

**COUNTY OF BOONE - MISSOURI**



**REQUEST FOR PROPOSAL  
FOR  
MARKET ASSESSMENT AND FINANCIAL  
FEASIBILITY STUDY OF THE BOONE COUNTY  
FAIRGROUNDS**

**RFP #56-01AUG06  
Release Date: June 28, 2006**

**Pre-Proposal Conference  
July 12, 2006, 10:30 a.m. CST**

**Submittal Deadline:  
August 3, 2006  
not later than 1:15 p.m. CST**

**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](mailto:mbobbitt@boonecountymo.org)**

RFP #: 56-01AUG06

1

6/28/06



**NOTICE OF REQUEST FOR PROPOSAL**

Boone County is accepting Request for Proposals for the following:

**PROPOSAL #: 56-01AUG06 – Market Assessment and Financial Feasibility Study  
of the Boone County Fairgrounds**

Sealed proposals will be accepted until **1:15 p.m. on Thursday, August 3, 2006** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

A Pre-Proposal Conference is scheduled for Wednesday, July 12, 2006 at 10:30 a.m. in the Boone County Johnson Building, 601 E. Walnut, Room 213, Columbia, MO 65201. All potential bidders are urged to attend this meeting.

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@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org).

Vendors may obtain further information on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB  
Director of Purchasing

Insertion: July 2, 2006  
COLUMBIA MISSOURIAN



## **1. INTRUCTIONS 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.

- a) **Proposal Closing:** All proposals shall be **delivered before 1:15 P.M., C.S.T.**, on Thursday, August 3, 2006 to:

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

- b) The County may not accept any proposals received after 10:15 A.M. and may return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and seven (7) copies of the proposal (total of eight). Proposals will be opened publicly during the Boone County Commission meeting at 1:30 p.m. on August 3, 2006, but only names of Offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person or firm who requests it.
- 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 Page* and note your reason. No fax or electronic transmitted proposals 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.



## **2. INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction:**

- 2.1.1 This document constitutes a request for sealed proposals for a **Market Assessment and Financial Feasibility Study of the Boone County Fairgrounds** as set forth herein.
- 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 Services
  - 4) Proposal Submission Information
  - 5) Response/Pricing Page

### **2.2. Guideline for Written Questions:**

- 2.2.1 All questions regarding this Request for Proposal shall be submitted in writing, prior to the pre-proposal conference and no later than 5:00 p.m., Tuesday, July 11, 2006. 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 by the County by posting the addendum on the County Web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing, then Current Bid Opportunities). Submit questions to:
- a. Melinda Bobbitt, CPPB  
Director of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)
- 2.2.2 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.

### **2.3 Pre-Proposal Conference**

- 2.3.2 To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for Wednesday, July 12, 2006, at 10:30 a.m. in the Boone County Johnson Building, Conference Room 213, 601 E. Walnut, Columbia, Missouri 65201.
- 2.3.3 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.
- 2.3.4 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.



## SCOPE OF SERVICES

### **3.1. Project Description:**

The County of Boone – Missouri, hereafter referred to as the *County*, seeks a qualified consulting firm to provide a Market Assessment and Financial Feasibility Study of the Boone County Fairgrounds.

**Objective:** Identify and recommend ways to manage the Fairgrounds efficiently and profitably.

The essential goals of the assessment and study are to:

- Assess the current and anticipated regional market of the Boone County Fairgrounds
- Recommend facility improvement to meet the anticipated market
- Determine the financial feasibility of recommended facility improvements
- Recommend most appropriate management structure for the Boone County Fairgrounds

### **3.2. Background Information:**

- 3.2.1. Boone County is situated in Central Missouri at the cross-roads of Interstate 70 and US Highway 63. It is a fast-growing county known for its highly educated work force, low cost of living, award-winning schools, and unique blend of rural and urban lifestyles. The County contains 685 square miles and includes six cities (Ashland, Centralia, Columbia, Hallsville, Rocheport, and Sturgeon) and three towns (Harrisburg, Hartsburg, and McBaine). Over the past ten years, the County's annual population growth rate has consistently out-paced that of the state. The local economy reflects a balanced mix of retail, education, insurance, light manufacturing, construction, and finance. The County's largest city and county seat, Columbia, serves as a regional shopping area for central Missouri. The County is also home to the flagship campus of the University of Missouri, Columbia College, and Stephens College. In addition, the County serves as a regional medical center with 6 hospitals. The largest employers in the County include the University of Missouri, University Hospital and Clinics, Columbia Public Schools, Boone Hospital, insurance institutions, light manufacturers, federal offices, and the City of Columbia. The County's varied economic base contributes to economic and employment stability. The County's low unemployment rate of 3.4% compares favorably with that of the state (5.3%) and the nation (4.6%).

- 3.2.2. The County of Boone purchased the property known as the Boone County Fairgrounds in 1999 for 2.4 million dollars and Boone County owns the building(s) and real estate. Historical information regarding operation of this facility can be provided by the Boone County Fair Board, Inc. and the Boone County Agricultural and Mechanical Society.
- 3.2.3. The current manager of the fairgrounds is under contract by the Boone County Fair Board.
- 3.2.4. The Boone County Fairgrounds Mission Statement is:
  - 3.2.4.1. The Boone County Fairgrounds will be recognized as a self sustaining entity that will maintain, improve and protect its assets.
  - 3.2.4.2. The Boone County Fairgrounds will offer the citizens of Boone County services such as the Boone County Fair and venues where youth and agriculture add to the quality of life.
- 3.2.5. The Boone County Fairgrounds have been entrusted by the citizens of Boone County to meet the following goals:
  - 3.2.5.1. Maintain the cultural heritage of our county by providing a large tract of centralized land dedicated to community use for gathering, exhibiting, demonstrating and/or sharing.
  - 3.2.5.2. The Fairgrounds area is further charged with enhancing the daily quality of life in Boone County by providing commercial opportunities for its citizenry while additionally providing quality recreational areas and professional-level performance capabilities.
  - 3.2.5.3. The Fairgrounds will be expected to maximize its use and potential over time while becoming a financially self-sustaining entity regularly maintaining itself and protecting its assets.
  - 3.2.5.4. The land and structures on it shall be periodically modernized, both in concept and design, and shall be a reflection of the ever-changing needs and desires of the community as a whole.
- 3.2.6. **Physical Characteristics of the Facilities:**
  - 3.2.6.1. Fairgrounds Location - 5212 N. Oakland Gravel Road, Columbia, Missouri
  - 3.2.6.2. Land Size – There is a total of 134 acres with approximately 65 commercially zoned acres with street frontage on two sides and access from three drives.
  - 3.2.6.3. Coliseum - Approximately 88,000 square foot building with dirt arena, office space, and concession areas. Approximately 22,000 square feet is an air-conditioned multi-purpose room.

- 3.2.6.4. Grandstand Area – Dirt track with fixed seating capacity for up to 400.
- 3.2.6.5. Ancillary Buildings – Four (4) horse barns, six (6) small free-standing concession buildings, and three (3) restroom buildings.
- 3.2.6.6. Miscellaneous Features – Approximately 575 recreational vehicle hook-ups, large fenced gravel parking lot and steel pipe-fenced outdoor uncovered riding corral next to the coliseum.
- 3.2.6.7. Trade Fixtures – 224 Portable Horse Stalls, 2,750 Chairs, 20 Portable Bleachers, Portable Electric System, Public Address System and Telephone System.
- 3.2.6.8. Food Service – Presently there are five (5) free-standing and one (1) interior food vending sites on the Fairgrounds. The County has separate operational agreements with each concession operator. The equipment located at these sites is not owned by the County.
- 3.2.7. Usage of Fairgrounds:**
- 3.2.7.1. Boone County Agricultural and Mechanical Society – for fourteen (14) consecutive days between the first of June and the last day of August of each year for the purpose of conducting the Boone County Fair.
- 3.2.7.2. Boone Electric Cooperative – for three (3) days preceding and including the second Saturday of each July, Boone Electric Cooperative conducts their annual meeting of membership.
- 3.2.7.3. 4-H Annual Barbeque – for one day per year, the Boone County 4-H Clubs utilize the coliseum for their 4-H Annual Barbeque.
- 3.2.7.4. Additional Miscellaneous Bookings – to see a sample, go to <http://www.boonecountyfairgrounds.com/index.htm>, and select “schedule”.
- 3.2.8. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com> and information pertaining to the Boone County Fairgrounds from: <http://www.boonecountyfairgrounds.com/index.htm>
- 3.2.9. Boone County will make available upon request to the Offeror at no cost, GIS Maps indicating property boundaries and existing structures.
- 3.2.10. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.



### **3.3. Scope of Work:**

**3.3.1. Purpose** – The purpose of the Scope of Work is to provide the Boone County Commission with usable information to assess the current and anticipated market of the Boone County Fairgrounds, recommend facility improvements to meet the anticipated market, determine the long-term financial feasibility of supporting recommended facility improvements, recommend management structure of fairgrounds, and identifying funding sources to execute the recommended facility improvement.

The Scope of Work represents the tasks necessary in presenting useful information to the County that will assist in formulating long-term strategies beneficial to the Fairgrounds.

The following is a description of the various tasks that will define the Scope of Work. The County will expect the Contractor to perform the services noted below. Please respond to this listing in your proposal.

**3.3.2. Market Study** – The market study scope involves research and analyses of market factors that impact the current and future demand for the Fairgrounds facilities. The work will result in both qualitative and quantitative data and recommendations regarding the best opportunities for the future operation of the Fairgrounds.

#### **3.3.2.1. Historical Review and Interviews:**

- a. Review the operating history of the Fairgrounds to gain an understanding of the organizational structure; revenue activities and cost areas; and the general usage patterns of the Fairgrounds facilities.
- b. Confirm with County Commission and Boone County Fair Board an understanding of the operating history and issues relevant to the study.
- c. Conduct interviews/meetings with individuals and organizations that are associated with the Fairgrounds to obtain a broader perspective of the Fairgrounds. This activity will include but is not limited to Boone County Fairgrounds Board members, the current Fairgrounds Manager, and selected facility licensees.
- d. Results of the interviews will be summarized and evaluated in conjunction with the understanding of the operating history of the Fairgrounds and the current operating trends of similar fairground's facilities.

#### **3.3.2.2. Site Evaluation:**

- a. Complete a site inspection and evaluation of the Fairgrounds facilities and surrounding area to gain an understanding of the general condition of the Fairgrounds structures, location, accessibility, visibility and proximity to support services.
- b. Review the current uses of the facilities, recent improvements and the current master plan.

- c. From a market perspective, results of the evaluation will summarize the general advantages and disadvantages in terms of size; location; configuration; condition of facilities and infrastructure; parking capacity; accessibility; visibility; surrounding land uses; and proximity to support services (hotels/motels, restaurants, shops, etc).

**3.3.2.3. Demographic/Economic and Area Resources:**

- a. Research and assess the population demographics and economic factors of the Columbia area and surrounding counties.
- b. Evaluate the quality of the area's market resources to include current and proposed local hotel supply and demand characteristics; support amenities (restaurants, retail, entertainment facilities and area attractions); transportation; and economic development activities.
- c. Results of the assessment and evaluation will summarize the demographic/economic conditions and area resources to determine the potential demand and support by the population for event facilities and attracting events.

**3.3.2.4. Analysis of Event Activity:**

- a. Review and assess scheduling policies; facility and service rates; attendance, use, revenues and expenses of events over previous three years; frequency of repeat events; and events lost to competition.
- b. Conduct interviews of major users to determine adequacy of facilities and services; growth potential of events; additional events; facility needs and concerns.
- c. Results of the analysis will summarize event activity and potential increased uses of Fairground's facilities along with specific facility needs for current and future uses.

**3.3.2.5. Analysis of Competitive/Complementary Facilities:**

- a. Identify, review and assess existing and planned competitive/complementary facilities that are competitive with or complementary to the Fairgrounds. (The Consultant selection of competitive/complementary facilities will be subject to final approval by the County).
- b. Prepare summary tables for each facility and factor evaluated, comparing strengths and weaknesses relative to the Fairgrounds to include facility/operational characteristics (size, configuration, rental rates, service amenities/rates and proposed or recent expansions), access and facility location characteristics, event types, facility marketing and competitive advantages/disadvantages currently and in the future.

**3.3.2.6. Assessment of Potential Uses:**

- a. Conduct interviews of major and prospective users (selections mutually agreeable by County) to provide additional support for estimating the future demand for use of the existing facilities, determining the facilities needed to support the uses and identifying marketing approaches to successfully attract users to the Fairgrounds.

Factors to be addressed in the interviews include adequacy of Fairgrounds facilities and amenities in the market area; groups that would consider the Fairgrounds as a location for their event but are not compatible with existing Fairgrounds facilities; and characteristics of facilities that are necessary to successfully meet the needs of potential users (facility size, configuration, service amenities, parking, and meeting rooms).

- b. Results of the assessment will summarize potential new events, market niches and target markets that could be applicable to facilities at the Fairgrounds; estimates of utilization in terms of event type, event days, attendance and space requirements that could be attracted to use existing facilities as well as opportunities for potential facilities.

**3.3.2.7. Recommended Facilities:**

- a. Describe facility and amenity recommendations that are compatible in attracting users identified for each of the existing and potentially new uses of facilities identified in item 3.2.2.6.
- b. Identify potential rental and marketing approaches that would maximize the usage and financial return of the recommendations.

**3.3.3. Financial Feasibility Study** – Based upon the findings and recommendations of the Market Assessment, the Financial Feasibility Study will result in developing financial projections, recommending funding options and a financial feasibility analysis of the recommended use of the facilities.

**3.3.3.1. Rental and Marketing:**

- a. Develop and recommend potential rental and marketing strategies designed to maximize utilization and financial return of the Recommended Facilities.

**3.3.3.2. Preliminary Financial Projections:**

- a. Identify potential uses of the Boone County Fairgrounds. Prepare preliminary financial projections for future operations of the Recommended Facilities. Please include the following (and any other projections you deem pertinent)
- b. Preliminary projections include revenues and expenses, incorporating historical financial results of the operations of the existing facilities and the ability to calculate return on investment.

**3.3.3.3. Assessment of Alternative Funding Options:**

- a. Research and assess Recommended Facilities funding options. Options to be evaluated include Revenue Bonds; Foundation creation/fund raising; Bank financing; Public/Private partnerships; General Obligation Bonds; Sponsorships; Federal, state and local grants; net operating revenues and ; Special use taxes and fees.
- b. Conduct an analysis of the impact of various funding options. The analysis will identify an appropriate funding structure and time frame for funding the Recommended Facilities improvements based on the projected cash flows available to provide for debt service requirements.
- c. Monthly updates shall be presented to Boone County designee.

**3.3.3.4. Financial Feasibility Analysis:**

- a. Prepare a financial projection including revenues and expenses, cash flows, debt service, cost of lost revenues during construction and related assumptions.

**3.3.3.5. Executive Summary: Market Assessment and Financial Feasibility Study Report:**

- a. Prepare a summary report and analysis of both the Market Assessment and Financial Feasibility Study.

The Market Assessment portion will identify key findings with particular emphasis on the Fairground's current and anticipated position in the market place; assessment of potential uses; and recommended facility improvements to satisfy current and potential event activities. The Financial Feasibility Study portion will identify key findings with particular emphasis in developing financial projections, recommending funding options and a financial feasibility analysis of the Recommended Facilities.

- b. Prepare and execute presentation findings to the County designees.

**3.4. Contract Terms and Conditions:**

3.4.1. The successful Offeror is 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.

3.4.2. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.



#### 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 seven (7) additional copies**.

a. The Offeror shall submit the proposal to:

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

b. The proposals must be delivered no later than **1:15 p.m. on August 3, 2006**. Proposals may 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 amendments should be placed at the beginning of the proposal.

c. The Proposal must, 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.

4.1.1.3. 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 proposals. The County reserves the right to limit negotiations to those proposals, 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. The Boone County Commission has selected an evaluation team to review responses and to make a formal recommendation for award to the County Commission. 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 evaluation team will 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**
- b. **Experience/Expertise**
- c. **Cost**

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. **Qualifications Statement/References:** 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

- a. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background and 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.
- b. The Offeror should have previous experience and completed three similar-type studies specifically for fairgrounds. Name other government agencies/municipalities for which you have provided similar services in the last five (5) years and provide a current contact name, email address and phone number for each account. Include a minimum of three references.

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.

**4.1.5. Rejection / Withdrawal of Proposals Response:**

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 bidders and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposals may be withdrawn on written request from the bidder at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the bidder in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

**4.1.6. Validity of Proposal Response:**

Bidders agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.





5. **Response/Pricing 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. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: \_\_\_\_\_

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

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

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

**5.1. Please Attach Cost of Services to this Page and Place at the Beginning of your Proposal Response:** List individual cost items, a grand total for proposed services and requested invoice schedule. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the respondent to satisfy the purpose of this Request for Proposal

**5.2.** The fully executed Market Assessment and Financial Feasibility Study can be completed, presented and returned to County within \_\_\_\_\_ weeks after receipt of *Notice to Proceed*.

**5.3.** Submit a timeline detailing the activities and schedule for your proposed market assessment and financial feasibility study.



**"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

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**"NO BID RESPONSE FORM"**

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

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

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

**Bid: 56-01AUG06 – Market Assessment and Financial Feasibility  
Study of the Boone County Fairgrounds**

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

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

\_\_\_\_\_

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

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

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

Reason(s) for Not Submitting Proposal Response :

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