

# COUNTY OF BOONE - MISSOURI



## REQUEST FOR PROPOSAL FOR STORMWATER EDUCATIONAL SERVICES

**RFP #50-27OCT08**  
**Release Date: September 24, 2008**

**Pre-Proposal Conference:**  
**Date and Time: October 10, 2008, 3:00 p.m. C.T.**  
**Location: Boone County Johnson Building, 601 E.**  
**Walnut, Conference Room 213, Columbia, MO 65201**

**Submittal Deadline:**  
**October 27, 2008**  
**not later than 1:30 p.m. Central Time**

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)



## **NOTICE OF REQUEST FOR PROPOSAL**

Boone County is accepting Request for Proposals for the following:

**PROPOSAL #: 50-27OCT08 – Stormwater Educational Services**

Sealed proposals will be accepted until **1:30 p.m. on Monday, October 27, 2008** 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 3:00 p.m. on Friday, October 10, 2008 in the Boone County Johnson Building, 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](mailto:mbobbitt@boonecountymo.org).

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

Melinda Bobbitt, CPPB  
Director of Purchasing

Insertion: Friday, September 26, 2008  
COLUMBIA DAILY TRIBUNE



## **1. INTRUCTIONS AND GENERAL CONDITIONS**

### **1.1 Pre-Proposal Conference:**

- 1.1.1 To assist interested Offerors in preparing a thorough RFP response, a pre-proposal conference has been scheduled for **Friday, October 10, 2008, at 3:00 p.m.** in the Boone County Johnson Building, 601 E. Walnut Street, Conference Room 213, Columbia, MO 65201.
- 1.1.2 All potential Offerors are encouraged to attend this conference in order to ask questions and provide comment on the Request for Qualifications. 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.
- 1.1.3 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.

**1.2 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 1:30 P.M., Central Time, on Monday, October 27, 2008** to:

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

- b) The County will not accept any proposals received after 1:30 P.M. and will 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, 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 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. You may check our web site for addenda at [www.showmeboone.com](http://www.showmeboone.com), then select "Purchasing", then "Current Bid Opportunities".



## 2. INTRODUCTION AND GENERAL INFORMATION

### 2.1 Introduction:

- 2.1.1 This document constitutes a request for sealed proposals for **Stormwater Educational Services** as set forth herein.
- 2.1.2 **Consultant Eligibility:** This procurement is open to those Consultants that satisfy the minimum qualifications stated herein, and that are available for work in Boone County.
- 2.1.3 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) Contract Terms and Conditions
  - 5) Proposal Submission Information
  - 6) Response/Pricing Page
- Attachment: “No Bid” Response Form

### 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., Monday, October 9, 2008**. 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 Insurance:** The Contractor shall purchase and maintain in force, at its own expense, such insurance as will protect the Contractor and County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or its forces as enumerated above.

2.3.1. Comprehensive General Liability Insurance - The Contractor shall take out and maintain during the life of this contract such comprehensive general liability insurance as shall protect them from claims 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.

2.3.2. Professional Liability - The Contractor shall provide the County with proof of Professional Liability Insurance, 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. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

2.3.3. Worker's 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. The minimum amounts of such insurance will be \$100,000.00.

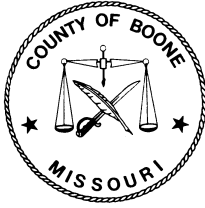
2.3.4. Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

**2.4.RFP Questions:** All questions must be faxed, e-mailed or U.S. mailed to Boone County Purchasing, Melinda Bobbitt, CPPB, Director of Purchasing, 601 E. Walnut, Room 208, Columbia, MO 65201. Phone: (573) 886-4391, Facsimile (573) 886-4390, e-mail: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org) (no later than 5:00 p.m. October 9, 2008).

**2.5.Billing and Payment:** All invoices must be submitted to the Boone County Public Work's Department. The County will issue progress payments based upon the

percentage of work completed and accepted throughout the engagement and upon receipt of correct invoice. Complete and final payment shall be due and payable thirty (30) days after completion and acceptance of all items required by the contract and upon receipt of a request for said payment.

**2.6. Designee:** Boone County Public Works, 5551 Highway 63 South, Columbia, MO 65201.



### **3. SCOPE OF SERVICES**

#### **3.1. PURPOSE AND BACKGROUND**

The County of Boone – Missouri, hereafter referred to as the *County*, seeks a qualified consultant (hereinafter Offeror) for the purposes of designing and conducting a stormwater educational program to meet the objectives of the County Stormwater Management Program.

The primary scope of professional services is to provide stormwater related education, training and outreach services to Boone County residents as well as County employees. This will include the completion of all activities related to public education and outreach, public involvement and participation, employee training, and other necessary activities to be in compliance with Boone County's annual requirements of the Phase-II Stormwater Permit MO-R04000.

<http://www.dnr.mo.gov/env/wpp/permits/issued/R040000.pdf>

#### **3.2 MINIMUM QUALIFICATIONS**

College degree or job related background in physical, biological or chemical science, education or teaching. Experience in water quality or hydrology a plus. The successful consultant should be able to demonstrate excellent oral and written communication skills, and the ability to relate to and interact with a wide range of audiences.

Outstanding presentation skills and self motivation are required, computer skills, including website and database development and or graphic design a plus.

#### **3.3 SCOPE OF WORK**

The Consultant should provide the following services, including but not limited to:

- A. Develop materials to publicize changes to the county's stormwater ordinances and design manual including press releases, PSAs, fact sheets, brochures, guidelines, Best Management Practices (BMP) training, etc.
- B. With guidance from the Stormwater Coordinator, develop a training program for Boone County inspectors and provide trainings as needed, but not to exceed two (2) per year.
- C. With guidance from the Stormwater Coordinator, develop a training program for developers, construction managers, and design engineers, and provide trainings as needed, but not to exceed four (4) per year.
- D. Work with Boone County Information Technology to update the stormwater webpage with stormwater photos, press releases, community events, training schedule, BMP fact sheets and other related information.
- E. Develop a photo journal highlighting Boone County pollution prevention and good housekeeping activities and place photos on stormwater website.



- F. Develop educational campaign to publicize new ordinance and resulting penalties for illicit discharge.
- G. Work with Boone County IT to establish a web-based mechanism to report illicit discharge, and dumping in the County.
- H. Assist with the documentation, compilation and BMP reporting for the Annual Report
- I. Coordinate and conduct at least 10 clean-up and storm drain marking events annually.
- J. Prepare and give presentations to local groups and participate in community events as needed, not to exceed 12 per year.
- K. Meet with Boone County business owners, developers, Consultants, and automotive service/maintenance/parts retailers, to assess stormwater educational needs.
- L. Review target pollutants and target audiences, develop outreach strategies and educational materials to reach those target audiences.
- M. Develop an educational campaign for stormwater financing.

All public announcements and developed brochures, fliers, fact sheets, press releases, etc must be reviewed by the Stormwater Coordinator prior to printing or release. Reports will be submitted to the Stormwater Coordinator as a draft version at least two (2) weeks before they are due.

### **3.4 FEES AND EXPENSES**

A fee proposal shall be submitted with the Response Page including estimates of professional fees, the basis for the proposed fees, and identification and estimate of reimbursable expenses and other costs associated with proposed services. The fee proposal shall state a not to exceed amount.

**3.5. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES** (The following schedule is provided for informational purpose. The County reserves the right to revise the schedule).

Issue Request for Proposal	September 23, 2008
Question and answer period	September 23 – October 9, 2008
Pre-Proposal Conference	October 10, 2008, 3:00 p.m. C.T.
Issue addendum to RFP	As necessary
Proposals due	October 27, 2008, 1:30 P.M. C.T.
Evaluate proposals	November 7, 2008
Invite short-listed proposals for interview	November 10, 2008
Conduct interviews	November 12 -19, 2008
Notification by U.S. mail or e-mail to unsuccessful proposes	November 26, 2008
Negotiate and finalize contract	December 15, 2008
Begin contract work	January 5, 2009



#### 4.0. CONTRACT TERMS AND CONDITIONS

4.1. Contract Period: The initial Stormwater Educational Services contract term shall be **January 1, 2009 through December 31, 2009. The contract is subject to automatic renewal for three (3) additional one year periods** following expiration of the first contract period unless canceled by the Purchasing Director in writing prior to a renewal term. Prices are subject to adjustments effective on renewal date, and must remain firm through the end of the renewal period.

4.2. Contract Documents: The successful Offeror shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If Offeror desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their response. County reserves the right to modify any proposed form agreement or withdraw its award to a successful Offeror if any proposed agreement contains terms and conditions inconsistent with its request or are unacceptable to county legal counsel.

4.3. Provisions for Termination: The contract may be terminated by the County for any of the following reasons or under any of the following circumstances.

4.3.1. Due to a material breach of any term or condition of this agreement.

4.3.2. If in the opinion of the Boone County Public Works Department, delivery of product/s services are delayed or product/services delivered are not in conformity with the contract documents.

4.3.3. If appropriations are not made available and budgeted for in any calendar year.

4.4. 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.

4.5. 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.

4.6. Award will be made by written notification from the Purchasing Director. This written notice shall be deemed to result in a binding contract which shall be governed by the laws of the State of Missouri as adopted and in force on the date of the agreement.

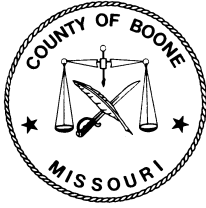
4.7. Contractor agrees to furnish services and to perform the project within the stated completion schedule, and in strict compliance with requirements stated in the RFP Document.

4.8. Contractor agrees to comply with all federal, state and local requirements, laws, rules and ordinances governing the particular services required for the performance of the contract.

4.9. Contractor proposes and agrees to accept, as full compensation for furnished services, the price submitted in response to the RFP document. All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within this quoted price. The county shall not pay, nor be liable for, any additional cost including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.

4.10. Payment for service shall be made upon final approval of the Boone County Public Work's Director or designated representative.

4.11. Contractor agrees that no modification of any provision contained in the contract shall be made, or construed to be made, unless such modification is mutually agreed to by both parties and incorporated in a written amendment to the contract approved by the Purchasing Director.



## 5. PROPOSAL SUBMISSION INFORMATION

### 5.1. RESPONSE TO PROPOSAL

#### 5.1.1. Submission of Proposals:

5.1.1.1. 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 of Purchasing  
601 E. Walnut Street, Room 208  
Columbia, MO 65201

b. The proposals must be delivered no later than **1:30 p.m. on October 27, 2008**. Proposals will not be accepted after this date and time.

5.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal as described below and in section 5.1.4.

a. Each distinctive section should be titled with paragraph number 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 response.

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.

5.1.1.3. 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.

5.1.1.4. 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.

**5.1.2. 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:

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

5.1.2.2. 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.

5.1.2.3. 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.

5.1.2.4. 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.

**5.1.3. Evaluation and Award Process:**

5.1.3.1. The County 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**

1. **Project Approach/Methodology** – Include a complete description of the Consultants proposed approach and methodology for the project. This section should convey the Consultant understands the proposed project.
2. **Work Plan** – Include the project requirements and proposed tasks, services and activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the proposal should contain sufficient detail to convey to the members of the evaluation team the Consultant’s knowledge of the subjects, and skills necessary to successfully complete the project. Include any required involvement of the BCPW staff. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
3. **Project Schedule** – Include a project schedule indicating when the elements of the work will be completed and when deliverables will be provided.
4. **Deliverables** – Fully describe deliverables to be submitted under the proposed contract.
5. **Outcomes and Performance Measurements** – Describe the impacts/outcomes the Consultants propose to achieve as a result of the delivery of these services, including how these outcomes would be monitored, measured and reported to the County.

Note: Please do not provide mere repetition of the work statements above. The County is seeking creative responses for creating and developing the stormwater outreach and education component for Boone County.

**B. Experience/Expertise**

1. Provide resumes and references as described in 5.1.4.
2. Additional Materials - a sample of both technical and non-technical writing and any examples of brochures or educational products created by the Consultant.

**C. Cost**

**Identification of Costs** – Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to provide a fully detailed budget including estimated staff time, costs for travel, supplies, equipment, and any additional contractual services.

- 5.1.3.2. 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.

**5.1.4. Evaluation:**

- 5.1.4.1. 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.

5.1.4.2. **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 shall have previous experience and completed similar-type stormwater education services, preferably for county governments. Name other county governments, agencies, or 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.
- c. Include a cover letter identifying the Offeror and stating the address of the office in closest proximity to the project site.

5.1.4.3. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Offeror's final response rating.

5.1.4.4. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Offeror's final response rating.

#### **5.1.5. Rejection / Withdrawal of Proposals Response:**

Rejection of Proposals The County reserves the right, 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 Offeror's 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 Offeror at the address shown in the solicitation prior to the time of acceptance.

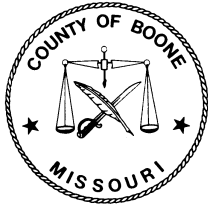
Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

#### **5.1.6. Validity of Proposal Response:**

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

**5.1.7. Award:** Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding.





## 6. 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 Offeror named below. (Note: This form must be signed. All signatures must be original).

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

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

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

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

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

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

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

### 6.1. Cost

**6.1.1. Please Attach Cost of Services to this Page and Place at the Beginning of your Proposal Response:** List a fee proposal including estimates of professional fees, the basis for the proposed fees, and identification and estimate of reimbursable expenses and other costs associated with proposed services. 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.

**6.1.2. Please Include a Not to Exceed Amount for all Services to be Rendered for the project described herein.**

**6.1.3. Provide a contact person** who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

**Name:**  
**Organization:**  
**Address:**  
**E-mail:**  
**Phone Number:**  
**Fax:**

**6.1.4. Future Projects:** This term and supply contract may be used for future projects. Please clearly state fixed hourly rates for additional requirements and list reimbursable(s) with pricing. The County will notify the applicable contractor when work is required. The contractor shall respond to the County within forty-eight hours after notification. The County will schedule a meeting with the contractor and the proper County representatives to discuss the work required. Based upon those discussions, the contractor shall submit to the County a lump sum cost proposal to perform the work based upon their fixed hourly rates contained in the contract. The estimate shall contain the estimated number of hours broken out by level of service, firm hourly rates for each level, a narrative describing work to be performed and estimated completion. After review and acceptance of the proposal, the County will issue a purchase order to perform the work. Proposals shall be prepared at no cost to the County. When the scope of services involves work of such nature that the Contractor cannot reasonably determine the time which would be required to provide the services, the County may agree to an Hourly Rate Purchase Order based on the actual hours worked times the hourly rates indicated in the Contractor's binding fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Contractor shall submit detailed time records, documentation for other expenses, and such other evidence as the County may require supporting his billing request.



***“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 PROPOSAL RESPONSE**

If you do not wish to respond to this RFP 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.

**RFP: 50-27OCT08 – Stormwater Educational Services**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Reason(s) for Not Submitting Proposal Response :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_