

# COUNTY OF BOONE - MISSOURI



## REQUEST FOR PROPOSAL FOR FLEET MAINTENANCE SOFTWARE

**RFP #33-03SEP13**  
**Release Date: August 2, 2013**

**Submittal Deadline:**  
**September 3, 2013**  
**not later than 10:30 a.m. Central Time**  
**Location: Boone County Purchasing**  
**613 E. Ash Street, Room 109**  
**Columbia, MO 65201**

**Boone County Purchasing**  
**613 E. Ash Street, Room 109**  
**Columbia, Missouri 65201**

**Amy Robbins, Senior Buyer**  
**Phone: (573) 886-4392 Fax: (573) 886-4390**  
**E-mail: [arobbins@boonecountymmo.org](mailto:arobbins@boonecountymmo.org)**



**NOTICE OF REQUEST FOR PROPOSAL**

Boone County is accepting Request for Proposals for the following:

**PROPOSAL #: 33-03SEP13 – Fleet Maintenance Software**

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, September 3, 2013** in the Boone County Purchasing Office, Room 109, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: [arobbins@boonecountymo.org](mailto:arobbins@boonecountymo.org) or can be obtained on our web page: <http://www.showmeboone.com>.

Amy Robbins  
Senior Buyer

Insertion: Tuesday, August 6, 2012  
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 10:30 A.M., C.S.T., on Tuesday, September 3, 2013** to:

Boone County Purchasing Department  
Amy Robbins, Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, Missouri 65201

- b) The County will not accept any proposals received after 10:30 AM. and will return such late proposals to the Offeror.
- c) Offerors must submit one **(1) original, and five (5) copies** of the proposal (total of six). Proposals will be opened publicly but only names of Offerors will be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted proposals will be accepted, however, the *No Bid Response Form* may be returned by fax.
- 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 the furnishing, delivery, installation and training of **Fleet Maintenance Software**, 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) Contract Terms and Conditions for Awarded Contractor
  - 5) Proposal Submission Information
  - 6) Response/Pricing Page
  - 7) Standard Terms and Conditions
  - 8) Instructions for Compliance with House Bill 1549
    - a. Work Authorization Certification
    - b. Certification of Individual Bidder
    - c. Individual Affidavit
  - 9) Debarment Certification
  - 10) Prior Experience
  - 11) “No Bid” Response Form

### 2.2. Guideline for Written Questions:

- 2.2.1 **All questions** regarding this Request for Proposal should be submitted in writing no later than **5:00 p.m., August 27, 2013**. All questions must be mailed, faxed or e-mailed to the attention of Amy Robbins, Senior Buyer. 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. Amy Robbins  
Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, Missouri 65201  
Phone: (573) 886-4392 Fax: (573) 886-4390  
E-mail: [arobbins@boonecountymo.org](mailto:arobbins@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 Requirements:** The vendor receiving a contract award shall provide an Insurance Certificate to the Purchasing Department at time of contract execution with the following levels of insurance.

- 2.3.1. The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. 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. Insurance limits indicated below may be lowered at the discretion of the County.
- 2.3.2. **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, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. 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 and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 2.3.3. **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 and any subcontractor performing work covered by this contract, 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 for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 2.3.4. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves 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.
- 2.3.5. **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, contain a description of the project or work to be performed, 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 facility contracted.

**2.4. 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.

**2.5. Billing and Payment:** All invoices must be submitted to **Boone County Public Works** as outlined in paragraph 2.6. Payment will be made within 30 days after receipt of a correct and valid invoice following completion and acceptance of project. Purchase Order or contract number should appear on invoice.

**2.6. Designee:** Boone County Public Works, 5551 Tom Bass Rd., Columbia, MO 65201

**2.7. Proposed Solicitation/Award Schedule (these are approximate dates):**

2.7.1.	August 2, 2013	Release of RFP
2.7.2.	August 6, 2013	Advertisement of RFP
2.7.3.	August 27, 2013, 5:00 p.m.	Deadline for submitting questions
2.7.4.	September 3, 2013, 10:30 a.m.	Proposal due date and time
2.7.5.	September 4 – September 30, 2013	RFP Evaluation
2.7.6.	October 15, 2013	Contract Award
2.7.7.	November 30, 2013	Data Migration to New System Complete
2.7.8.	December 15, 2013	Completion Date



## 3.0 SCOPE OF SERVICES

### 3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County*, hereby solicits formal written proposals from qualified offerors to provide **Fleet Maintenance Software** for the County.

### 3.2. Background:

3.2.1. The new Fleet Maintenance Software will be replacing Fleet Computing (JetFleet) which has been in place for over twenty years. There are 394 units in the current Fleet inventory totaling over \$12 million.

3.2.3. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>

3.2.4. 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 Services:

3.3.1. The system must be a real-time application, thus updating all files as the transaction occurs, not in a batch mode. However, electronic fuel transfers will operate in a batch mode. The system must be fully integrated, thus no data will be entered separately into two different software modules.

3.3.2. All data from current system must be extracted and imported into the new Fleet Maintenance Software. The cost for such extraction and importation shall be noted on the corresponding line on the Pricing Page.

3.3.3. Preferred Platform for Software

3.3.3.1 Vendor must specify preferred server platform and hardware requirements within proposal response.

3.3.3.2 Must be compatible with and function within an MS Active Directory network environment

3.3.4 Software Licensing Requirements

3.3.4.1 At least two administrative seats and five service technicians. Vendor shall state whether software license is concurrent usage or per computer. Software license terms must be for the lifetime of the software.

3.3.5. **System Features**

- 3.3.5.1. **On-Line Help.** The software must have context sensitive help that can be easily accessed using a function key. This must include comprehensive documentation that includes reports, data entry and display screens.
- 3.3.5.2. **Print-it Feature.** The software must have the capability of viewing all reports on the screen, then choosing or not choosing to print the report. The user must be able to view the entire report by either condensing the size of the print on the screen or by using designated keystrokes to move up/down, right/left.
- 3.3.5.3. **User Security.** The software must have an optional security system by user ID and password. Each user ID has access to functions in the system they are given rights to.
- 3.3.5.4. **Management Security.** If the optional user security is turned off, there must be management security passwords protecting mechanic wage information, purge functions and system parameter options from general access.

### 3.3.6. System Parameters

- 3.3.6.1. The software must have a number of system parameters designed to allow the user to define certain features and to determine if a number of these features will be used. The following parameters should be included:
  - a. **Customer Billing.** Option allows customers to have their own labor, tires, and parts markups, and tax rates
  - b. **Work Order Reason Codes.** Option allows the user to track the reason a work order is opened; user definable up to 99 codes.
  - c. **Shop Codes on WO's.** Option allowing the user to assign shop numbers on a work order.
  - d. **Part Pick List.** Option compiles a list of parts needed for preventative maintenance and other repairs that will print with the work order.

### 3.3.7. Vehicle Inventory

- 3.3.7.1. At least an 8 Character Alphanumeric Vehicle Number
- 3.3.7.2. At least a 4 Character Alphanumeric Department Field
- 3.3.7.3. Yr., Make, Model Fields
- 3.3.7.4. Vehicle Size Classifications: L=Light , M=Medium, H=Heavy, T=Trailer, O=Other
- 3.3.7.5. Location – at least a 20 Digit Alphanumeric Field
- 3.3.7.6. Registration Number (Fixed Asset Number)
- 3.3.7.7. Serial Number
- 3.3.7.8. Main Odometer Unit Selection of: Miles, Hours, Units, Kilometers, or Gallons
- 3.3.7.9. Each vehicle can be assigned up to 4 alternate meters.



- 3.3.7.10. Purchase Date
- 3.3.7.11. In-Service Date
- 3.3.7.12. Engine Make
- 3.3.7.13. Engine Model
- 3.3.7.14. Transmission Make
- 3.3.7.15. Transmission Model
- 3.3.7.16. Tons
- 3.3.7.17. Front Axle
- 3.3.7.18. Wheel Size
- 3.3.7.19. Tire Size
- 3.3.7.20. Tire, ply, etc.
- 3.3.7.21. Unit GVW
- 3.3.7.22. Wheel Base
- 3.3.7.23. Alternator Make, Alternator Amps
- 3.3.7.24. Brake
- 3.3.7.25. Steering
- 3.3.7.26. Spec Body Make, Spec Body Model, Spec Equipment
- 3.3.7.27. Purchase Price, Current Value, Trade in Value
- 3.3.7.28. Licensing, Insurance, and Depreciation fixed cost fields
- 3.3.7.29. License Expiration – Period
- 3.3.7.30. System shall carry unlimited user defined designated fields for unit and class that also offer non access security read.
- 3.3.7.31. Oil Part Number and Quart Capacity
- 3.3.7.32. Transmission Fluid Part Number and Quart Capacity
- 3.3.7.33. Tire Count/Max
- 3.3.7.34. Service Notes: Minimum of 60 Characters to print on PM Due Report
- 3.3.7.35. Tank Capacity, Vehicle Average MPG

- 3.3.7.36. Highway Tax
- 3.3.7.37. PM scheduling for over 100 types of PM's specific to each vehicle
- 3.3.7.38. PM scheduling by time and/or miles, hours, kilometers, units, gallons and alternate meters
- 3.3.7.39. PM part kit identification number for each PM
- 3.3.7.40. The ability to include 1 PM or more within another (nesting).
- 3.3.7.41. State Inspection Scheduling
- 3.3.7.42. The ability to assign unlimited pieces of equipment to a vehicle. For example CB Radios, Wheel Chair Lifts, ect.
- 3.3.7.43. Unlimited notes attached to each vehicle
- 3.3.7.44. The ability to track fuel taxes on a vehicle
- 3.3.7.45. The ability to display the vehicle/equipment master record by vehicle number, VIN number, registration number or license plate number.
- 3.3.7.46. A vehicle's facility, department, number, class, or location can be changed at any time. All history must be transferred with the vehicle.
- 3.3.7.47. A vehicle's customer number may be changed at any time. All repair history must remain with the customer assigned at the time the repair is done.
- 3.3.7.48. Any vehicle master record can be copied to another so only information that is different will need to be entered. (Optional)
- 3.3.7.49. A vehicle warranty system must be available to track bumper-to-bumper warranties.
- 3.3.7.50. The vehicle warranty system must also track component warranties by VMRS code, for original equipment warranties, dealer extended warranties, or repairs done by outside vendors. Enter hours/miles and/or months of warranties.
- 3.3.7.51. The vehicle warranty system must integrate with the system's work order process by immediately flagging warranty repairs.
- 3.3.7.52. The system must have an odometer change routine that is used when an odometer breaks or rolls over. This routine allows the system to track the life miles of a vehicle even if the odometer reading is different.
- 3.3.7.53. The odometer change routine automatically adjusts and updates the preventative maintenance schedule for a vehicle.
- 3.3.7.54. Preventative maintenance due reports can sort on vehicle number, vehicle location, and vehicle department fields.

- 3.3.7.55. Preventative maintenance reports can be selected to print or view PM's due within a specified date range.
- 3.3.7.56. Preventative maintenance reports can be selected to print all PM levels due or a single PM level.
- 3.3.7.57. Preventative maintenance due reports can be selected on: past due, now due, due within the next "X" days, and/or next X miles, hours, or gallons.
- 3.3.7.58. The system can print and e-mail preventative maintenance notification cards.
- 3.3.7.59. PM completion is automatically posted through the Work Order Module and/or by a special posting routine.

### **3.3.8. Vehicle Cost Reports**

- 3.3.8.1. Repair history reports are available that can be sorted by department or vehicle and by a range of repair codes and dates. It will print major repair categories and list detail repair data that includes the description, parts and labor costs, for each vehicle.
- 3.3.8.2. The repair history report will summarize parts and labor cost totals and percentages of expenditure for each major repair category. It will also print the cost per mile of each major repair code for the current period, year-to-date, or life-to-date of the vehicle.
- 3.3.8.3. Cost per mile/hour reports are available by dept., vehicle, or make/yr. Prints period, year-to-date, life-to-date figures. Prints cost per mile/hour for tires, maintenance, miles per quart of oil. Prints license, insurance, depreciation expenses and fixed cost per mile, miles/hours per gallon.
- 3.3.8.4. The cost per mile/hour reports produce totals for the range of vehicles specified and sub-totals for each department. (Optional)
- 3.3.8.5. **Total Cost Reports.** Sorts by department, and/or vehicle. Prints period, year-to-date, life-to-date figures. Prints miles driven, gallons of fuel consumed, oil usage, tire cost, labor hours and cost, outside repairs, total repair costs, total maintenance cost, breakdowns, and utilization. Can group costs by repair reason or type.
- 3.3.8.6. **Fleet Cost Reporting.** Calculates burdened hourly shop labor rate using data collected such as direct labor hours plus user-defined data of other costs.

### **3.3.9. Fuel Interface Module**

- 3.3.9.1. **Fuel Entry.** Input miles/hours, gallons, date, state, days utilized, and cost of fuel if outside vendor. Automatically updates odometer readings and PM schedules.
- 3.3.9.2. **Electronic Fuel Interface.** Software shall accept data from an Electronic Fueling system and use this data to update associated files. Any fueling system is acceptable as long as data is compatible with Fuel Master fuel systems batch file.

### **3.3.10. Parts Inventory Module**

- 3.3.10.1. Fully integrates with work orders.
- 3.3.10.2. At least a 15 character alpha-numeric part number.
- 3.3.10.3. Minimum of 5 vendors for each part with corresponding cross-reference numbers, manufacturer, and last price paid.
- 3.3.10.4. At least a 6 character alpha-numeric bin location.
- 3.3.10.5. Average price costing method with the ability to use LIFO or FIFO.
- 3.3.10.6. Ability to mark up average price by user-defined percentage for an individual part.
- 3.3.10.7. Ability to lock in part price charged to a vehicle regardless of the average price.
- 3.3.10.8. Ability to mark up non-inventory parts by a user-defined percentage.
- 3.3.10.9. Ability to flag a part as either a stocking or non-stocking part.
- 3.3.10.10. Ability to assign up to eight, four-character fits codes for each part. This allows the user to print a list of parts that fit on a vehicle type.
- 3.3.10.11. Up to 5 stocking locations per facility for 1 facility.
- 3.3.10.12. Tracks accumulated parts usage per period and year to date.
- 3.3.10.13. The option of user-defined reorder points and quantities or system-adjusted reorder points and quantities on a part-by-part basis.
- 3.3.10.14. System displays the current on-order quantity
- 3.3.10.15. Back order quantity.
- 3.3.10.16. Last invoice number and date.
- 3.3.10.17. Part types: part, oil, tire, fuel, antifreeze, nfr
- 3.3.10.18. Tracks part warranties by miles/hours and/or months.
- 3.3.10.19. Tracks component failure statistics by miles/hours and/or months.
- 3.3.10.20. Part renumber utility.
- 3.3.10.21. Part kits: up to 20 parts with associated quantities.
- 3.3.10.22. Ability to take inventory using barcoding and a handheld data collection device. Data collected can be downloaded into parts inventory, compared to quantities-on-hand and adjusted simultaneously.
- 3.3.10.23. Ability to adjust parts inventory or back out a transaction.
- 3.3.10.24. Ability to print regular or barcode tags for parts or bins.

3.3.10.25. Ability to read vendor barcodes.

**3.3.11. Part Inventory Lists**

3.3.11.1. By Part Number.

3.3.11.2. By Cross Reference Part Number.

3.3.11.3. By Vendor

3.3.11.4. Non-Stock Parts.

3.3.11.5. By Bin Location.

3.3.11.6. By Part Name.

3.3.11.7. Part-Kit List.

3.3.11.8. Distribution List: For inventory purposes; Prints by bin location, all parts or just stocking parts, print with quantity-on-hand or with blank quantities, with or without barcodes.

**3.3.12. Parts Management Reports**

3.3.12.1. Low use report prints parts on file with 1-13 consecutive periods of zero use.

3.3.12.2. General use report by vendor or part number. Report lists quantities used per part per period.

3.3.12.3. Inventory Balance Report.

3.3.12.4. Parts adjustment report.

3.3.12.5. Parts usage by work order. This report lists for a single part or all parts, the repair order, vehicle, part number, repair code, transaction date, quantity, price and total charged to a work order.

3.3.12.6. Part failure analysis. Prints where in the life cycle each trackable/warranty part fails by miles and/or months, for the period, year, and life-to-date.

3.3.12.7. Warranty reporting by part or vehicle number.

**3.3.13. Vendor Information**

3.3.13.1. Vendor Number (minimum 6 numeric digits).

3.3.13.2. Vendor Abbreviation (minimum 6 alpha).

3.3.13.3. Name, Address, City, State, Zip.

3.3.13.4. Vendor Phone Number, Contact.

3.3.13.5. Last Purchase Date.

3.3.13.6. Year-to-date purchases.

### **3.3.14. Work Orders**

- 3.3.14.1. The software must use VMRS format to specify labor codes. The software has the capability of defining difficulty factors that allow the user to designate up to 5 different time estimates for a single labor code depending on how difficult a task is on a specific vehicle or vehicle class.
- 3.3.14.2. Capability of processing work orders in both real time or batch mode.
- 3.3.14.3. Use of VMRS Repair Codes, 3 digit, 6 digit, or 9 digit level.
- 3.3.14.4. Easy access to vehicle master file from work order processing.
- 3.3.14.5. Job related repair history displays when building or processing a work order.
- 3.3.14.6. Access to all repair history on file when building or processing a work order.
- 3.3.14.7. PM's due will display when building a work order.
- 3.3.14.8. VMRS, vehicle, customer, vendor, mechanics, parts look-up help screens throughout.
- 3.3.14.9. Tracks outside repairs including vendor, purchase order number, outside parts, and outside labor.
- 3.3.14.10. Ability to create template work orders to use over and over again with a unlimited checklist.
- 3.3.14.11. Optional repair order priority codes – minimum 9 user defined.
- 3.3.14.12. Optional work order reason codes – minimum 99 user defined.
- 3.3.14.13. Optional work accomplished codes – minimum 20 user defined.
- 3.3.14.14. Optional work order line cause codes – minimum 15 user defined.
- 3.3.14.15. Work description codes – minimum 10 user defined.
- 3.3.14.16. Ability to edit codes once entered.
- 3.3.14.17. Ability to change work order post date.
- 3.3.14.18. Up to 99 repair lines per work order.
- 3.3.14.19. Up to 5 lines (300 characters) notes per each work order line.
- 3.3.14.20. Up to 3 lines (180 characters) master notes when closing work order.
- 3.3.14.21. Ability to add part record on-the-fly.
- 3.3.14.22. Fully integrated parts module, automatic depletion of inventory when part is posted.

- 3.3.14.23. Parts and labor warranty credits can be entered.
- 3.3.14.24. User has the option of accepting the current odometer reading of a vehicle when creating a work order or requiring entry of an odometer reading.
- 3.3.14.25. User has option of system sequentially numbering work orders or assigning their own.
- 3.3.14.26. User has the option to allow the override of the mechanic's labor rate, part cost or tire cost during work order post routine.
- 3.3.14.27. Work order post routine updates vehicle history, cost reports, mechanic productivity, and repair order transaction files.
- 3.3.14.28. Open work order line report is available by work order priority code or create date. This report prints each open work order line, when it was last updated, the posted parts amount, labor amount and labor hours.
- 3.3.14.29. A work order scheduling report is available by shop code, open work orders (yes or no). This report sorts by priority code, and prints the work order number, vehicle, customer, create date, number of jobs scheduled, number of jobs complete, and scheduled hours.
- 3.3.14.30. The system can print, sort, and total work order by number, date, or customer, and select open, closed, or both.

**3.3.15. Paperless Shop Module (Optional)**

- 3.3.15.1. Uses computer workstations in a real-time mode on the shop floor.
- 3.3.15.2. Mechanics clock on and off assigned jobs and indirect jobs such as fueling vehicles, or cleaning shop floor, at the mechanic workstation.
- 3.3.15.3. An unlimited number of jobs can be assigned to each mechanic.
- 3.3.15.4. The system calculates the actual time spent on a job, tracking the mechanic's entire work day.
- 3.3.15.5. The mechanic can clock off a job prior to its completion, start another job, then clock back on a previous job. The system will accumulate the total time spent.
- 3.3.15.6. Mechanics and/or parts personnel can be given the rights to post parts used on a job, including tires.
- 3.3.15.7. Mechanics and/or parts personnel can use a barcode reader to post parts on a work order in paperless shop.
- 3.3.15.8. Management personnel can add, delete, and reprioritize jobs assigned to a mechanic throughout the workday
- 3.3.15.9. The system is tracking the actual time spent on the job versus the estimated time. The program is keeping all records up-to-date and accurate in a real-time mode.

**3.3.16. Tire Module** – Software shall supply a tire record file for each tire owned or leased by the user, indicating:

- 3.3.16.1. Tire number.
- 3.3.16.2. Vehicle mounted on.
- 3.3.16.3. Tire position
- 3.3.16.4. Number of caps.
- 3.3.16.5. Capper number.
- 3.3.16.6. Tire size.
- 3.3.16.7. Tire type.
- 3.3.16.8. Total cost.
- 3.3.16.9. Mounted odometer.
- 3.3.16.10. Tread type.
- 3.3.16.11. Ply rating.
- 3.3.16.12. Current vehicle odometer.

**3.3.17. Tire Reporting (Optional)**

- 3.3.17.1. Software provides a report to project the number of tires due to fail over a specified number of periods based on the tire's mileage and wear characteristics.
- 3.3.17.2. Software provides manufacturer and cappers cost and performance reports.
- 3.3.17.3. Software provides tire life transaction reports by all transactions or a particular type of transaction such as send capper.
- 3.3.17.4. Software provides inventory lists by tire or vehicle.

**3.3.18. Image Viewer (Optional)** – The software may have the ability to attach and view from within the software any text or image file. The image viewer can be used to attach files to the following areas of the software:

**Parts:** MSDS sheets, schematics, warranties

**Vehicles:** Photo, accident damage picture, accident report, original specs

**Vendors:** Warranties, return policies, location, product lines, pricing structure

**Facilities:** Photo, map/directions, shop and building layout

**Customers:** Contracts, payment history, capitalization approvals

**Departments:** Building layouts and schematics, correspondence, contracts



**Purchase Orders:** Signed receipts, invoices, credit slips

**Work Orders:** Damage photos and reports, modification approvals, old part pictures

**Estimate Work Orders:** Photos, signed agreement, additional notes

**Tools:** Photo, schematics, warranty

**Tires:** Warranty, photo

**Employees:** Application, certificates, drivers license, insurance

**Mounted Equipment:** Photo installed, schematics, warranty

**Fuel Pumps & Tanks:** UST information, pressure tests, certifications, schematics

**Motor Pool Reservations:** Accident damages, photos, signed contracts, drivers license, insurance

### **3.3.19. Bar Coding**

3.3.19.1. The software must accept bar coded entry for unit related entries, parts, inventory, PO parts received, and allow for bin location.

3.3.19.2. Software supports label printing when receiving parts.

3.3.19.3. Parts can be scanned to WO

3.3.19.4. When receiving a part, the system auto-creates an audit trail to support accurate inventory analysis and work order posting.

3.3.19.5. Bar codes can be uniquely created for equipment and personnel identification.

**3.3.20. Dashboard -** Run separately from main system, software supports user dashboards that highlight realtime data for preventive maintenance stats, work order line entries, purchase orders, vehicle status, labor hour and other monitoring widgets.

### **3.3.21. Report Writing**

3.3.21.1. Data can be sorted in any order based on any field or any combination of up to nine diferent fields.

3.3.21.2. Software supports and uses alternate index keys so many report orders can be used without sorting.

3.3.21.3. Based on index keys, file reads can be started and stopped at specific locations so that data from large files can be extracted very quickly.

#### **Formatting**

3.3.21.4. User can control every position on every line, so that reports can be tailored to the exact format requirement.

3.3.21.5. Reporting on subtotals and/or totals without detail is possible.

- 3.3.21.6. Subtotal and/or total information can be directed to one output device or method while detail is sent to another.
- 3.3.21.7. Nested subtotals are supported to nine levels all automatically.
- 3.3.21.8. Multiple records per line or multiple lines per record are supported.
- 3.3.21.9. Page lengths, headings, footers are supported.
- 3.3.21.10. Field editing can be defaulted or custom designed with edit masks (templates).
- 3.3.21.11. System constants (date, time, page and records counters, etc.) are available for inclusion in reports.

**Output**

- 3.3.21.12. Output can be directed to printers or screens in the same report.
- 3.3.21.13. Output can be directed to character separated files for exporting to other packages.
- 3.3.21.14. Data can be sent to an interim file for later, subsequent reporting.
- 3.3.21.15. Output modes can be changed on the fly so development work can be done at a terminal and final output can be directed to any printer.
- 3.3.21.16. All screen output is captured so final reports can be scrolled backwards, forwards and side to side without limits.
- 3.3.21.17. Saved reports can be run in the background on multi-user computers or run sequentially unattended in a single-user environment.

**3.4. Training**

At a minimum, the vendor must supply user documentation, on-site training and/or web-based training, and technical support as required by the County. The vendor must also supply on-line and toll free telephone help for its proposed solution.

Each bidder must provide the names of the employees who will be directly involved in this project and their experience in providing and installing fleet management system software.

Provide a detailed description of the training proposed. Indicate if training can be accomplished on site or if personnel will need to travel to a training site. The following additional information is to be provided in regards to training:

- 3.4.1. References for Training
- 3.4.2. Training Agendas, Descriptions, etc.
- 3.4.3. Samples of Training Materials
- 3.4.4. Statement Concerning Minimum/Maximum Class Size
- 3.4.5. Equipment Provided/Needed for Training
- 3.4.6. Number of Days/Hours of Training

**3.5. Warranty / Maintenance** - Any warranty provided by the vendor must be clearly stated. This includes on-site or web based software installation and training, telephone support, and software upgrades. The vendor must be capable of providing on-going technical support to the County. A summary of the technical support offered and any and all fees for this technical support after the initial warranty period must be listed as an option.

**3.6. Project Timeline/Milestones:**

3.6.1 Within forty-five (45) days after contract award, the County must be able to test and import current data into the software package.



#### 4.0. CONTRACT TERMS AND CONDITIONS FOR AWARDED CONTRACTOR

- 4.1. **Contract Period:** The initial term of the resulting contract agreement for the proposed **software** from this Request for Proposal will begin at the time of contract award and end upon project completion. If maintenance is offered on any of the software that is outside of the warranty, please describe in detail. **The maintenance** portion of the Contract Agreement should be from equipment installation through **December 31, 2014 in order to be with the County's fiscal year.** The maintenance agreement may be renewed by the Purchasing Director for up to an **additional five (5) one-year periods, beginning on January 1.** Maintenance prices are subject to adjustment thereafter per pricing proposed on Response Page, effective on the 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 Boone County, delivery of products / services are delayed or products/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.
  - 4.3.4. Boone County 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 County.
- 4.4. In case of any default by the Contractor, the County may procure the product or service from other sources and hold the Contractor responsible for any damages incurred including, but not limited to, excess cost or handling charge. The County shall have the right to remove any Contractor who defaults on any contract with the County from all Bidders' lists.
- 4.5. The successful Contractor 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.
- 4.6. Contractor 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.

- 4.7. Award will be made by written notification from the Purchasing Department. 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.
- 4.8. Contractor agrees to furnish service and to perform the delivery of service within the stated completion schedule, and in strict compliance with requirements stated in the RFP Document.
- 4.9. Contractor proposes and agrees to accept, as full compensation for furnished service, the price submitted in response to the RFP document or subsequent Best and Final Offer(s). All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within the 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. 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.
- 4.11. Attached Standard Terms and Conditions for Contracts shall apply to the contract award.
- 4.12. Patents: The Contractor shall protect the County against suits for patent infringement on material, equipment, and methods used.
- 4.13. The County reserves the right to award to one or multiple respondents. In addition, the resulting contract from this RFP will be considered "Non-Exclusive". The County reserves the right to obtain service and/or product from other suppliers.



## 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 five (5) additional copies (total of 6.)**

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Amy Robbins, Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, MO 65201

b. The proposal response must be delivered no later than **10:30 a.m. on Friday, September 3, 2013**. 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 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.

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. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

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. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This

information may be shown on the form attached as Attachment B to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
  - b. Dates and locations of the service/contract; and
  - c. A brief, written description of the specific prior services performed and requirements thereof.
- 5.1.4.3. 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.
- 5.1.4.4. 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.
- 5.1.4.5. 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.
- 5.1.4.6. 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.
- 5.1.4.7. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

#### **5.1.5. 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.



**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 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: \_\_\_\_\_

Item #	Description	Quantity	Unit Price	Extended Total
6.1	Base Software Package including installation & implementation	1	\$ _____	\$ _____
6.5	Data Import/Conversion	1	\$ _____	\$ _____
6.6	Training	1	\$ _____	\$ _____
6.7	First Year Software Maintenance	1	\$ _____	\$ _____
<b>6.8</b>	<b>TOTAL</b>			\$ _____

Please attach additional information and pricing for optional modules or features.

**6.9. On-Going Software Maintenance**

2nd Year \$ \_\_\_\_\_

3<sup>rd</sup> Year \$ \_\_\_\_\_

4<sup>th</sup> Year \$ \_\_\_\_\_

5<sup>th</sup> Year \$ \_\_\_\_\_

**6.11 Purchasing Cooperative:**

Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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 delivery 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 may 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. No bid transmitted by fax machine or e-mail 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.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price

shall govern.

16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
17. FOB Destination: All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

# Boone County Purchasing

Amy Robbins  
Senior Buyer



613 E. Ash Street, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eyJ1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

**COUNTY OF BOONE - MISSOURI  
WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of \_\_\_\_\_ )

)ss

State of \_\_\_\_\_ )

My name is \_\_\_\_\_. I am an authorized agent of \_\_\_\_\_  
\_\_\_\_\_ (Bidder). This business is enrolled and participates in a federal work  
authorization program for all employees working in connection with services provided to the County.  
This business does not knowingly employ any person that is an unauthorized alien in connection with  
the services being provided. **Documentation of participation in a federal work authorization  
program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in  
their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation  
and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the  
United States.

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

**Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that  
you completed when enrolling.**





**AFFIDAVIT**  
**(Only Required for Certification of Individual Bidder (Option #2))**

State of Missouri                    )  
  )SS.  
County of \_\_\_\_\_            )

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number  
or Other Federal I.D. Number

\_\_\_\_\_  
Printed Name

On the date above written \_\_\_\_\_ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**(Please complete and return with Contract)**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date



## **PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred)

**1. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

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

**2. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

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

**3. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

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



***“No Bid” Response Form***

**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

Amy Robbins, Senior Buyer  
(573) 886-4392 – 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 proposal 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.

**Proposal: 33-03SEP13 - Fleet Maintenance Software**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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