



## Request for Quote (RFQ)

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

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

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### ***Bid Data***

Bid Number: **37-21APR06**  
Commodity Title: **Vehicle Body Repair (Hail Damage)**

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

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### ***Bid Submission Address and Deadline – Bid Closing***

Day / Date: **FRIDAY – April 21, 2006**  
Time: **1:30 P.M.**  
Location / Mail Address: Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Room 208  
Columbia, MO 65201  
**Fax Number: (573) 886-4390 (Faxed responses will be accepted)**  
Directions: The Johnson Building is located on the Northeast corner at 6<sup>th</sup> Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

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### ***Bid Opening***

Day / Date: **FRIDAY – April 21, 2006**  
Time: **1:30 P.M. C.S.T.**  
Location / Address: Boone County Purchasing  
601 E. Walnut, Room 208  
Columbia, MO 65201

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### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**  
**Standard Terms and Conditions**  
**Exhibit A- Prior Experience**  
**Exhibit B – No Bid Response Form**

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

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
  - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
**Purchasing** - The Purchasing Department, including its Purchasing Director and staff.  
**Department(s) or Office(s)** - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
**Designee** - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
  - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
**Bidder** - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
**Contractor** - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
**Supplier** - All business(s) entities which may provide the subject goods and/or services.
  - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Request for Quote/Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
  - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, 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 Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. Alternates may be chosen in any combination and/or order. Awards will not be considered to contractors who have previously failed to perform satisfactorily.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
  - 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Contract resulting from this Bid will have an initial project start date of approximately late-April 2006 with vehicle repair service completed as soon as possible and preferably by the end of July 2006.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. **Primary Specifications**

- 2.1. **ITEMS AND/OR SERVICES TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a contract to provide **vehicle body repair service for hail damaged vehicles** including, but not limited to, parts, materials, tools, equipment, supervision and labor for painting, priming, sealing, frame, body and inter-structure to various vehicles owned by Boone County – Missouri.
- 2.1.1. **Contract Documents** – The successful bidder(s) shall be obligated to enter into a written contract with the County within seven (7) days of award on contract forms provided by the County. If bidder(s) desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 2.1.2. **Scope of Services-** The Contractor(s) shall provide and perform all work that will include, but not necessarily be limited to removing dents, replacing glass, repair hail damage on body, parts, replacement painting, etc. to vehicles that received hail damage on March 12, 2006. There are a total of 46 vehicles described in this bid and potentially eight more will be added.
- 2.1.3. Bidder may bid all or any combination of the vehicles described in section 4.7. The County anticipates awarding multiple contracts as a result of this request in order to ensure prompt and professional turn around times for all work since time is of the essence. The County of Boone reserves the right to award in part or in whole or to reject any or all bids.
- 2.1.4. Decals and light bars need not be replaced and/or repaired by the Contractor. However, they may need to be removed in order to complete the repair(s). Removal of decals and light bars was included in our original insurance estimate per the attached prices in section 4.7.
- 2.1.5. The Contractor shall perform all work at or below the insurance estimate provided to the County in section 4.7. No work costs shall exceed the estimate without the prior approval of the County. Should any additional damages be discovered during the performance of any repair, the Contractor shall notify the County immediately and shall not perform any such additional repair work without the prior approval of the County.
- 2.1.6. The County will deliver all vehicles for repair to the Contractor’s facilities and pickup the vehicles after all work is complete.
- 2.1.7. The Contractor shall be liable to the County and bear all costs, for any and all damages, theft, vandalism, acts of malicious mischief, etc., acts of commission and/or omission by his/her employees for any and all County vehicles in the Contractor’s possession.
- 2.1.8. The Contractor shall, in order to be considered for award: 1) Be fully licensed, and certified as applicable by existing federal, state and/or local mandates pertaining to vehicle body repair facilities, and 2) Operate a fully operational and equipped body repair facility physically located within thirty miles of the Boone County Sheriff Department.
- 2.1.9. Once the County has delivered the vehicle(s) to the Contractor’s facility, the vehicle(s) may not be moved to any other facility.
- 2.1.10. Boone County shall be the sole judge as to what companies are qualified to provide the Vehicle Body Repair needs for Boone County. Any work that is found to be inferior or substandard for the industry shall be returned to Contractor for reworking or credit.
- 2.1.11. Any vehicles in cue for repair with the Contractor, which in the opinion of the County have been ignored or kept out-of-service too long for the repairs required, or whose proposed “ready” date is unacceptable may be pulled out of cue and sent to another vendor for repair.
- 2.2. **WARRANTY** –The Contractor shall be responsible for a minimum period of one year from and after the date of final acceptance by the County of the work covered by this Contract, for any repairs or replacements caused by defective materials, workmanship, or equipment which, in the judgment of the County, shall become necessary during such period. The Contractor shall undertake with due diligence to make the aforesaid repairs and/or replacements within ten days after receiving written notice that such repairs or replacements are necessary. If the Contractor should neglect to begin such repairs or replacements within this period or in case of emergency, where, in the judgment of the County, delay

would cause serious loss or damage, the repairs and/or replacements may be pursued by the County charged to the Contractor.

- 2.3. **DESIGNEE** – Boone County Fleet Superintendent, Greg Edington, 5551 Highway 63 South, Columbia, Missouri 65201. Phone: (573) 449-8515.
- 2.3.1. **Bid Clarification/Contact** – Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Melinda Bobbitt, CPPB, Director of Purchasing, 601 E. Walnut Street, Columbia, MO 65201. Phone: (573) 886-4391 Fax: (573) 886-4390 E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).
- 2.4. **BILLING AND PAYMENT** – Payment will be made after the work has been completed and a statement has been received. The contractor must submit an invoice and charges must only include prices listed in the contractor's bid response. No additional fees or taxes shall be included as additional charges. The County agrees to pay the Monthly Statement within 30 days of receipt of a valid statement. Invoices/Monthly Statements should be submitted to the respect Boone County department.
- 2.5. **INSURANCE REQUIREMENTS**
- 2.5.1. **Contractor Insurance-** The Contractor shall not commence work under this Contract until they have obtained all insurance required under this paragraph and the County has approved such insurance. 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.
- 2.5.2. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this Contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of work. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide Employee's Liability Insurance for the protections of their employees not otherwise protected.
- 2.5.3. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this Contract, such comprehensive general liability insurance, including Garage Keepers Liability, as shall protect them 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 by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 2.5.4. **Automobile Public Liability and Property** – The Contractor shall maintain during the life of this Contract, automobile public liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence and not less than \$150,000.00 per individual. Said insurance shall cover both bodily injury, including accidental death and property damage, to protect Contractor from any and all claims arising from the use of the contractor's own automobiles, teams, and trucks; hired automobiles, teams, and trucks; and both on and off the site of work.
- 2.5.5. **Property Damage** - The Contractor shall provide the County with proof of general Property Damage Insurance for care, custody and control, which shall protect the County against any and all claims, which might arise as a result of the operations of the Contractor in fulfilling the terms of this Contract during the life of the Contract as appropriate.
- 2.5.6. **Insurance Certifications** - 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 and requiring a 30-day mandatory cancellation notice. 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 work.
- 2.6. **INDEMNITY AGREEMENT** – To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor 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.

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, the Contractor shall submit Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in Contractor'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."
- 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.
  - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, 3 complete copies of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number, and the due date and time.
  - 3.2.2. **Advice of Award** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for County use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
  - 3.2.3. **Web Page**- Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
  - 3.4.1. **Rejection or Correction of Responses** – 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.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
  - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
  - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
  - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. **Response Form** – Submit your Response by fax or in a single sealed envelope, clearly marked on the **outside, left corner** with your company name and return address, the bid number, and the due date and time. **Faxed Quotes will be accepted. Fax to (573) 886-4390 by 1:30 p.m. on April 21, 2006.**

4.1. Company Name: \_\_\_\_\_

4.2. Address: \_\_\_\_\_

4.3. City/Zip: \_\_\_\_\_

4.4. Phone Number: \_\_\_\_\_

4.5. Fax Number: \_\_\_\_\_

E: Mail Address: \_\_\_\_\_

4.6. Federal Tax ID: \_\_\_\_\_

4.6.1. ( ) Corporation

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

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

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

4.7. **BID RESPONSE** – Bid prices must include any and all labor, parts, and material required to perform the work described in Section 2 of this bid request.

	Description	Insurance Estimate	Amount
4.7.1.	<b>Vehicle: 2006 Ford Crown Vic</b> Vin #: 2FAHP71W46X103819	\$6,332.88	\$ _____
4.7.2.	<b>Vehicle: 2005 Ford Crown Vic</b> Vin #: 2FAFP71WX5X105032	\$5,698.65	\$ _____
4.7.3.	<b>Vehicle: 1996 Ford E350 Van</b> Vin #: 1FBHE31H8THA97775	\$2,336.04	\$ _____
4.7.4.	<b>Vehicle: 1991 Ford Bus</b> Vin #: 1FDKE30G1MHA64477	\$1,731.33	\$ _____
4.7.5.	<b>Vehicle: 2001 Ford E350 Van</b> Vin #: 1FBSS31L51HB38184	\$2,711.27	\$ _____
4.7.6.	<b>Vehicle: 2003 Ford Crown Vic</b> Vin #: 2FAHP71W43X214401	\$6,076.32	\$ _____
4.7.7.	<b>Vehicle: 2003 Ford Crown Vic</b> Vin #: 2FAFP71W63X211295	\$6,828.29	\$ _____
4.7.8.	<b>Vehicle: 2006 Ford Crown Vic</b> Vin #: 2FAHP71W06X104756	\$6,667.72	\$ _____

	<b>Description</b>	<b>Insurance Estimate</b>	<b>Amount</b>
4.7.9.	<b>Vehicle: 2006 Ford Crown Vic</b> Vin #: 2FAHP71WX6X104764	\$7,051.59	\$ _____
4.7.10.	<b>Vehicle: 2006 Ford Crown Vic</b> Vin #: 2FAHP71W46X104761	\$6,647.54	\$ _____
4.7.11.	<b>Vehicle: 2006 Ford Crown Vic</b> Vin #: 2FAHP71W86X104763	\$6,764.90	\$ _____
4.7.12.	<b>Vehicle: 2006 Ford Crown Vic</b> Vin #: 2FAHP71W26X104757	\$7,423.39	\$ _____
4.7.13.	<b>Vehicle: 1994 Ford E250 Van</b> Vin #: 1FTHS24H3RHB51034	\$1,804.85	\$ _____
4.7.14.	<b>Vehicle: 2002 Ford Crown Vic</b> Vin #: 2FAFP71W42X129712	\$5,992.12	\$ _____
4.7.15.	<b>2003 Chevy Impala</b> Vin #: 2G1WF52E139396490	\$4,814.75	\$ _____
4.7.16.	<b>2005 International Oil Distributor Truck – 7400 Tandem Axle</b> Vin #: 1HTWHAZT26J45247	\$3,825.00	\$ _____
4.7.17.	<b>2005 Chevy C1500 Truck</b> Vin #: 1GCEC14VX5Z323435	\$4,657.97	\$ _____
4.7.18.	<b>2002 Chevy S10 Blazer</b> Vin #: 1GNDDT13W22K208104	\$2,295.42	\$ _____
4.7.19.	<b>2004 Chevy Astro Van</b> Vin #: 1GCDM19X64B130452	\$2,575.00	\$ _____
4.7.20.	<b>2005 Ford Explorer</b> Vin #: 1FMZU72K35ZA65944	\$2,745.58	\$ _____
4.7.21.	<b>1997 Chevy Suburban</b> Vin #: 3GNDC26R1VG186522	\$2,803.73	\$ _____
4.7.22.	<b>2004 Chevy Impala</b> Vin #: 2G1WF52K549202146	\$7,659.19	\$ _____
4.7.23.	<b>2002 Chevy Impala</b> Vin #: 2G1WF55K429211784	\$3,950.51	\$ _____
4.7.24.	<b>2002 Ford Crown Vic</b> Vin #: 2FAFP71WX2X156994	\$1,310.30	\$ _____
4.7.25.	<b>2005 Ford Crown Vic</b> Vin #: 2FAFP71W25X113321	\$1,895.00	\$ _____
4.7.26.	<b>2003 Chevy Impala</b> Vin #: 2G1WF55K739347022	\$1,925.00	\$ _____
4.7.27.	<b>2006 Ford Crown Vic</b> Vin #: 2FAHP71W66X104762	\$7,302.78	\$ _____

	<b>Description</b>	<b>Insurance Estimate</b>	<b>Amount</b>
4.7.28.	<b>2004 Ford Crown Vic</b> Vin #: 2FAFP71W84X134978	\$6,025.71	\$ _____
4.7.29.	<b>2004 Ford Crown Vic</b> Vin #: 2FAFP71W64X134980	\$3,490.07	\$ _____
4.7.30.	<b>2003 Chevy Impala</b> Vin #: 2G1WF55KX39348620	\$1,600.00	\$ _____
4.7.31.	<b>2003 Ford Crown Vic</b> Vin #: 2FAFP71W93X211288	\$2,628.32	\$ _____
4.7.32.	<b>2004 Ford Crown Vic</b> Vin #: 2FAFP71W44X 134976	\$6,594.31	\$ _____
4.7.33.	<b>2005 Ford Crown Vic</b> Vin #: 2FAFP71W15X113326	\$5,616.28	\$ _____
4.7.34.	<b>2003 Ford Crown Vic</b> Vin #: 2FAFP71W43X211294	\$2,195.52	\$ _____
4.7.35.	<b>2001 Ford Crown Vic</b> Vin #: 2FAFP71W31X 185154	\$6,497.85	\$ _____
4.7.36.	<b>2005 Ford Crown Vic</b> Vin #:2FAFP71W45X113322	\$3,320.26	\$ _____
4.7.37.	<b>2005 Ford Crown Vic</b> Vin #: 2FAFP71W05X113320	\$2,252.32	\$ _____
4.7.38.	<b>2005 Ford Crown Vic</b> Vin #: 2FAFP71W25X 113318	\$6,840.75	\$ _____
4.7.39.	<b>2005 Ford Crown Vic</b> Vin #: 2FAFP71W65X113323	\$2,620.06	\$ _____
4.7.40.	<b>2003 Ford Crown Vic</b> Vin #: 2FAFP71W03X211289	\$6,158.93	\$ _____
4.7.41.	<b>2003 Ford Crown Vic</b> Vin #: 2FAFP71W53X154779	\$5,761.01	\$ _____
4.7.42.	<b>2003 Ford Crown Vic</b> Vin #: 2FAFP71WX3X154776	\$6,824.35	\$ _____
4.7.43.	<b>2006 Ford Crown Vic</b> Vin #: 2FAHP71W66X104759	\$4,949.86	\$ _____
4.7.44.	<b>2003 Ford Crown Vic</b> Vin #: 2FAFP71W73X211290	\$5,188.87	\$ _____
4.7.45.	<b>2003 Ford Crown Vic</b> Vin #: 2FAFP71W23X211293	\$4,135.64	\$ _____
4.7.46.	<b>2003 Ford Crown Vic</b> Vin #: 2FAFP71W83X154775	\$1,475.00	\$ _____
	<b>Grand Total (4.7.1. – 4.7.46. Sum)</b>	<b>GRAND TOTAL</b>	\$ <input type="text"/>

4.8. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Representative (Sign By Hand):

\_\_\_\_\_

Type or Print Signed Name:

Today's Date:

\_\_\_\_\_

4.9. Work will begin on the vehicles bid \_\_\_\_\_ days after receipt of Notice to Proceed.

4.10. Work will be completed on vehicles bid \_\_\_\_\_ days after work commences.

4.11. Bidder should provide three (3) references for services rendered to commercial clients that are similar in size and scope of this project. References should be provided in Exhibit A.

4.12. Up to eight (8) more vehicles will need to be repaired that were damaged in the hail storm. Our insurance carrier has not yet provided an estimate. Please state if you agree to repair these vehicles at or below the adjuster's estimate: \_\_\_\_\_ Yes \_\_\_\_\_ No

4.13. Please describe the warranty covering your body repair work:

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



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

Phone: (573) 886-4391 – Fax: (573) 886-4390

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*Standard Terms and Conditions*

1. 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.
2. 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.
3. 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.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The completion date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. 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.
8. 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.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. 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.
11. Bids transmitted by fax machine will be accepted.
12. 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.

**PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred). References may or may not be reviewed or contacted at the discretion of the County.

**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:

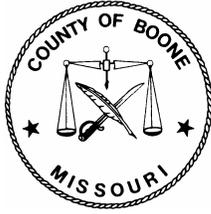
Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

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



**EXHIBIT B**

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

***“No Bid” Response Form***

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 RESPONSE**

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**, 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: 37-21APR06 – Vehicle Body Repair (Hail Damage)**

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

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

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

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

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

Reason(s) for not bidding:

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