

Boone County Purchasing

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



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MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: July 30, 2025
RE: Award of C001017 from RFP 20-23JUN25 – Videography Services, Term and Supply for the Boone County Emergency Management Department

Purchasing requests approval for the award of contract C001017 from Request for Proposal 20-23JUN25 that solicited proposals for Videography Services for the Boone County Emergency Management Department. One proposal was received.

1) Bussen Productions LLC of Columbia, Missouri

It is noted for the record that the RFP was advertised in the Columbia Missourian, posted in the Government Center Building, and posted online at the County's electronic bidding website, <https://bocomobids.ionwave.net/Login.aspx>. In addition, I researched local video service vendors and called several when I first released the RFP.

The proposal from Bussen Productions LLC has been reviewed by the Purchasing Department and the Emergency Management Department. Della Luster, Administrative Coordinator for the Boone County Emergency Management Department and Jacob Waller, Deputy Director of the Boone County Emergency Management Department reviewed the proposal and found it acceptable. The proposal is responsive to the mandatory terms, conditions and requirements of RFP 20-23JUN25.

As the only responsive proposal, the proposal from Bussen Productions LLC is considered the "lowest and best" proposal. An award of contract for Videography Services, Term and Supply is prepared to Bussen Productions, LLC of Columbia, Missouri.

Payments will reference: 2702 – Emergency Management Operations/71100 – Outsourced Services with \$20,000.00 budgeted for 2025.

Attachments: Bid Tabulation
/lp