



Request for Proposal

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

Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

Proposal Data

Proposal Number: **51-09AUG05**

Commodity Title:

INTERNET SERVICES PROVIDER

DIRECT PROPOSAL FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Pre-Proposal Conference

Day / Date: **Tuesday, July 26, 2005**

Time: **1:00 P.M. C.S.T.**

Location / Mail Address: Boone County Johnson Building
Conference Room 213
601 E. Walnut
Columbia, MO 65201

Proposal Submission & Opening Address and Deadline

Day / Date: **TUESDAY – August 9, 2005**

Time: **10:30 A.M. C.S.T. (No late proposals will be accepted)**

Location / Mail Address: Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 208
Columbia, MO 65201

Directions: The Johnson Building is located on the Northeast corner at 6th Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Proposal Contents

- 1.0: Instructions and General Conditions**
- 2.0: Introduction and General Information**
- 3.0: Scope of Services**
- 4.0: Proposal Submission Information**
- 5.0: Response Page**
- Exhibit A Prior Experience**
- No Bid Response Form**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 51-09AUG05 – Internet Services Provider

A pre-proposal conference has been scheduled for Tuesday, July 26, 2005, at 1:00 p.m. in the Boone County Johnson Building, Conference Room 213, 601 E. Walnut, Columbia, Missouri.

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, August 9, 2005** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

The Request for Proposal is scheduled to be opened after 10:30 a.m. on Tuesday, August 9, 2005 in the Boone County Purchasing Department, Boone County Johnson Building, Conference Room 213, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion: Monday, July 12, 2005
COLUMBIA MISSOURIAN



1. INTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions of Bidding 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 the material and/or supplies, equipment or services as detailed in the following proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M., C.S.T.**, on Tuesday, August 9, 2005 to:

Boone County Purchasing Department
Melinda Bobbitt, CPPB
601 E. Walnut Street, Room 208
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and shall return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and six (6) copies of the proposal (total of seven). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud.
- d) 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."
- e) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted bids will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

1.2 . Evaluation of Proposals (Procedure):

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should

exercise particular care in reviewing the Proposal Format required for this RFP.

- b) The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- c) At this point, the County may request presentations by Offerors, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed proposers.
- d) The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references will be checked for each short-listed Offeror.
- e) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- f) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- g) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.3 Ambiguity, Conflict, or Other Errors in the RFP:

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.

- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

1.4 Rejection of Proposals: The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.

1.5 Acceptance of Proposals: The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

1.6 Requests for Clarification of Proposals: Requests by the Department for clarification of proposals shall be in writing.

1.7 Validity of Proposals: Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

1.8 Receipt and Opening of Advertised, Sealed Proposals: The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b. Proposals will be opened in the Boone County Purchasing Department on Tuesday, August 9, 2005 at 10:30 A.M., C.S.T. located at the following address:

Boone County Purchasing
Johnson Building
601 E. Walnut, Conference Room 213
Columbia, Missouri 65201

1.9 Withdrawal of Proposals: Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a. **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1 This document constitutes a request for competitive, sealed proposals for the furnishing of an **Internet Service Provider (ISP)**, as set forth herein.
- 2.1.2 The intent of this Request for Proposal and resulting contract is to obtain price proposals for internet services.
- 2.1.3 It is the County's intent to award a one (1) year contract with four (4) additional one-year renewal options. Renewal options will be subject to contract performance, technological advancements, etc.
- 2.1.4 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 Services
 - 4) Proposal Submission Information
 - 5) Response Page
 - 6) Exhibit A – Prior Experience
 - 7) "No Bid" Response Page

2.2. Guideline for Written Questions:

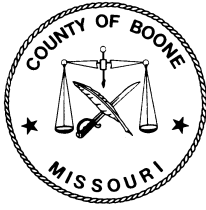
- 2.2.1 All questions regarding this Request for Proposal shall be submitted in writing no later than 5:00 p.m., August 4, 2005. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Melinda Bobbitt, CPPB
Director
601 E. Walnut Street, Room 208
Columbia, Missouri 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

- 2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.

2.3. Pre-Proposal Conference

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for Tuesday, July 26, 2005, at 1:00 p.m. in the Boone County Johnson Building, 601 E. Walnut, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.



3. SCOPE OF SERVICES

3.1 Background:

Boone County Government currently has a computer network connecting over 280 PCs and servers at multiple sites. Internet access is required for research, email, utilizing web services and providing e-government services. The County currently has a T1 connection with a class C address range.

3.2 Scope of Work:

All proposals must be made on the basis of and either meet or exceed the requirements contained herein:

- a. ISP shall provide bandwidth 24 hours per day, 365 days per year.
- b. ISP shall provide redundancy in connections into the piercing point.
- c. ISP shall have network support 24 hours per day, 365 days per year.
- d. ISP shall have network monitoring capability and notification to the County at the point of any disruption of service. Notification shall be a telephone call, within 30 minutes of any unplanned disruption, to the County's network administrator at 573-886-4445, or if not available, to the supervisor of systems analysis at 573-886-4319. Also, notifications of planned disruptions of service shall be made in like manner with as much advance notice as possible.
- e. ISP shall provide bandwidth utilization reporting monthly, which shall be emailed to County's network administrator (rirish@boonecountymo.org), the supervisor of systems analysis (agish@boonecountymo.org) and the information technology director (mmallicoat@boonecountymo.org) by the end of the 2nd workday of each month. Reports shall contain utilization for the previous month and year-to-date. Utilization shall be split out into: 1) traffic in and out of the County's web site (showmeboone.com), and 2) all other.
- f. ISP shall provide a minimum of 1.5Megabits of bandwidth initially.
- g. ISP shall have the capability to provide up to 5.0Megabits of bandwidth at the County's request.

- h. ISP shall have the capability to provide direct hook-up via fiber optic cable at the County's request.
- i. ISP shall provide a detailed implementation timeline, including all required downtime, if any. All downtime shall be planned for non-working days.
- j. ISP shall include work necessary to coordinate, if needed, IP address changes as they relate to County Domain Names, County internal security monitoring, and external access to the County's network for applications such as Mocha, MULES, etc.
- k. ISP shall provide clear, complete and detailed pricing and billing.

3.3 Desired Options:

- a. ISP should provide a leasing option, including hardware maintenance, for the T1 router to be located at the county.
- b. ISP should provide a leasing option, including maintenance, for a fiber optic cable router to be used in the future.
- c. ISP should provide a Quality of Service agreement.
- d. ISP should provide credit for network downtime.

3.4. Contractor Requirements –

- 3.4.1. Offeror shall provide an overview of their experience in providing internet services, to include the following:
 - a. The number of years the firm has been in existence.
 - b. Provide, at a minimum, three (3) references from other local governmental entities for which internet services have been provided. Include the name of the organization, contact person and telephone number. (Use Exhibit A.)
- 3.4.2. Identify the specific individual(s) and their qualifications that will be assigned to this contract.
- 3.4.3. Identify any specific other internet service related areas where the offeror has expertise.
- 3.4.4. Provide a detailed description of how the organization will perform the following:
 - a. Describe backup/fail-over procedures (guarantees and assurances).

- b. Provide up-to-date network map which shall include current links and speeds as well as any planned links and speeds, with implementation dates.
 - c. Provide backbone utilization report showing average and peak backbone utilization.
 - d. Describe trigger points for adding additional backbone capacity.
- 3.4.5. Identify the method used to determine the cost for these services. Provide detail for every pricing option proposed.

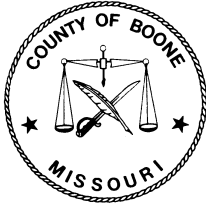
3.5.Proposal Preparation:

Proposals shall contain the following information in the sequence listed:

- 3.5.1. **Name of the firm** submitting proposal; main office address; when organized; appropriate Federal, State and City registration numbers; the date until which the information in the RFP is binding; and the names and resumes of the representatives who will be assigned to each project.
- 3.5.2. **Understanding of the problem and technical approach:**
 - a. Statement and discussion of the requirements as they are analyzed by the Proposer.
 - b. Proposer's definitive Scope of Work with explanation of technical and methodological approaches, criteria, and a detailed outline of the proposed program for executing the requirements and achieving the objectives of this RFP.
- 3.5.3. **Preliminary Work Plan** – Proposers shall present a description and timeline of the phases or segments into which the proposed program can logically be divided and performed. The narrative shall address separately each of the tasks described in the RFP and responses should be keyed to the appropriate paragraph numbers. This section should also contain a discussion of any changes proposed which substantially differ from the Requirements as described. This section should include detailed descriptions of activities, significant milestones and anticipated deliverables.
- 3.5.4. **Treatment of the Issues** – In this section, proposers may comment, if deemed appropriate, on any aspect of the RFP including suggestions on possible alternative approaches to the coverage definition development and organization of the items presented in the Requirements section of this RFP.
- 3.5.5. **Statement of Qualifications**
 - a. Organizational and staff experience: Proposers must describe their qualifications and experience to perform the work described in this RFP. Information about experience should include direct work with the specific subject matter. Include resumes of key staff who would work with the County.
 - b. References: Submit 3 references from current customers for whom similar work has been performed in the last three (3) years, preferably

governments similar in size to Boone County Government. Provide complete contact information.

- c. Personnel: Any subcontractors who will be assigned direct work on this project should be identified and brief resumes provided. Information is required which will show the composition of the task or work group, its specific qualifications and recent relevant experience. The technical areas, character and extent of participation by any subcontractor or consultant must be indicated and the anticipated sources identified.
- d. Financial Responsibility: Latest audited statements, annual or quarterly reports, rating from a nationally recognized credit rating organization or any other acceptable proof of financial responsibility.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. *Submission of Proposals:*

4.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director
601 E. Walnut Street, Room 208
Columbia, MO 65201

b. The proposals must be delivered no later than 10:30 a.m. on August 9, 2005. Proposals will not be accepted after this date and time.

4.1.1.2. 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 addenda should be **placed at the beginning of the proposal**.

c. The Proposal must, at a minimum, address all mandatory and desired services, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required.

4.1.1.3. 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 responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. 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.

4.1.2. **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 shall apply:

4.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.

4.1.2.2. Negotiations will only be conducted with potentially acceptable proposal(s). The County reserves the right to limit negotiations to those proposal(s), which received the highest rankings during the initial evaluation phase.

4.1.2.3. 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.

4.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.1.3. **Evaluation and Award Process:**

4.1.3.1. 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) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

a. **Method of Performance**

- Depth of response to the Requirements section

- Depth of response to the Preliminary Work Plan
- Details of the approach and methodology of the program
- Provisions for technical assistance
- Schedule of hook-ups
- Related downtime
- Circuit capabilities

b. Experience/Expertise of Contractor

- Qualifications of the firm with appropriately qualified and experienced personnel.
- Length of time in business.

c. Cost

- Reasonableness of cost proposal

4.1.3.2. 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 shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.1.4. Evaluation:

4.1.4.1. Experience 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.

4.1.4.2. 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 (This information may be shown on the form attached as Exhibit A to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates and locations of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

4.1.4.3. 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.

- 4.1.4.4. 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.
- 4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.
- 4.1.4.6. 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 Bidder's final response rating.
- 4.1.4.7. 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.



5. **Response Page**

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.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Note: This form must be signed. All signatures must be original and not photocopies.

The Offeror shall provide a firm, fixed price for the Original Contract Period. All costs associated with the required services/equipment shall be included in the prices. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

5.1. Internet Service Provider Pricing

Bandwidth	One-Time Installation Cost	Connection \$ per Month	Connection Hardware Make/Model	Connection Hardware Lease \$/month
1.5 Megabits				
2.0 Megabits				
2.5 Megabits				
3.0 Megabits				
4.0 Megabits				
5.0 Megabits				

5.2. Additional Cost to Complete:

Provide an itemized list of any items not included above by the County and related costs that Offeror deems necessary to provide the information to meet the requirements specified in proposal. Failure to provide said list shall not relieve the Contractor from providing such items as necessary to provide information meeting all of the requirements specified in proposal that the Offeror proposed to meet at the Fixed Price Purchase Costs proposed.

5.2.1. \$ _____

5.2.2. \$ _____

5.3. Maximum percent increase for Renewal #1: _____%

5.4. Maximum percent increase for Renewal #2: _____%

5.5. Maximum percent increase for Renewal #3: _____%

5.6. Maximum percent increase for Renewal #4: _____%

EXHIBIT A

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):



“No Bid” Response Form

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

Melinda Bobbitt, CPPB, Director
(573) 886-4391 – 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 proposal request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

Bid: 51-09AUG05 - Internet Services Provider

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

