanned the documents as searchable pdf, then the contractor must convert all images to 300dpi black and white or color searchable pdf images with compression that uses the least amount of storage space possible while still meeting the needs of Resource Management. If there is no permit number, the contractor shall contact the Resource Management office to receive instructions about how to mark the documents. Although these are not the final images, the contractor shall deliver them to the County on a separate external hard drive as requested by the Resource Management Department.
- 3.4.4 **External USB Hard Drive - Back-Up:** All completed formatted images including the poor-quality image report must be copied to one (1) external USB hard drive, e.g. a thumb drive, which shall be shipped to the County for review and on-site back-up.
- 3.4.5 **Automatic Image Enhancement:** As needed, the contractor must automatically de-skew and remove solid black borders on each image for optimum file compression. De-speckling shall not be performed on scanned images.
- 3.4.6 **Excess Border Removal:** As needed, the contractor shall provide manual cropping to provide a more accurate original page size, using fewer bytes per image, and allow for better performance of the contractor's on-site scanning system and overall appearance of every image. No data or marginal notations shall be removed from the image during this process.
- 3.4.7 **Double Inspect & Verify:** The contractor must visually inspect 100% of the images for poor quality. Because image quality is subjective, the contractor shall understand and agree that the County shall require a second-pass inspection by a second inspector that the contractor shall provide (see also paragraph 3.4.9 herein). The poor-quality images identified by the first and second inspector must be consolidated by the contractor into

one report of poor-quality images for the County's review and approval.

- 3.4.8 Poor Quality Image Report:** The contractor shall understand and agree that the County will review images on the poor-quality image report and approve the enhancement and indexing of poor-quality images. The contractor must provide a report on the USB External Hard Drive of the images that identifies the permit number, sequential image number and the reason why it has been flagged (e.g., light, dark, blurry, poor quality original, a page missing, duplicate or out of order, etc.). The poor-quality image software must identify the exact number of poor-quality images so the County can inspect, audit and approve the quantity of images to be enhanced prior to the enhancement process.
- 3.4.9 Second Review, Indexing & Verification:** Manual grouping and indexing is prone to human errors therefore the County is requiring a second review with indexing to help eliminate the errors, i.e., the contractor shall group and index 100% of the images a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer must be compared electronically, and any mismatches must be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- 3.4.10 Image Enhancement:** The contractor must have the ability to adjust the poor contrast of an entire page or any specific area on a page without degrading the quality of the rest of the page to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, the contractor shall enhance the pdf image from the JPEG backup image without having to physically re-scan the original media.
- 3.4.11 Formatting:** The contractor must format the images and indexes to the requirements of RVI, see also paragraphs 3.2.1(a)(i) and 3.3.6.
- 3.4.12 Tracking Scanned Documents Physically:** As the contractor completes scanning documents, the contractor must have a way to clearly mark or identify the box as having been scanned so that Resource Management personnel can see what boxes have been scanned and what boxes still need to be scanned.
- 3.4.13 Correction of Work /Re-scanning Required:** The contractor must promptly correct and/or re-scan all completed work rejected by the County as faulty, defective, or failing to conform to specifications contained herein. The contractor must bear all costs of correcting and/or re-scanning such rejected work.

3.5 Other General Requirements:

- 3.5.1 Coordination:** The contractor shall fully coordinate all contract activities with those activities of the Boone County Resource Management Office. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Boone County Resource Management Office throughout the effective period of the contract.
- 3.5.2 Sub-Contractors:** The contractor must not employ subcontractors without the advance written permission of the County.

3.5.3 **Right to Inspect:** The contractor must allow inspection of the contractor's process at the request of the County.

3.5.4 **Invoices:** The contractor must submit itemized invoices for completion of requested service. Payment will be made within thirty (30) calendar days from receipt of an accurate monthly statement. The contractor's invoice must note any amount and invoices that are past due. The contractor shall send invoices to:

Resource Management Department
801 E. Walnut, Room 315
Columbia, Missouri 65201-7732

a. The contractor shall invoice in accordance with pricing shown on the Vendor Response and Pricing Pages. Itemization on the invoice shall adhere to applicable unit pricing in effect at the time of the invoice. All hourly pricing shall be prorated to the quarter hour as applicable to the service performed. Invoices shall identify the following at minimum.

- i Contractor name;
- ii Billing point of contact, address, phone number and e-mail;
- iii Remittance address
- iv Invoice date;
- v Invoice Number or unique identifier;
- vi Boone County Contract Number;
- vii Purchase Order Number;
- viii Account/Customer Name;
- ix Contract line item number with description, quantity, unit of measure, contract unit price, and extended price by line item;
- x Total invoice amount
- xi Payment terms that shall comply with contract terms

3.5.5 All costs for all equipment, hardware, software, materials, supplies, labor, project management and support, and required insurance to successfully perform scanning services including document preparation must be included in the per image price quoted on the contract Vendor Response and Pricing Pages, with the exception of shipping and freight costs. For the purposes of the contract an "image" is the same as one-side of a page.

- a. The County will pay actual shipping charges. The contractor must provide supporting documentation of actual shipping charges invoiced to the County.
- b. The County will pay for Project Management/Consultation in addition to the per image price in the event the County requests project consultation from the contractor. The contractor shall be allowed to invoice and be paid the quoted per-hour price for Project Management/Consultation.
- c. In the event data processing/programming is necessary for files interface capability, the contractor shall be paid in accordance with the quoted hourly price

shown on the Vendor Response and Pricing Pages. The contractor must obtain the County's prior approval before conducting any data processing/programming.

- d. The per diem price shall be invoiced only for on-site consultation in addition to the per hour consultation pricing. The per diem per person price must include all costs for travel, food and lodging for the contractor's personnel to be on-site to perform consultation services.
- e. No other pricing will be paid by the County.

3.5.6 Warranty: The contractor warrants that the work including materials/supplies provided must conform to professional standards of care and practice in effect at the time the work is performed, be of the highest quality, and be free from all faults, defects, or errors. Whenever required by the specifications of the Request for Proposal, the contractor warrants that all materials/supplies provided must be new. If the contractor is notified in writing of a fault, deficiency or error in the work provided within one (1) year from completion of the work, the contractor must, at the County's option, either re-perform such portions of the work to correct such fault, defect or error, at no additional cost to the County, or refund to the County, the charge paid by the County, which is attributable to such portions of the faulty, defective or erroneous work, including the costs for re-performance of the work provided by other contractors.

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

- a. The contractor must purchase and maintain in force, at its own expense, property insurance covering any loss or damage of the County owned records.
- b. **Compensation Insurance:** The contractor must take out and maintain during the life of the contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of work, and in case any work is sublet, the contractor must require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. Worker's Compensation coverage must meet Missouri statutory limits. Employers' Liability limits must be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under the contract at the site of the work is not protected under the Worker's Compensation Statute, the contractor must provide and must cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

- c. **Compensation General Liability Insurance:** The contractor must take out and maintain during the life of the contract, such comprehensive general liability insurance as must protect them and any subcontractor performing work covered by the contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance must be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the contract involves any underground/digging operations, the general liability certificate must include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance must also be included.
- d. The contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **The contractor agrees to include the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance states that the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**
- e. **Business Automobile Liability** – The contractor shall maintain during the life of the contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- f. **Subcontractors:** The contractor shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of the County. The contractor shall provide to the County copies of certificates of insurance evidencing coverage for each subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name the County as an Additional Insured and have the Waiver of Subrogation endorsements added.
- g. **Proof of Carriage of Insurance:** The contractor shall furnish the County with Certificate(s) of Insurance which name the County as an Additional Insured in an amount as required in the contract. The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

- h. **Indemnity Agreement:** To the fullest extent permitted by law, the contractor must indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney’s fees) arising by reason of any act or failure to act, negligent or otherwise, of the contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require the contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- i. Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.
- ii. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

Certificate Holder address:

County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201

- 3.5.8 **Contract Terms and Conditions:** The contractor must be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.
- 3.5.9 **Contract Period:** The initial contract period shall run **Date of Award through One Year**. The contract shall have two (2), one (1)-year renewal periods, or any portion thereof, following the completion of the initial/original contract term. After the completion of the final renewal term, the contract will continue on a month-to-month basis until either party terminates the contract by providing the other party with thirty (30) calendar days prior written notice.
- 3.5.10 **Cancellation Agreement:** The County reserves the right to cancel the contract without cause by giving not less than thirty (30) calendar days prior notice to the contractor in writing of the intention to cancel, or with cause, if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of the contract may be considered a material breach of contract and must be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow the contractor reasonable opportunity to cure material breach, but is not required to do so.

3.5.11 **Fiscal Non-Funding Clause:** In the event sufficient budgeted funds are not available for a new fiscal period, the County will notify the provider of such occurrence and the contract will terminate on the last day of the current fiscal period without penalty or expense to the County.

3.5.12 **Estimated Usage:** The services specified herein are estimates and do not constitute a guarantee on the part of the County.

3.5.13 **Pricing:** The contract will be awarded on a firm, fixed price basis for the entirety of the initial/original contract period. Prices are subject to adjustment only upon renewal of the contract period, subject to quotations on the Vendor Response Page for the specific renewal period; adjusted pricing must be effective on the renewal date and must remain firm through the entirety of the specific renewal period.

- a. **Price Increase:** It shall be the responsibility of the contractor to notify the County sixty (60) calendar days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.
- b. If the option for renewal is exercised by the County, the contractor must agree that the prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Vendor Response Pages of the contract.
- c. If renewal percentages are not provided (i.e., left blank), or are quoted as “zero,” then prices for the renewal period(s) shall be the same as during the initial/original contract period. All pricing adjustments shall be calculated using the initial/original pricing.
- d. **Freight, Shipping and Handling Costs:** The contractor shall be responsible for all costs of shipping, handling and freight; all actual shipping, handling and freight costs will be reimbursed to the contractor by the County. The contractor shall invoice for actual shipping, handling and freight costs, and provide supporting documentation about said costs by the County.



4. PROPOSAL SUBMISSION INFORMATION

4.1. SUBMISSION OF PROPOSALS:

4.1.1 When submitting a proposal, the offeror should include the **original and two (2) copies for a total of three (3) copies**. The offeror is strongly encouraged to also include an electronic copy of the proposal on a removable storage drive.

a. The offeror must submit the proposal to:

Boone County Purchasing Department
Attn: Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, MO 65201

b. The proposals must be delivered no later than **2:00 P.M. on September 23, 2019**. Proposals will not be accepted after this date and time.

4.1.2. **Terms and Conditions:** The offeror agrees that by submitting an offer, Boone County's Terms and Conditions as incorporated herein must become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the County govern.

4.2 ORGANIZATION OF PROPOSAL:

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

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

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

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

4.2.2 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit

such information may cause an adverse impact on the evaluation of the proposal. Any offeror whose response deviates from the outlined specifications may automatically be disqualified.

4.3 OFFEROR'S CONTACTS WITH PURCHASING:

- 4.3.1 Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.4 VALIDITY OF PROPOSAL RESPONSE:

- 4.4.1 Offerors must agree that proposals must remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

4.5 EVALUATION OF PROPOSALS

- 4.5.1 Evaluation and Award Process: After determining a responsible offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal.

a. The County will either award On-Site Scanning or Off-Site Scanning as determined to be in its best interests.

- 4.5.2 A separate evaluation will be done for On-Site and Off-Site Scanning services; only proposals for On-Site Scanning will be compared to proposals for On-Site Scanning; and only proposals for Off-Site Scanning will be compared to proposals for Off-Site Scanning.

- 4.5.3 The method for evaluating On-Site Scanning and Off-Site Scanning proposals will be the same. The evaluation will include an assessment of cost, the offeror's experience, expertise and reliability, proposed methodology, contractor support, and if requested by the County, an assessment of sample(s).

- 4.5.4 In order to conduct an evaluation of proposals, the vendor is advised to complete the Vendor Response Page, all parts, and to return the completed pages with the vendor's proposal. Failure to provide information necessary to evaluate the vendor's response may render the proposal incapable of award consideration. The County is not obligated to obtain information necessary for evaluation from the vendor. When evaluating responses, the County reserves the right to consider relevant information and fact, whether gained from the response, from a vendor, from the vendor's references, or from any other source.

- 4.5.5 After an initial evaluation process, a question and answer interview may be conducted with the offeror, if deemed necessary by the County. In addition, the offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost must be at the offeror's expense. All arrangements and scheduling will be coordinated by the County.
- 4.5.6 Competitive Negotiation of Proposals: The offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions must apply:
- a. Negotiations may be conducted in person, in writing, or by telephone.
 - b. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
 - c. Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
 - d. The mandatory requirements of the Request for Proposal must not be negotiable and must remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.
- 4.5.7 Evaluation of the Vendor's Experience, Expertise and Reliability: Experience, expertise, and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP and outlines the expertise of key personnel who will be assigned tasks to perform for Boone County.
- a. Qualifications Statement/References/Certifications/Licenses: The offeror should provide the following information related to previous and current services/contracts performed by the offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP.
 - b. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
 - c. Name other businesses or preferably any government agencies/municipalities for which the vendor has provided similar services in the last three (3) years and

provide a current contact name, email address and phone number for each account.

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

4.5.8 Evaluation of the Vendor's Proposed Method of Performance and Sample Inspection: Proposals will be subjectively evaluated based on the offeror's distinctive plan for performing the requirements of the RFP. Therefore, the offeror should present a written narrative, which demonstrates the method or manner in which the offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action. The County will be evaluating the offeror's adherence to mandatory performance requirements as well as other features of the offeror's proposed approach to performing the work described herein.

- a. Offerors are cautioned about the use of specific words in the RFP. Where the words "must" or "shall" are used, they signify a required minimum function of system capacity that will heavily impact the offeror's final response rating. Where the words "should," "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the offeror's final response rating.
- b. The method by which the proposed method of performance is written will be left to the discretion of the offeror. However, the offeror should address each specific paragraph and subparagraph of the specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc., the requirements will be satisfied.

4.5.9 Samples: The vendor is strongly encouraged to submit samples of completed on-site and off-site scanning work as part of their proposal with a "before" and "after" views similar to the work the County requests in this RFP, e.g., commercial and residential plans, blueprints, plats, commercial drawings, etc. If not submitted, Boone County reserves the right to request samples as part of the evaluation process, i.e., before any contract award(s) is made. Boone County also reserves the right not to request a sample for evaluation if the County is otherwise familiar with the offeror's work or deems a sample unnecessary for further evaluation. Failure to provide a sample may negatively impact the evaluation of the offeror's proposal. The offeror must understand and agree that all samples must be furnished free of expense to the County, and that the sample will not be returned by the County.

4.5.10 Rejection / Withdrawal of Proposals Response:

- a. Rejection of Proposals: The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with offerors and to accept the proposal deemed to be in the best interest of the County.
- b. Withdrawal of Proposals: Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.
- c. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.



5. VENDOR RESPONSE AND PRICING PAGES

5.1 The offeror should submit three (3) complete copies of the offeror's bid response in a single-sealed envelope, preferably also including a complete electronic copy of the proposal, clearly marked on the outside, left corner with the offeror's company name and return address, the Request for Proposal number and the proposal opening due date and time. In addition, the bidder shall complete the following as indicated below and submit said completed form with each copy of the proposal response.

In compliance with this Request for Proposal and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Contact Name and E-Mail Address to receive documents for electronic signature:

NOTE: The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

5.2 Cooperative Procurement: The vendor should indicate by checking “Yes” or “No” in the indicated space if the vendor will honor the submitted prices and terms for purchase by other entities in Boone County that participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

5.3 ORIGINAL CONTRACT PERIOD PRICING:

On-Site Scanning Services: The offeror must price all line items. The offeror is advised not to include freight and shipping into any pricing quoted. The County will reimburse for actual freight and shipping.

Line Item	Description of Service	Firm, Fixed Unit Price
5.3.1	Total price per image to perform all on-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)
5.3.2	Total price per image to perform all on-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all 11X17 pages
5.3.3	Total price per image to perform all on-site scanning services including document preparation, removing excess	\$ _____ per image on-site

	borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	For all 24X36 pages
5.3.4	Total price per image to perform all on-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all 24X42 pages
5.3.5	Total price per image to perform all on-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image on-site For all 32X48 pages
5.3.6	Indexing	\$ _____ per image on-site For all page sizes
5.3.7	Duplicate multiple document pages	\$ _____ per image on-site

		For all page sizes
5.3.8	Mask unwanted documents	\$ _____ per image on-site For all page sizes
5.3.9	Image enhancement	\$ _____ per image on-site For all page sizes
5.3.10	Reverse dual polarity	\$ _____ per image on-site For all page sizes
5.3.11	Per Diem Per Person – must include all travel, food, and lodging costs - for on-site consultation	\$ _____ per day per person for travel, food and lodging for on-site consultation
5.3.12	Project Management/Consultation	\$ _____ per hour
5.3.13	Data processing programming necessary for files interface	\$ _____ per hour
5.3.14	USB Thumb-drive	\$ _____ per each

Vendor and Pricing Pages Continued on Next Page

Off-Site Scanning Services: The offeror must price all line items. The offeror must submit firm, fixed pricing for each line item that includes all labor, materials, equipment, supplies, hardware and software, and other costs for provision of services as defined herein.

The offeror is advised not to include freight and shipping into any pricing quoted. The County will reimburse for actual freight and shipping.

Line Item	Description of Service	Firm, Fixed Unit Price
5.3.15	Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image off-site For all page sizes smaller than 11X17 (e.g., 8.5X11, 8.5X14, 8.5X5.5, 7X8.5)
5.3.16	Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image off-site For all 11X17 pages
5.3.17	Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware,	\$ _____ per image off-site For all 24X36 pages

	equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	
5.3.18	Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image off-site For all 24X42 pages
5.3.19	Total price per image to perform all off-site scanning services including document preparation, removing excess borders, and double inspection and quality reporting. Pricing shall include providing all necessary hardware, equipment, software, materials, supplies, project management, labor, support, required insurance and any other costs to perform services as described herein.	\$ _____ per image off-site For all 32X48 pages
5.3.20	Indexing	\$ _____ per image off-site For all page sizes
5.3.21	Duplicate multiple document pages	\$ _____ per image off-site For all page sizes

5.3.22	Mask unwanted documents	\$ _____ per image off-site For all page sizes
5.3.23	Image enhancement	\$ _____ per image off-site For all page sizes
5.3.24	Reverse dual polarity	\$ _____ per image off-site For all page sizes
5.3.25	Per Diem Per Person – must include all travel, food, and lodging costs - for on-site consultation	\$ _____ per day per person for travel, food and lodging for on-site consultation
5.3.26	Project Management/Consultation	\$ _____ per hour
5.3.27	Data processing programming necessary for files interface	\$ _____ per hour
5.3.28	USB Thumb-drive	\$ _____ per each

5.4 Renewal Options:

The County must have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of two (2) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the original contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index"

are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is not proposed (i.e., left blank), or if it is quoted as zero (0%), the County shall have the right to execute the option **at the same price(s) proposed for the initial contract period.**

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

All percentages must be applied to the firm pricing quoted for the initial (i.e., the first) contract period. The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

**5.4.1 Renewal Option Percentage Price Adjustment
1st Renewal Period**

_____ % Applied to Original Pricing
Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE: Maximum Increase: _____
OR Minimum Decrease: _____

**5.4.2 Renewal Option Percentage Price Adjustment
2nd Renewal Period**

_____ % Applied to Original Pricing
Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE: Maximum Increase: _____
OR Minimum Decrease: _____

5.5 Vendor's Experience and Reliability:

Company History: The vendor should describe in the available space the company's background in performing professional scanning services, e.g., when the company was founded, how long the company has been serving the Missouri market, etc:

The offeror should provide reference contact information below regarding provision of scanning services similar to what is being offered to Boone County. Please indicate if the work performed was for on-site or off-site scanning:

Vendor's References:

Company/Entity Name: _____

Contact Name: _____
 Contact's Title: _____
 City: _____ State: _____
 Telephone Number and Area Code: _____
 E-mail Address: _____
 Description of Equipment/Services Furnished: _____
 Availability of Reference: _____
 =====

Company/Entity Name: _____
 Contact Name: _____
 Contact's Title: _____
 City: _____ State: _____
 Telephone Number and Area Code: _____
 E-mail Address: _____
 Description of Equipment/Services Furnished: _____
 Availability of Reference: _____

5.6 Proposed Method of Performance and Contractor Support

ON-SITE SCANNING:

5.6.1 Describe how the offeror will perform on-site scanning work for the Resource Management Department, e.g., number of staff, equipment, other resource that will be used and also describe the standard procedures that will be followed to ensure successful and timely completion of scanning work:

5.6.2 When would the offeror start on-site scanning work, get equipment on-site and get it operational, including hiring temporary staff that would be used to conduct document preparation if temporary staff will be used:

5.6.3 Identify the days, dates, and times the offeror anticipates conducting on-site scanning:

5.6.4 Identify how many staff people would be assigned to oversee and perform on-site scanning, and how many days the staff would be on-site to complete scanning:

5.6.5 Project Time: Complete the following tables:

Project Description Off-Site Scanning Phase 1	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<u>Finish Date:</u> <i>Total Number of Days to Complete Phase 1 and to deliver finished work product to the County (total days start to finish)</i>
Phase 1: Scan permits/application documents from 2009 through 2019	<i>_____ /calendar days ARO to begin Phase 1 Scanning work</i>	<i>_____ /calendar days off-site scanning work for Phase 1</i>	<i>_____ Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 1</i>

Project Description Off-Site Scanning Phase 2	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<u>Finish Date:</u> Total Number of Days to Complete Phase 2 and to deliver finished work product to the County (total days start to finish)
Phase 2: Scan commercial plan documents from 2009 through 2019	_____/calendar days ARO to begin Phase 2 Scanning work	_____/calendar days off-site scanning work for Phase 2	_____ Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 2

Project Description Off-Site Scanning Phase 3	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<u>Finish Date:</u> Total Number of Days to Complete Phase 3 and to deliver finished work product to the County (total days start to finish)
Phase 3: Scan permit/application documents dated older than 2009	_____/calendar days ARO to begin Phase 3 Scanning work	_____/calendar days off-site scanning work for Phase 3	_____ Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 3

Single Point of Contact:

5.6.6 Describe below how the vendor will perform as a single point of contact for the County regarding the on-site scanning work to be done; also provide contact information:

Name: _____

Phone: _____

E-Mail: _____

Address: _____

Direct and/or Subcontracted Work:

5.6.7 Address in the space provided, the names of personnel on the offeror's staff who will be overseeing and performing on-site scanning services:

5.6.8 If any scanning will be performed by a subcontractor, or if any part of the services required to complete work described herein will be performed by a subcontractor(s), then identify the subcontractor by name and location, and what tasks will be assigned to the subcontractor(s).

Warranty:

5.6.9 Address in the space provided warranty terms and length on labor and finished product the vendor offers on on-site scanning services performed for the County:

OFF-SITE SCANNING:

5.6.10 Describe how the offeror will perform off-site scanning work for the Resource Management Department, e.g., location of processing facility, number of staff and other resource that will be used and also describe the standard procedures that will be followed to ensure successful and timely completion of scanning work:

5.6.11 Address building and site security systems and procedures that will help the Evaluation Team understand resources in place to protect and ensure the safety of documents on the offeror's processing site:

5.6.12 Address the transportation method, number of boxes the offeror would want before pick-up, and the chain of custody process:

5.6.13 Explain how the offeror will meet the requirement to produce requested documents on the offeror's processing site that the County may request in order to meet an open records demand, i.e., must be sent to the County within 3-5 business days:

5.6.14 Project Time: Complete the following tables:

Project Description Off-Site Scanning Phase 1	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<u><i>Finish Date:</i></u> <i>Total Number of Days to Complete Phase 1 and to deliver finished work product to the County (total days start to finish)</i>
Phase 1: Scan permits/application documents from 2009 through 2019	_____/calendar days ARO to begin Phase 1 Scanning work	_____/calendar days off-site scanning work for Phase 1	_____ Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 1

Project Description Off-Site Scanning Phase 2	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<u>Finish Date:</u> Total Number of Days to Complete Phase 2 and to deliver finished work product to the County (total days start to finish)
Phase 2: Scan commercial plan documents from 2009 through 2019	_____/calendar days ARO to begin Phase 2 Scanning work	_____/calendar days off-site scanning work for Phase 2	_____ Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 2

Project Description Off-Site Scanning Phase 3	<i>Time between notification for pick-up and actual pick-up for transport to processing site</i>	<i>Number of Days to Complete Off-Site Scanning</i>	<u>Finish Date:</u> Total Number of Days to Complete Phase 3 and to deliver finished work product to the County (total days start to finish)
Phase 3: Scan permit/application documents dated older than 2009	_____/calendar days ARO to begin Phase 3 Scanning work	_____/calendar days off-site scanning work for Phase 3	_____ Calendar Days - total number of calendar days start to finish to complete and deliver finished work product for Phase 3

Single Point of Contact:

5.6.15 Describe below how the vendor will perform as a single point of contact for the County regarding the off-site scanning work to be done; also provide contact information:

Name: _____

Phone: _____

E-Mail: _____

Address: _____

Direct and/or Subcontracted Work:

5.6.16 Address in the space provided, the names of personnel on the offeror's staff who will be overseeing and performing off-site scanning services:

5.6.17 If any scanning will be performed by a subcontractor, or if any part of the services required to complete work described herein will be performed by a subcontractor(s), then identify the subcontractor by name and location, and what tasks will be assigned to the subcontractor(s).

Warranty:

5.6.18 Address in the space provided warranty terms and length on labor and finished product the vendor offers on off-site scanning services performed for the County:

(The vendor should complete and return with the proposal)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Name and Title of Authorized Representative

Signature

Date

(The vendor should complete and return with the proposal)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Signature

Date

Liz Palazzolo
Senior Buyer



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

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if the contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that the vendor completed when enrolling. The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

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

CERTIFICATION OF INDIVIDUAL BIDDER

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

Options

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

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

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

Applicant

Date

Printed Name

AFFIDAVIT
(Only Required for Certification of Individual Bidder (Option #2))
- see previous page -

State of Missouri)
)ss
County of _____)

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

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

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

Notary Public

My Commission Expires:



"No Bid" Response Form

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

Liz Palazzolo, Senior Buyer
(573) 886-4392 Fax: (573) 886-4390
E-Mail: lpalazzolo@boonecountymo.org

"NO BID RESPONSE FORM"

NOTE: THE VENDOR SHOULD COMPLETE AND RETURN THIS FORM ONLY IF THE VENDOR DOES NOT WANT TO SUBMIT A BID

If the vendor does 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, e-mail or fax.

Bid: RFP #46-23SEP19 – On-Site or Off-Site Scanning Services for the Resource Management Department

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Submitting Proposal Response :

Attachment One

On-site or off-site scanning for the Resource Management Department would be comprised of multi-phase/year projects. The following describes scanning projects for the Resource Management Department:

- i. Commercial Permits: Scanning of Commercial Permits - #80001 (2002) – 81400 (2018). One record would have an average of 15 pages, some pages being single-sided and some being double-sided, and could contain documents of the following sizes:
 - a) 8.5 x 11
 - b) 8.5 x 5.5
 - c) 11 x 17
 - d) 7 x 8.5
 - e) 24 x 36
 - f) 24 x 42

- ii. Residential Permits: Scanning of residential permits #60000 (2004) - #67455 (2018). One record would have an average of 10 pages, some pages being single-sided and some being double-sided, and contain documents of the following sizes:
 - a) 8.5 x 11
 - b) 7 x 8.5
 - c) 8.5 x 5.5
 - d) 11 x 17 (occasionally)
 - e) 8.5 x 14 (occasionally)

- iii. For permits from 1987 – 2002/2004 Commercial Permits & Residential Permits will be inter-mingled; but have the same size pages

- iv. Small Cities: Scanning of permits that were issued in 1987, and will include Commercial Permits intermingled with Residential Permits, but there are far more residential than commercial permits. The page sizes will be the same as for the first and second scanning projects described above.

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 bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **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.
20. **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.

Revised 1/17/2018

End of Document

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

December Session of the October Adjourned

Term. 20 19

County of Boone

} ea.

In the County Commission of said county, on the

17th

day of

December

20 19

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

Now on this day, the County Commission of the County of Boone does hereby award Contract 62-08NOV19 Large Format Printer/Scanner – Acquisition and Post-Warranty Maintenance for the Resource Management Department to American Document Solutions of Columbia, Missouri and does hereby authorize the disposal of one (1) Oce Printer, fixed asset tag 17676.

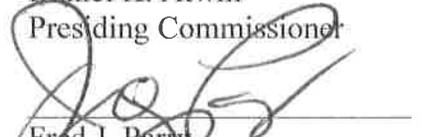
Terms of the award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal Form.

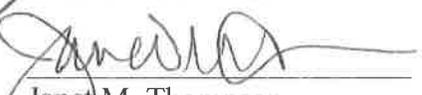
Done this 17th day of December 2019.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo
Senior Buyer



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

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: December 3, 2019
RE: Contract 62-08NOV19 Large Format Printer/Scanner – Acquisition and Post-Warranty Maintenance for the Resource Management Department

Request for Proposal 62-08NOV19 solicited competitive proposals for a Large Format Printer/Scanner – Acquisition and Post-Warranty Maintenance for the Resource Management Department. Two proposals and one “No Bid” were received. A County Evaluation Committee evaluated the proposals and determined the proposal from American Document Solutions of Columbia, Missouri to be the “lowest and best” proposal and the choice for contract award.

Invoices will be paid from Department 2045 for Resource Management – Design and Construction, Account 92301 for Replacement Computer Hardware: \$8,350.00. It is noted for the record that the acquisition price of \$9,250.00 has been reduced by \$900.00 for trade-in of an Oce printer.

The Purchasing Department requests permission to dispose of the following surplus: Oce Printer, fixed asset tag 17676. The Disposal Form is attached for signature.

/lp

cc: Kelle Westcott, Resource Management Department
Contract File

Attachments: Evaluation Report and Disposal Form

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED
DEC 05 2019
BOONE COUNTY
AUDITOR

Date: 11/26/2019

Fixed Asset Tag Number: 17678

Description of Asset: Scanner/Printer

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Serial #330105479

Condition of Asset: Fair to Good

Reason for Disposition: Replacing this equipment & color large format printer with 1 machine

Location of Asset and Desired Date for Removal to Storage: Does not need to be moved

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2045 RM-Design & Construction

Signature



To be Completed by: AUDITOR

Original Acquisition Date 3/1/11

G/L Account for Proceeds 2045-3835-5

Original Acquisition Amount 16,854

Original Funding Source 2741

Account Group 1601

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 540-2019

Date Approved 12-17-19

Signature 

Trns N Tag 17678 Tagged Y Tag Replaced N To _____ From _____ Last Posted
Description PLAT SCANNER/PRINTER Adjustments in Process 2 2015
Acquired 3/01/2011 Acq Amt 16,854.00 Useful Life Months 48
Acct Grp 1601 OFFICE EQUIPMENT .00
Category 60 READER/PRINTER Res Val % 0
Location 2045 RM-DESIGN & CONSTRUCTION Tag in Book N
Purch Dept 2045 RM-DESIGN & CONSTRUCTION Book ID _____
Inventory Date 9/20/2018 Inv Status Found - No Change
Site Loc Boone County Government Center
Site Detl Room 315 - Resource Management
Make OCE Model PLOT WAVE 300
Serial 330105479 Note RES. MGMT WORK ROOM
Invoice DC18781 Check 163729
Vendor 11818 DOCUCOPY LLC
Bid# _____
User _____

Calculated Fields Book Value

Dep St Dt _____
Adj Total _____ 16,854.00- Acn Dep Ytd .00

Total Cost 16,854.00

F2=Key Scr F3=Exit

F11=Grant

F23=Bid F22=Hist F24=More

**PURCHASE AGREEMENT
FOR
LARGE FORMAT PRINTER/SCANNER – ACQUISITION
AND POST-WARRANTY MAINTENANCE**

THIS AGREEMENT dated the 17th day of December 2019 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein “County” and **American Document Solutions**, 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 a **Large Format Printer/Scanner – Acquisition and Post-Warranty Maintenance**, County of Boone Request for Proposal (RFP) number **62-08NOV19** in its entirety including the Instructions and General Conditions, Introduction and General Information, Scope of Work, Proposal Submission Information, the un-executed proposal Offeror Response/Pricing Page(s), Certification Regarding Debarment, Certification Regarding Lobbying, Work Authorization Certification, Boone County Standard Terms and Conditions, as well as the Contractor’s proposal response dated **11/08/19**, executed by **Richard M. Davenport**, on behalf of the Contractor, and e-mail clarification dated 11/13/19 from **Brandon Roberts**, 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 the proposal response may be permanently maintained in the County Purchasing Office RFP file for this RFP if not attached. In the event of conflict between any of the foregoing documents, the Instructions and General Conditions, Introduction and General Information, Scope of Work, Proposal Submission Information, the un-executed proposal Vendor Response/Pricing Page(s), Certification Regarding Debarment, Certification Regarding Lobbying, Work Authorization Certification, Boone County Standard Terms and Conditions shall prevail and control over the Contractor’s proposal response.

2. Contract Period – The contract period shall be **Date of Award** (as shown above) **through One Year**. The County shall have the option to renew the contract for six (6) one-year periods subsequent to the initial contract period for on-going post-warranty maintenance.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with a Large Format Printer/Scanner – Acquisition and Post-Warranty Maintenance shall be provided as required in the RFP specifications and in conformity with the contract documents for the prices set forth in the Contractor’s proposal response:

Large Format Printer/Scanner Acquisition and Post-Warranty Maintenance	
Description	Firm, Fixed Unit Price
Item 5.1.1 All-in-one Large Format Printer/Scanner Brand: Canon PROGRAF TX-4000 MFP T36 with RU-42	\$9,250.00/Each

<p>Shall include the optional Multifunction Roll System option (or equal), the 2²/₃" Roll Holder Set, and the TX stacker.</p> <p>Pricing shall include delivery and set-up including on-site user training as referenced in paragraph 3.1.1 of the RFP.</p>	
Item 5.1.2 Replacement Cutter Dual Edge Blade	\$86.00/Each
Item 5.1.3 Replacement Maintenance Cartridge	\$85.00/Each
Item 5.1.4 Replacement Print Head – PF06	\$422.00/Each
Item 5.1.5 Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 160 ml size	\$76.00/Each
Item 5.1.6 Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 330 ml size	\$145.00/Each
Item 5.1.7 Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 700 ml size	\$275.00/Each
Item 5.1.8 Roll paper, matte finish, white, 20# bond, 36"X300', 2 ² / ₃ " core	\$20.68/Each Sold in packages of 4: \$82.72/package
Item 5.1.9 Roll paper, matte finish, white, 20# bond, 42"X300', 2 ² / ₃ " core	\$29.54/Each Sold in packages of 4: \$118.13/package

5.1.10 Trade-In Deduction for Océ Plotwave 300 - total deduction to be subtracted from the total price for the large format printer/scanner quoted for line item 5.1.1.	(\$900.00)
Item 5.1.12 Firm, fixed price per hour labor – regular business hours (8:00 A.M.-5:00 P.M. Mondays through Fridays excluding holidays) for non-routine repair service on-site	\$50.00/Hour – Regular Hours
Item 5.1.13 Firm, fixed Mark-Up over cost for repair parts, materials and supplies for non-routine repairs	25% Mark-Up
Item 5.1.14 Post-Warranty Preventive Maintenance: Per Square Foot Range: 0'-12,000' square feet used annually	\$0.15 Per Square Foot \$900.00 minimum annual charge if annual volume is below 6,000 square feet
Item 5.1.15 Post-Warranty Preventive Maintenance: Per Square Foot Range: 12,001'-16,000' square feet used annually	\$0.14 Per Square Foot
Item 5.1.16 Post-Warranty Preventive Maintenance: Per Square Foot Range: 16,001'- 20,000' square feet used annually	\$0.13 Per Square Foot
Item 5.1.17 Post-Warranty Preventive Maintenance: Per Square Foot Range: 20,001'-24,000' square feet used annually	\$0.12 Per Square Foot

4. Billing and Payment - All billing shall be invoiced to the Boone County Resource Management Department. Billings may only include the prices listed in the Contractor's proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all correct monthly invoices within thirty (30) calendar days of receipt; the Contractor agrees to honor any cash or prompt payment discounts offered in its proposal response if the 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

Commission Order # _____

rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. Delivery – The Large Format Printer/Scanner shall be delivered to the Boone County Resource Management Department located at 801 E. Walnut Street, Room 315 in Columbia, Missouri within fifteen (15) calendar days after receipt of the County’s order; consumable supplies shall be delivered within three (3) calendar days after receipt of the County’s order.

6. Warranty – The contractor shall provide a one-year manufacturer warranty that shall commence upon the County’s acceptance of the

7. 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.

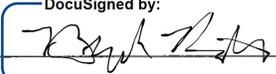
8. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other proposal or proposal specification or contractual agreement. This agreement may only be amended in writing by the Boone County Purchasing Office on behalf of the Resource Management Department using the same formality as this agreement.

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

- a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. The 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.

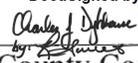
AMERICAN DOCUMENT SOLUTIONS

by  _____
DocuSigned by: C06F1D15D7F94D5...
 title operations

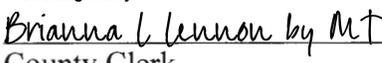
BOONE COUNTY, MISSOURI

by: Boone County Commission
 _____
DocuSigned by: 5E36C0A664EE...
 Presiding Commissioner

APPROVED AS TO FORM:

 _____
DocuSigned by: 36217D50A476...
 County Counselor

ATTEST:

 _____
DocuSigned by: 7082D40665F6405K
 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.)

Fund: 2045 - Account: 92301: \$8,350.00

<p>DocuSigned by: </p>	12/6/2019	
<p>Signature <small>184244D...</small></p>	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 Proposal and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all proposals, 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 proposal 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 proposal 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 proposal.
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. Proposals qualified by escalator clauses may not be considered unless specified in the proposal specifications.
12. No proposal 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.

Commission Order # _____

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 proposal should be directed to the Purchasing Department prior to proposal 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 proposal responses over \$25,000, if any manufactured goods or commodities proposed with proposal/proposal response are manufactured or produced outside the United States, this MUST be noted on the Proposal/Proposal Response Form or a Memo attached.
19. **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.
20. **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.

Revised 1/17/2018



ADDENDUM #1 to RFP#62-08NOV19

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 62-08NOV19

For a

Large Format Printer/Scanner – Acquisition and Post-Warranty Maintenance

ADDENDUM # 1 - Issued October 08, 2019

Prospective offerors are hereby notified of the following revisions to Request for Proposal 62-08NOV19:

1. CHANGE the reference to “Attachment Two” in line item 5.1.10 for the “Trade-In Deduction for the Oce Plotwave 300” to **ATTACHMENT ONE** which is attached to this addendum.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal including the *Vendor Response and Pricing Pages*.

By:

Liz Palazzolo, Senior Buyer - Boone County Purchasing

The OFFEROR has examined **Addendum #1 to Request for Proposal #62-08NOV19, Large Format Printer/Scanner – Acquisition and Post-Warranty Maintenance** receipt of which is hereby acknowledged:

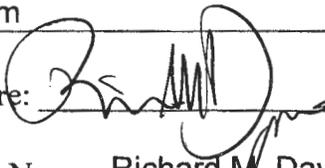
Company Name: American Document Solutions

Address: 1400 Forum Blvd. Suite 7A

City & State: Columbia, MO 65203

Phone Number: 573-446-7768 Fax Number: 573-355-5433

E-mail: Rich@eplanbidding.com

Authorized Representative Signature:  Date: 11/8/19

Authorized Representative Printed Name: Richard M. Davenport

Liz Palazzolo

From: Brandon Roberts <brandon@adsmo.net>
Sent: Wednesday, November 13, 2019 4:33 PM
To: Liz Palazzolo
Subject: RE: RFP 62-08NOV19 Large Format Printer/Scanner for Boone County Resource Management Department

Liz,

ADS will monitor for preventative maintenance by tracking the printer's usage counter. The usage counter will be recorded and kept for reference at each annual inspection and cleaning. The counter will also be recorded at any "as needed" on-site visit. ADS will also physically come and check the counter or the County may choose to submit the counter to ADS via email on a monthly, quarterly or bi-annual basis. After the warranty period expires we will be tracking the counter for billing purposes as well. Please let me know if you have any questions.

Thank you,

Brandon Roberts

American Document Solutions

1400 Forum Blvd, Suite 7A | Columbia, MO 65203

P: 573.446.7768 | F: 573.355.5433 | E: brandon@adsmo.net | W: adsmo.net

From: Liz Palazzolo [<mailto:LPalazzolo@boonecountymmo.org>]
Sent: Wednesday, November 13, 2019 3:15 PM
To: Brandon Roberts
Subject: RFP 62-08NOV19 Large Format Printer/Scanner for Boone County Resource Management Department

Good afternoon Brandon: Thanks for taking the time this afternoon to speak to the Evaluation Team. As discussed, it is understood that the printer/scanner has software that allows internet hook-up for usage monitoring. Given the fact that the County has security policies in place that disallow printers to download to the internet, please speak to how ADS will perform monitoring for preventative maintenance without being able to turn-on this feature.

Liz Palazzolo

Senior Buyer

Boone County Purchasing

Phone: 573-886-4392

Fax: 573-886-4390

613 E. Ash, Room 109

Columbia, MO 65201



1400 Forum Blvd, Suite 7A
Columbia, Missouri 65203
Phone: 573.446.7768
Fax: 573.355.5433
Email: orders@adsmo.net

November 7th, 2019

Boone County Purchasing Department
Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, MO 65201-4460

Dear Mrs. Palazzolo,

On behalf of American Document Solutions, I am pleased to submit the enclosed response to the County of Boone – Missouri's RFP # 62-08NOV19 for Large Format Printer/Scanner – Acquisition and Post-Warranty Maintenance.

In our response, we will demonstrate both competitive pricing and a team of dedicated industry professionals that are well equipped to service the County at the highest levels. We have provided superior service to the County in the past, and are committed to do the same in the future

Canon products, combined with American Document Solutions strong history of reliable service to the Mid-Missouri community, will deliver an affordable and reliable solution. We look forward to demonstrating this powerful printing partnership to Boone County.

Sincerely,

Richard M. Davenport
Sales Manager
American Document Solutions
1400 Forum Blvd, Suite 7A
Columbia, MO 65203



5. OFFEROR RESPONSE AND PRICING PAGES

In compliance with this Request for Proposal and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's company in a contract with the County.

Company Name: American Document Solutions

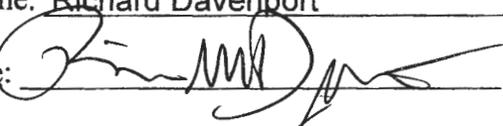
Address: 1400 Forum Blvd. Suite 7A

Columbia, MO 65203

Telephone: 573-446-7768 Fax: 573-355-5433

Federal Tax ID (or Social Security #): 45-2049524

Print Name: Richard Davenport Title: Sales Manager

Signature:  Date: 11/7/2019

Contact Name and E-Mail Address to receive documents for electronic signature:

Richard Davenport - Rich@eplanbidding.com

NOTE: The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

Cooperative Procurement: The vendor should indicate by checking "Yes" or "No" in the indicated space if the vendor will honor the submitted prices and terms for purchase by other entities in Boone County that participate in cooperative purchasing with Boone County, Missouri?

 Yes X No

(Continued on next page)

5.1. PRICING:

The offeror must submit a firm, fixed price below for all line items. The pricing for the large format printer/scanner must include the optional Multifunction Roll System option (or equal) and 2”/3” Roll Holder Set. All pricing must include all necessary hardware and software as specified herein, and pricing must be quoted FOB Destination Freight Prepaid and Allowed which means the County will not pay insurance, freight and shipping charges separately – said charges must be built into quoted pricing.

The total estimated purchase quantity for each line item below is 1.

<u>LINE ITEM</u>	<u>LINE ITEM DESCRIPTION</u>	<u>FIRM, FIXED TOTAL PRICE PER EACH</u>
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5.1.1	<p>All-in-one Large Format Printer/Scanner Brand reference: Canon image PROGRAF TX-4000 MFP T36, or equal Shall include the optional Multifunction Roll System option (or equal), the 2”/3” Roll Holder Set, and the TX stacker.</p>	<p>\$ 9,250.00 Per Each – Total</p>
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Identify below specifics about the large format printer/scanner being proposed:

Brand:

Canon

Model/SKU #:

PROGRAF TX-4000 MFP T36 with RU-42
 244C006AA and 2455C003AA

Size/Dimensions of Large Format Printer/Scanner Unit/Footprint:

46.0" x 62.7" x 46.8"

If **not** bidding the Canon image PROGRAF TX-4000 MFP T36 Large Format Printer/Scanner then complete **Exhibit A** to show comparison between the model being bid and the Canon image PROGRAF TX-4000 MFP T36 Large Format Printer/Scanner

5.1.2	Replacement Cutter Dual Edge Blade	\$ 86.00 Per Each
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- 5.1.3 Replacement Maintenance Cartridge \$ 85.00
Per Each
- 5.1.4 Replacement Print Head – PF06 (or equal) \$ 422.00
Per Each
- 5.1.5 Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 160 ml size \$ 76.00
Per Each
- 5.1.6 Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 330 ml size \$ 145.00
Per Each
- 5.1.7 Replacement Ink Tank (individual ink price – pricing shall apply to any of the five colors that may be ordered) 700 ml size \$ 275.00
Per Each
- 5.1.8 Roll paper, matte finish, white, 20# bond, 36"X300', 2"3/4" core \$ 20.68 each, sold in 4 packs at \$82.72
Per Each
Describe paper below:
20# Bond, 36"x300', 2" core. Sold in packages of 4.
- 5.1.9 Roll paper, matte finish, white, 20# bond, 42"X300', 2"3/4" core \$ 29.54 each, sold in 4 packs at \$118.13
Per Each
Describe paper below:
20# Bond, 42"x300', 2" core. Sold in packages of 4.
- 5.1.10 **Trade-In Deduction for Oce Plotwave 300:**

Quote Firm, Fixed Total Deduction for Trade-In of Oce Plotwave 300

The Oce Plotwave is 8 years old – its usage history is shown in **Attachment Two**

\$ 900.00

Total Deduction to be subtracted from the total price for the large format printer/scanner quoted for line item 5.1.1.

5.1.11 **Trade-In Deduction for HP Designjet 4500ps:**

Quote Firm, Fixed Total Deduction For Trade-In of HP Designjet 4500ps

The HP Designjet 4500ps is 12 years old and it has not been exclusively used by Resource Management's use within that period. It is currently out of service showing a 43:10 error code. Printing history shows 265,220.46 square feet have been produced.

\$ 0

Total Deduction to be subtracted from the total price for the large format printer/scanner quoted for line item 5.1.1.

5.1.12 Firm, fixed price per hour labor – regular business hours (8:00 A.M.-5:00 P.M. Mondays through Fridays excluding holidays) for non-routine repair service on-site \$ 50.00
Per Hour – Regular Hours

5.1.13 Firm, fixed Mark-Up over cost for repair parts, materials and supplies for non-routine repairs 25 %

5.1.14 **Post-Warranty Preventive Maintenance:** \$0.15 - \$900 minimum annual charge if annual volume is below 6,000 sq. ft.
Per Square Foot Per Square Foot
Range: 0'-12,000' square feet used annually 0'-12,000' square feet used annually

5.1.15 **Post-Warranty Preventive Maintenance:** \$ 0.14
Per Square Foot Per Square Foot
Range: 12,001' – 16,000' 12,001'-16,000' square feet used annually
Used Annually annually

5.1.16	Post-Warranty Preventive Maintenance: Per Square Foot Range: 16,001' – 20,000' Used Annually	\$ 0.13 Per Square Foot 16,001'- 20,000' square feet used annually
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5.1.17	Post-Warranty Preventive Maintenance: Per Square Foot Range: 20,001'-24,000' Used Annually	\$ 0.12 Per Square Foot 20,001'- 24,000' square feet used annually
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5.1.18 Renewal Options Price Adjustments:

The County shall have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of six (6) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the initial contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If the bidder quotes 0% percentage or leaves the line blank, the County shall have the right to execute the option at the same price(s) proposed for the initial contract period.

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

All percentages must be applied to the firm pricing quoted for the initial contract period. The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

**5.1.18.1 Renewal Option Percentage Price Adjustment
1st Renewal Period**

 0 % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: X OR Minimum Decrease:

**5.1.18.2 Renewal Option Percentage Price Adjustment
2nd Renewal Period**

0 % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: OR Minimum Decrease:

**5.1.18.3 Renewal Option Percentage Price Adjustment
3rd Renewal Period**

2 % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: OR Minimum Decrease:

**5.1.18.4 Renewal Option Percentage Price Adjustment
4th Renewal Period**

4 % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: OR Minimum Decrease:

**5.1.18.5 Renewal Option Percentage Price Adjustment
5th Renewal Period**

6 % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: OR Minimum Decrease:

**5.1.18.6 Renewal Option Percentage Price Adjustment
6th Renewal Period**

8 % Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE percentage adjustment to original bid pricing:

Maximum Increase: OR Minimum Decrease:

5.2 **Vendor's Experience, Expertise and Reliability:**

The evaluation of the vendor's proposed experience, expertise, and reliability must be subjective based on the ability of the vendor to perform the requirements stated herein. Therefore, the vendor should present detailed information regarding their experience and reliability. The following information should be provided by the vendor in order to assist Boone County in evaluation of the vendor's experience and reliability. The County reserves the right to use this information, including information gained from any other source, in the evaluation process.

Failure to submit requested information may negatively impact the evaluation of the proposal. The County is under no obligation to obtain information from the vendor not submitted with the proposal that may impact the subjective evaluation of the vendor's proposal.

5.2.1 **Company History:** The vendor should describe in the available space the company's background in selling and supporting large format printer/scanners, e.g., when the company was founded, how long the company has been serving the national and Missouri market, et cetera:
ADS is a privately held small business in Columbia since 2011 offering print solutions to many different industries. We hold contracts with multiple entities throughout the State of Missouri, including the City of Columbia. We have provided service to Boone County on wide format printers for 7 years. Our commitment to customer satisfaction is second to none.

5.2.2 **Authorized Representative:** Identify the manufacturer lines of large format printer/scanners (e.g., Canon, Ricoh, etc.) for which the offeror an authorized representative:
Canon

5.2.3 **Vendor's References:**

Provide at least two (2) references for whom the vendor has performed parking lot ore related repair service for in the past twelve (12) months:

• **Reference 1**

Company/Entity Name: Boone County Recorder of Deads

Contact Name: Karen Johnson

Contact's Title: Chief Deputy

City: Columbia State: MO

Telephone Number and Area Code: 573-886-4359
 E-mail Address: KJohnson@boonecountymo.org
 Description of Equipment/Services Furnished: Oce Printer and Service Contract.
 Availability of Reference: Available

• **Reference 2**

Company/Entity Name: Richard A. Howerton Electric
 Contact Name: Paula Sanning
 Contact's Title: Administrative Assistant
 City: Jefferson City State: MO
 Telephone Number and Area Code: 573-636-5046
 E-mail Address: paulas@howertonelectric.com
 Description of Equipment/Services Furnished: Installed Canon TX-3000 MFP
 Availability of Reference: Available

5.2.4

Personnel Expertise Summary – Warranty and Post-Warranty Maintenance:

Expertise of **key personnel** who will be assigned tasks as defined herein will be considered in the subjective evaluation of proposals. The vendor should identify the names and provide a brief description of the background, work experience, applicable educational degrees and certification, of key personnel who will be assigned to perform warranty and post-warranty maintenance for the County. Identify the title the staff person will be assigned under the prospective contract.

Personnel	Background and Expertise of Personnel
1. <u>Brandon Roberts</u> (Name) <u>Owner</u> (Title)	Brandon has 17 years of experience in the printing industry. Brandon is a certified technician for the most commonly used equipment in the industry.
2. <u>Kyla Young</u> (Name) <u>Office Manager</u> (Title)	Kyla has 23 of customer service experience with the last 14 focused on the printing industry. Kyla handles ordering, invoicing, and communication.

3. Richard Davenport
(Name)
Sales Manager
(Title)

Rich has been managing teams for sales and customer service in Columbia for the last 14 years. His primary job is to make sure your expectations are met

4. Scott Coulson
(Name)
Production Manager and Technician
(Title)

Scott has 13 years of experience in the printing industry. He is a certified Canon technician, and assists with customer service and support.

5.3 Performance Methodology:

Delivery and Set-Up Timeframe:

5.3.1 **Delivery and set-up of large format printer/scanner:** The desired delivery is 30 calendar days after the receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: 15 calendar days ARO.

5.3.2 **Delivery of consumables for large format printer/scanner:** The desired delivery is five (5) business days after the receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: 3 calendar days ARO.

5.3.3 **Warranty:**

A one-year warranty is required. If the offeror's initial warranty is longer, then the offeror should state the warranty period for the large format printer/scanner which shall cover all parts and labor during the specified warranty period. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County:

Warranty on Parts: One-Year Warranty

Warranty on Labor: One-Year Warranty

5.3.4 **Preventative Maintenance:**

Describe in the available space the offeror's proposed preventative maintenance routine that will be performed for the County:

ADS will monitor printer usage and replace parts suggested to be replaced at intervals recommended by the manufacturer. ADS will also conduct cleaning and inspection annually or as needed.

5.3.5 Primary Contact Information: Provide the contact name, phone number and e-mail for scheduling services and on-going project communication, and their times of availability (e.g., M-F, 8AM-5PM CT):

Kyla Young - 573-446-7768 - orders@adsmo.net

M-F 7:30AM - 4:30PM Brandon Roberts is available after hours on his cell phone at 573-424-0807

5.3.6 Other Features: Describe other features of the offeror's large format printer/scanner, and warranty and post-warranty maintenance that the offeror believes would be of interest to the County as it evaluates the vendor's response:

The TX-4000 MFP is capable of handling paper with a 3" core. This would allow an additional paper choice for the County:

20# Bond, 36"x500', 3" core. Sold in packages of 2 - \$30.25 per roll, \$60.50 per 2 roll package.

(The offeror should complete and return with the proposal)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

RICHARD M. DAVENPORT - SALES MANAGER
Name and Title of Authorized Representative


Signature

11/8/19
Date

(The offeror should complete and return with the proposal)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

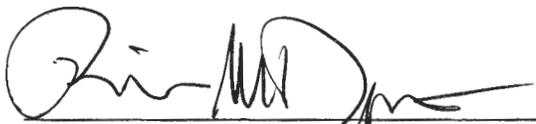
The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

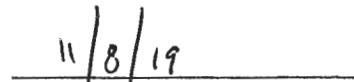
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Offeror Signature



Date

(The offeror should complete and return with the proposal)

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

County of Boone)
)ss
State of Missouri)

My name is Brandon Roberts I am an authorized agent of American Document Solutions (Offeror). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

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



KATHLEEN LYUDMILA WRIGHT
My Commission Expires
July 22, 2023
Boone County
Commission #19331619

[Signature] 11/6/2019
Affiant Date

Brandon Roberts
Printed Name

Subscribed and sworn to before me this 6th day of November, 2019.

[Signature]
Notary Public



Company ID Number: 417178

Approved by:

Employer American Development Services	
Name (Please Type or Print) Brandon L Roberts	Title
Signature Electronically Signed	Date 05/23/2011
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/23/2011



Company ID Number: 417178

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	American Development Services
Company Facility Address	1400 Forum Blvd. Suite 7A Columbia, MO 65203
Company Alternate Address	
County or Parish	BOONE
Employer Identification Number	452049524
North American Industry Classification Systems Code	519
Parent Company	
Number of Employees	5 to 9
Number of Sites Verified for	1



Company ID Number: 417178

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

MISSOURI

1 site(s)



Company ID Number: 417178

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

Name Brandon L Roberts
Phone Number (573) 446 - 7768
Fax Number
Email Address brandon@adsmo.net



**EMPLOYMENT PRACTICES LIABILITY
DECLARATIONS**

POLICY NO. **105655743**

Travelers Casualty and Surety Company of America
Hartford, Connecticut
(A Stock Insurance Company, herein called the Company)

THE LIABILITY COVERAGES ARE WRITTEN ON A CLAIMS-MADE BASIS. THE LIABILITY COVERAGES COVER ONLY CLAIMS FIRST MADE AGAINST INSUREDS DURING THE POLICY PERIOD. THE LIMIT OF LIABILITY AVAILABLE TO PAY SETTLEMENTS OR JUDGMENTS WILL BE REDUCED BY DEFENSE EXPENSES, AND DEFENSE EXPENSES WILL BE APPLIED AGAINST THE RETENTION. THE COMPANY HAS NO DUTY TO DEFEND ANY CLAIM UNLESS DUTY-TO-DEFEND COVERAGE HAS BEEN SPECIFICALLY PROVIDED HEREIN.

ITEM 1	<p>NAMED INSURED:</p> <p>American Development Services, Inc.</p> <p>D/B/A: Eplan, Postal Express, American Document Solutions</p> <p>Principal Address: 1400 Forum Blvd., Ste 7B COLUMBIA, MO 65203</p>
ITEM 2	<p>POLICY PERIOD:</p> <p>Inception Date: July 26, 2019 Expiration Date: July 26, 2020 12:01 A.M. standard time both dates at the Principal Address stated in ITEM 1.</p>
ITEM 3	<p>ALL NOTICES OF CLAIM OR LOSS MUST BE SENT TO THE COMPANY BY EMAIL, FACSIMILE, OR MAIL AS SET FORTH BELOW:</p> <p>Email: BS1claims@travelers.com Fax: (888) 460-6622</p> <p>Mail: Travelers Bond & Specialty Insurance Claim 385 Washington St. – Mail Code 9275-NB03F St Paul, MN 55102</p>
ITEM 4	<p>COVERAGE INCLUDED AS OF THE INCEPTION DATE IN ITEM 2:</p> <p>Employment Practices Liability</p>

<p>ITEM 5</p>	<p>Only those coverage features marked "<input checked="" type="checkbox"/> Applicable" are included in this policy.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">EMPLOYMENT PRACTICES LIABILITY</p> <p>Limit of Liability: \$1,000,000 for all Claims</p> <p>Third Party Claim Coverage: <input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable</p> <p>Additional Defense Coverage: <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not Applicable</p> <p>Additional Defense Limit of Liability: Not Covered for all Claims</p> <p>Retention: \$10,000 for each Claim under Insuring Agreement A. \$10,000 for each Claim under Insuring Agreement B., if applicable.</p> <p>Prior and Pending Proceeding Date: Claims for Wrongful Employment Practices: July 15, 2011 Claims for Third Party Wrongful Acts: July 15, 2011</p> <p>Continuity Date: Claims for Wrongful Employment Practices: July 15, 2011 Claims for Third Party Wrongful Acts: July 15, 2011</p> </div>
<p>ITEM 6</p>	<p>PREMIUM FOR THE POLICY PERIOD:</p> <p>\$2,557.00 Policy Premium</p> <p>N/A Annual Installment Premium</p>
<p>ITEM 7</p>	<p>TYPE OF LIABILITY COVERAGE:</p> <p><input type="checkbox"/> Reimbursement</p> <p><input checked="" type="checkbox"/> Duty-to-Defend</p> <p>Only the type of liability coverage marked "<input checked="" type="checkbox"/>" is included in this policy.</p>
<p>ITEM 8</p>	<p>LIABILITY COVERAGE EXTENDED REPORTING PERIOD:</p> <p>Additional Premium Percentage: 75 %</p> <p>Additional Months: 12</p> <p>(If exercised in accordance with section III. CONDITIONS O. EXTENDED REPORTING PERIOD of the Liability Coverage Terms and Conditions)</p>

<p>ITEM 9</p>	<p>LIABILITY COVERAGE RUN-OFF EXTENDED REPORTING PERIOD:</p> <p>Additional Premium Percentage: Not Applicable</p> <p>Additional Months: Not Applicable</p> <p>(If exercised in accordance with section III. CONDITIONS K. CHANGE OF CONTROL of the Liability Coverage Terms and Conditions)</p>
<p>ITEM 10</p>	<p>ANNUAL REINSTATEMENT OF THE LIABILITY COVERAGE LIMIT OF LIABILITY:</p> <p><input checked="" type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p>Only those coverage features marked "<input checked="" type="checkbox"/> Applicable" are included in this policy.</p>
<p>ITEM 11</p>	<p>FORMS AND ENDORSEMENTS ATTACHED AT ISSUANCE:</p> <p>AFE-19028-0519; ACF-7006-0511; AFE-19029-0719; AFE-19030-0719; LIA-3001-0109; EPL-7059-0109; LIA-7097-0109; LIA-7300-0109; LIA-19002-1111; LIA-19097-0315; LIA-19137-0517; LIA-4015-0310; EPL-3001-0109; EPL-7062-0109; EPL-7110-0109; EPL-19020-0712; EPL-19050-0316; EPL-19057-0517; EPL-19058-0517; EPL-19059-0517; EPL-19060-0517; EPL-4006-0111; LIA-10001-0610; LIA-5024-1107</p>

THE DECLARATIONS, THE APPLICATION, THE LIABILITY COVERAGE TERMS AND CONDITIONS, THIS LIABILITY COVERAGE, AND ANY ENDORSEMENTS ATTACHED THERETO, CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE COMPANY AND THE INSURED.

Countersigned By

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its authorized officers.

Thomas M. Hummel
Executive Vice President

Wendy C. Shy
Corporate Secretary

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20 19

County of Boone

In the County Commission of said county, on the

17th

day of

December

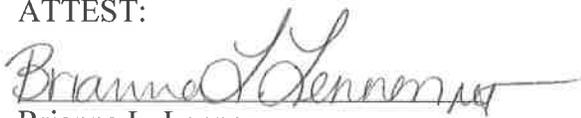
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the following, among other proceedings, were had, viz:

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 Baha'i Faith Community on February 29, 2020 from 12:00 pm to 5:30 pm.

Done this 17th day of December 2019.

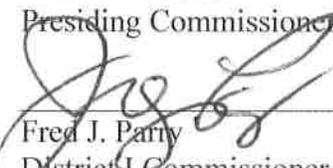
ATTEST:



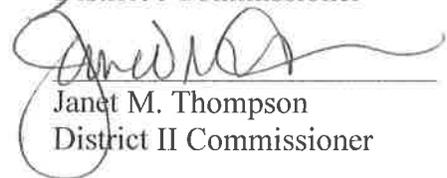
Brianna L. Lennon
Clerk of the County Commission



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 :Bahai _____

Address: 205 Blue Sky Court _____

City: Columbia _____ State: MO _____ ZIP Code 65203 _____

Phone: 573-445-6853 _____ Website: www.columbiabahai.org _____

Individual Requesting Use: Farah Nieuwenhuizen _____ Position in Organization: Assistant secretary _____

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

Event: Bahai celebration of holy days _____

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

Date(s) of Use: Saturday February 29, 2020 _____

Start Time of Setup: 12:00 noon _____ AM/PM Start Time of Event: 2:00pm _____ AM/PM

End Time of Event: 5:00 pm _____ AM/PM End Time of Cleanup: 5:30pm _____ 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: Assistant secretary _____

Phone Number: 573-445-6853 _____ Date of Application, December 11/2019 _____

Email Address: farahn19@yahoo.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.

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:

BOONE COUNTY, MISSOURI

County Clerk

County Commissioner

DATE: 12-17-19 _____