

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR VIDEO CONFERENCING SOLUTION FOR FACE-TO-FACE VIDEO MEETINGS

RFP #40-29OCT13
Release Date: October 3, 2013

Submittal Deadline:
October 29, 2013
not later than 1:30 p.m. Central Time

PRE-PROPOSAL CONFERENCE:
October 15, 2013, 10:30 a.m. C.T.
Boone County Annex Building
Conference Room
613 E. Ash Street
Columbia, MO 65201

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201

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



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

BID #: 40-29OCT13 – Video Conferencing Solution for Face-to-Face Video Meetings

A pre-proposal conference has been scheduled for **Tuesday, October 15, 2013, at 10:30 a.m.** central time in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri.

Sealed proposals will be accepted until **1:30 p.m. central time on Tuesday, October 29, 2013** in the Boone County Purchasing Office, Boone County Purchasing, 613 E. Ash Street, Room 110, Columbia, MO 65201.

The Request for Proposal is scheduled to be **opened shortly after 1:30 p.m. on Tuesday, October 29, 2013** in the Boone County Purchasing Department Conference Room, 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) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org. A copy may also be down loaded from our web page at www.showmeboone.com. Select Purchasing / Current Bids / 40-29OCT13

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

Melinda Bobbitt, CPPB
Director, Boone County Purchasing

Insertion: **Tuesday, October 7, 2013**
COLUMBIA MISSOURIAN



1. INSTRUCTIONS 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) 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.
- b) 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.
- c) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- d) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- e) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

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

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.

- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

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

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

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

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

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

- a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b. Proposals will be opened and Offeror's names read aloud during the proposal opening in the Boone County Annex Building, Conference Room, **Tuesday, October 29, 2013 at 1:30 P.M.**, Central Time located at the following address:

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201

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

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



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for competitive, sealed proposals for the furnishing of **Video Conferencing Solution for Face-to-Face Video Meetings** as set forth herein.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Scope of Services
 - 4) Proposal Submission Information
 - 5) Response/Pricing Page
- Prior Experience
Statement of Offeror's Qualifications
Instructions for Compliance with House Bill 1549
Work Authorization Certification
Certification of Individual Bidder
Affidavit
Certification Regarding Debarment
"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, prior to the pre-proposal conference, no later than **3:00 p.m., Thursday, October 10, 2013**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, Director of Purchasing. All such questions will be discussed at the pre-proposal conference and answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391 Fax: (573) 886-4390

E-mail: mbobbitt@boonecountymo.org

2.3. Pre-Proposal Conference

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for **Tuesday, October 15, 2013, at 10:30 a.m. central time** in the Boone County Purchasing Conference Room, 613 E. Ash Street, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are **strongly** encouraged to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

2.4. **Designee:** Boone County Information Technology, Aron Gish, IT Director, 801 E. Walnut, Columbia, MO 6520.

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

2.4.1.	October 3, 2013	Release of RFP
2.4.2.	October 7, 2013	Advertisement of RFP
2.4.3.	October 15, 2013, 10:30 a.m.	Pre-Proposal Conference
2.4.4.	October 10, 2013, 5:00 p.m.	Deadline for submitting questions
2.4.5.	October 29, 2013, 1:30 p.m.	Proposal due date and time
2.4.6.	October 29 - November 12, 2013	RFP Evaluation
2.4.7.	November 26, 2013	Contract Award



3.0 SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County or Owner*, hereby solicits formal written proposals from qualified Offerors for the furnishing, delivery, installation, setup, testing, training and warranty and/or maintenance of a **Video Conferencing Solution for Face-to-Face Video Meetings in Conference Room 214 of the Boone County Government Center.**

3.2. Background:

3.2.1. The Video Conferencing Solution shall be installed in Conference Room 214 of the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri 65201.

3.2.2. There is not an elevated loading dock available at the Government Center. There is an elevator to the 2nd floor.

3.2.3. The County Government Center network is presented below:

<u>Location</u>	<u>Circuit</u>	<u>Bandwidth</u>	<u>Provider</u>
Government Center	Ethernet	7 Mbps	CenturyLink

3.2.4. All space at Conference Room 214 is believed to be ready to accept the requested system; however, a site inspection by the Offeror is required and will be offered at the pre-proposal meeting. Features of the space are:

- a) Ceiling heights are 9’.
- b) Wall construction is metal studs covered in sheet rock.
- c) Ceiling is suspended ceiling tile.
- d) Ceiling tiles are lay-in.
- e) Room size is 17’ X 27’8”.

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

3.2.6. 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. Offerors **MUST** confirm any information provided herein by a site visit to Conference Room 214.

3.3.Scope of Work: The County seeks the capacity to provide video conferencing face-to-face video meetings between the County and other participant's sites via turn-key installation of a video conferencing system.

Turn key is understood to imply, but not limited to, provisioning of equipment, installation, configuration, operation, training, support, etc.

Video Conferencing Solution should enable participants and guests to join conference from their office, home or on the road, using whatever IP network is most readily available and whatever device works best at any given time, including smart phones, tablets, laptops, desktops, appliance based room systems and immersive telepresence endpoints, all in the same conference. The solution should be able to maintain maximum performance for each individual connection. There should not be a reduction in the quality of the high speed connections to accommodate the devices with a lower quality connection.

- 3.3.1. Manufacturers: Products from manufacturers are named in the RFP; however, the intent:
- a) Is to establish a level of performance and functionality. Other manufacturers' products will be considered if those products are functionally equivalent or greater, generally recognized in the industry as viable, and priced competitively.
 - b) Is to identify inherent features and benefits of a product without having to itemize those features in the document when the product is mentioned.
 - c) IS NOT to be considered a final design or a final bill of materials. The Offeror is expected to propose products that when integrated into a total solution will achieve a high level of performance and meet the functionality goals of the RFP. The awarded Contractor is ultimately responsible for the success of the engagement.
 - d) Offeror shall bid the identified, acceptable models on the Response Form or bid an approved equal in similar detail. Determination of equality is solely Boone County's responsibility.

3.3.2. Materials Management – The Contractor shall be responsible for delivering all equipment and materials to the project site. All shipments to and from the Government Center shall be made at the Contractor's expense. Materials may be store on site in an acceptable location approved by the Information Technology Department and the Contractor, at the risk and sole responsibility of the Contractor. Supervision of packing, unpacking, and placement of equipment shall be furnished by the Contractor.

The Contractor shall remove, on a daily basis, all empty cartons, crates, boxes, and debris from the project site. The Contractor may use County site trash containers. The Contractor shall keep all hallways and all working areas clear so as to not interfere with County business operations.

3.3.3. Post Acceptance Service – The Contractor shall provide the County a toll free number to report any problems from the time of acceptance. The Contractor shall receive and log all calls, and take immediate action to correct the situation. Any Help Desk request outstanding after 4 hours shall be identified to the Contractor's Project Manager for resolution, discussion, and escalation.

3.3.4. Video Conferencing Equipment will use County network wiring. The in-room equipment should not be attached to the physical structure of the room and will be semi mobile. No wiring is anticipated to be needed by the Contractor.

3.3.5. Warranty and Guarantee: Offeror shall submit with their proposal response a complete description of any and all warranties offered as part of the resulting contract. At a minimum, Offeror agrees to the following:

Contractor warrants and guarantees to Owner that all work will be in accordance with the Contract Documents and will not be defective. All materials provided by Contractor shall be new material of high quality which shall give long life and reliable operation. The workmanship shall be of high quality in every detail. Prompt notice of all defects shall be given to Contractor. All defective work, whether or not in place, may be rejected, corrected, or accepted as follows:

3.3.6. Correction or Removal of Defective Work

If required by County Representative, Contractor shall promptly, as directed, either correct all defective Work, whether or not fabricated, installed or completed, or if the Work has been rejected by County Representative, remove it from the site and replace it with non-defective Work. Contractor shall bear all direct, indirect, and consequential costs of such correction or removal (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals made necessary thereby).

3.3.7. One Year Correction Period

If within one year after the date of Substantial Completion or such longer period of time as may be prescribed by Laws or Regulations or by the terms of any applicable special guarantee required by the Contract Documents or by any specific provision of the Contract Documents, any Work is found to be defective, Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions, either correct such defective Work, or if it has been rejected by Owner, remove it from the site and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work removed and replaced and all direct, indirect, and consequential costs of removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals) will be paid by the Contractor. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications or by Written Amendment.

3.3.8. Manuals: The Contractor must supply the user documentation/operating manuals necessary to operate the equipment/software provided.

3.3.8.a. Training: The Contractor must provide training to IT Technical Staff on operations and user support of all hardware and software pieces of the solution. The Contractor must also provide a detail diagram of the systems architecture representing all communication methods and paths.

3.3.9.. Delivery and Installation: Firm delivery and installation schedules are essential in the performance of the contract to be awarded hereunder. Offerors shall set forth in their proposal the number of days in which delivery and installation will be fully complete in strict accordance with the specifications on the Response/Pricing Page. A timely delivery schedule with an installation and training schedule shall be stated on the Response Page. Delivery date should be within thirty days from date of purchase order unless stated otherwise.

Note: Contractor shall not ship or install equipment without a properly executed purchase order.

3.3.10. Delivery Terms: FOB Destination with Inside Delivery to designated room. All deliveries shall be made FOB Destination with freight charges included and prepaid. The seller pays and bears the freight charges.

3.3.11. Boone County Insurance Requirements - 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. 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.

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.

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 for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

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

The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, 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 limit of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$2,000,000.00 and naming Boone County as additional insured.

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.

3.3.12. Indemnity Agreement: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

3.3.13. Subcontracts - The Contractor may enter into subcontracts for components of the project as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.

3.3.14. Billing and Payment: All invoices must be submitted to **Boone County Information Technology, Attn: Aron, Gish, IT Director, 801 E. Walnut Street, Room 220, Columbia, MO 65201**. 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.



4. CONTRACT TERMS AND CONDITIONS

4.1. **Contract Period:** The initial term of the resulting contract agreement for the proposed **equipment/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 hardware or software that is outside of the warranty, please describe in detail. **The maintenance** portion of the Contract Agreement should be from equipment installation through one year. The maintenance agreement may be renewed by the Purchasing Director for up to an **additional five (5) one-year periods**. 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 15 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. The resulting maintenance portion of the contract may be terminated at will by the County upon at least 60 days prior written notice to the Contractor.

4.3.5. 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. 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.

4.7. 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.

4.8. 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.

4.9. 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. 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. Contractor shall provide and install equipment that meets or exceeds the specifications contained in this RFP.

4.12. The Contractor must provide any additional equipment necessary, at no cost to the County, if the awarded equipment does not meet the specifications outlined in this document. The County shall determine whether the specifications are adequately met.

4.13. Attached Standard Terms and Conditions for Contracts shall apply to the contract award.

4.14. Extra and/or Additional Work and Changes: If any extra and/or additional work is to be done or any change in the plans and specifications is deemed necessary, the County may issue to the Contractor a written change order directing that such extra and/or additional work be done or that such change be made, and the Contract shall be modified accordingly. Compensation to the Contractor will be calculated as an addition to or deduction from the Contract price, based upon such written terms as may be established by the owner, either (a) by an acceptable lump sum proposal of the Contractor, (b) on a cost-plus limited basis not to exceed a specified limit, or (c) on basis of bid or mutually agreed upon unit prices. In the event that none of the foregoing

methods are agreed upon with the Contractor, the County may perform the work with its own forces or under separate contract with another contractor.

4.15. Patents: The Contractor shall protect the County against suits for patent infringement on material, equipment, and methods used.

4.16. Assignment of Contract: No assignment by the Contractor of any principal construction contract or any part thereof or of the funds to be received thereunder by the Contractor, will be recognized unless such assignment has had the approval of the County and the Surety has been given due notice of such assignment in writing. In addition to the usual recitals in assignment contracts, the following language must be set forth:

“It is agreed that the funds to be paid to the assignee under this assignment are subject to a prior lien for services rendered or materials supplied for the performance of the work called for in said Contract in favor of all persons, firms, or corporations rendering such services or supplying such materials.”

4.17. Legal Requirements: The Contractor shall do all work in such manner as to comply with all County ordinances, and laws of the County, State, and Nation as apply to the work herein outlined. The Contractor shall also obtain all necessary licenses and permits and keep necessary records as required.

4.18. Equal Opportunity: The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.

4.19. Domestic Purchasing Policy: Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this contract whenever the quality and price are comparable with other goods.

By submission of this bid, the vendor certifies that they are in compliance with section 34.353 and, if applicable, section 34.359 (“Missouri Domestic Products Procurement Act”) of the Revised Statutes of Missouri, 1987.

4.20. If a contradiction in the contract documents occurs then the more expensive interpretation shall prevail and be inclusive in that respective contractor’s proposal response.



4. PROPOSAL SUBMISSION INFORMATION

4.1. RESPONSE TO PROPOSAL

4.1.1. Submission of Proposals:

4.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies (total of 7)**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPO, CPPB, Director of Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

b. The proposal response must be delivered no later than **1:30 p.m. on October 29, 2013**. Proposals will not be accepted after this date and time and the County will return such late proposals to the Offeror.

4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

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

4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.1.2. Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

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

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

4.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

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

4.1.3. Evaluation and Award Process:

4.1.3.1. 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 of Offeror**
- c. **Cost**

4.1.3.2. The evaluation committee may score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.

- 4.2.3.3. At this point, the County may request presentations or interviews by Offerors, and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
- 4.2.3.4. The County reserves the right to contact any and all references to obtain without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references may be checked for each short-listed Offeror.

4.1.4. Evaluation:

- 4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 4.1.4.2. Provide a listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event your firm has not provided **a video conferencing solution** for governmental entities, then provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, provide a detailed explanation of why references are not available.

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.
- 4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

- 4.1.4.4. Information which demonstrates the Offeror's financial stability and ability to perform the required services. Audited financial statements may be required of those qualified as a result of this RFP.
- 4.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.1.4.6. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.
- 4.1.4.7. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder's final response rating.
- 4.1.4.8. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.



5. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

5.1. Pricing Proposal

Pricing – The County is providing this Response Form for example pricing. Please attach a more detailed listing outlining the equipment, labor, installation, set-up, testing, and training with all costs. Costs shall include cost of equipment, add-on features cost, software (if applicable) cost, training cost, labor, a minimum of five years of renewal equipment maintenance broken out per year, warranty and any other costs to this page. Fee proposal shall include full itemized pricing information. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the Offeror to satisfy the purpose of this Request for Proposal.

Any list of equipment is provided for informational purpose. Offeror shall bid one of the identified, acceptable models within or bid an approved equal. Determination of equality is solely Boone County's responsibility.

Please attach itemized pricing with brand and model numbers.

EQUIPMENT / HARDWARE / PARTS				
Model #	Description	QTY	Unit Price	Ext. Price
Vidyo Infrastructure				
VTC-VID-PT-1K	VidyoPortal with 1,000 Soft Client Licenses: 1U, 19" rack-mountable appliance to manage users, system components and meetings for deployments of up to 10,000 registered users, 2,500 active users and 100 tenants. Includes mounting rails. Also includes 1,000 Vidyo soft client licenses (perpetual licenses for installation on Windows, Macintosh, Linux PCs, or iOS or Android tablets and smartphones; one license required per unique device on which the client is installed).	1	\$	\$
VTC-VID-SW-AES	Secured Vidyo Conferencing Option: Optional software on a per VidyoPortal basis to enable a secured communication environment supporting HTTPS to the VidyoPortal and AES-128 bit media encryption.	1	\$	\$
VTC-VID-RTR	VidyoRouter: 1U, 19" rack-mountable appliance to host up to 100 concurrent endpoint connections. VidyoRouters are stackable with auto load balancing provided by the VidyoPortal. Includes mounting rails.	1	\$	\$
VTC-VID-LINE	VidyoLine License: Each license is perpetual and enables a concurrent connection through the VidyoRouter to a conference or another user with support for up to 1080p up & down.	5	\$	\$
VTC-VID-GW-XL	VidyoGateway XL: 1U, 19" rack-mountable appliance to connect Vidyo endpoints with Legacy H.323 and SIP Videoconferencing endpoints. Supports up to 5 HD, 15 SD or 25 concurrent CIF connections. Supports up to 50 voice only connections. Includes mounting rails.	1	\$	\$

VTC-VID-VBPKG-750	VidyoVoice Base Package: One year subscription to VidyoVoice base package including 750 minutes per month of connectivity from landline or mobile phones into Vidyo conferences hosted on a single specified VidyoPortal. VidyoVoice provides a toll-free access number in the US. Each base package supports a maximum of ten (10) concurrent voice only connections. Additional concurrent capacity may be achieved through purchase of additional VidyoVoice base packages. Note: VidyoVoice participants do NOT consume VidyoLine software licenses when connected to conferences through the VidyoRouter.	1	\$	\$
Cart-Based Solution				
VTC-VID-HD220-CAM	VidyoRoom HD 220 with PTZ Camera: HD room appliance 1080p up to 30fps or 720p up to 60fps bundled with Sony EVI-HD7 PTZ camera. Supports two HD monitors. Monitors and speakerphone NOT INCLUDED.	1	\$	\$
DSP-SAM-LED65	Samsung 65" LED/LCD	2	\$	\$
ACC-MAP-CART-DD-R	Middle Atlantic Mobile Videoconferencing and Presentation Cart: Supports dual 70" displays and up to 12 additional rackspaces.	1	\$	\$
ACC-MAP-SHLF-32X12	Middle Atlantic VTC Work Surface Slate: 32" wide, 12" deep	1	\$	\$
ACC-CRS-AM-100	Crestron AirMedia: Enables wireless presentation/content-sharing using laptops and mobile devices.	1	\$	\$
ACC-MAP-U1	Middle Atlantic 1 RU Rack Shelf for Crestron AirMedia	1	\$	\$
ACC-EXT-DA-HDMI-1X2	Extron HDMI 1x2 Distribution Amplifier	1	\$	\$
ACC-EXT-SHLF-9D	Extron 9" Deep Rack Shelf for HDMI DA/AMP	1	\$	\$
ACC-EXT-AMP-15W	Extron 15 Watts/Ch Stereo Amp	1	\$	\$

ACC-EXT-SPKR-8OHM	Extron 8 Ohm Speaker Set	1	\$	\$
AUD-RVO-FLX2-200	Revolabs FLX2 Mic System: Wireless conference phone with two (2) tabletop omni-directional mics	1	\$	\$
Hardware, Cables and Connectors				
ACC-EXT-CBL-HDMI-9	<i>Extron 9' HDMI to HDMI Cable</i>	2	\$	\$
HCC-EXT-CBL-DVI-HDMI-6FT	Extron DVI-HDMI cables 6'	2	\$	\$
HCC-INS-CBLCON	Installation Hardware, Cables and Connectors	1	\$	\$
Shipping				\$
Equipment Sub-Total				\$
Maintenance Services				
1 Year Maintenance				
MNT-1Y5S	1 Year Service for Vidyo Hardware Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician , next day parts replacement, software updates, warranty and testing. Also includes 1,000 Vidyo soft client licenses (perpetual licenses for installation on Windows, Macintosh, Linux PCs, or iOS or Android tablets and smartphones; one license required per unique device on which the client is installed).	1	\$	\$
MNT-1Y5S	1 Year Service for Vidyo Software Quoted Above: Includes 24x7 Helpdesk support, next day on-site technician , next day parts replacement, software updates, warranty and testing.	1	\$	\$
MNT-1Y5S-INT	1 Year Service for A/V equipment not covered by separate maintenance plan: Includes 24x7 Helpdesk support, next day on-site technician , next day parts replacement, software updates, warranty and testing.	1	\$	\$
3 Year Maintenance Term				
MNT-3Y5S	**OPTIONAL** 3 Year Service for Vidyo Hardware Quoted Above and 1,000 Vidyo soft client licenses (perpetual licenses for installation on Windows,		\$	\$

	Macintosh, Linux PCs, or iOS or Android tablets and smartphones; one license required per unique device on which the client is installed).			
MNT-3Y5S	**OPTIONAL** 3 Year Service for Vidyo Software Quoted Above		\$	\$
MNT-3Y5S-INT	**OPTIONAL** 3 Year Integrated Room Service for A/V equipment not covered by separate maintenance plan		\$	\$
Installation & Implementation				
INS-CUSTOM	Custom Installation: Includes the physical setup and configuration, testing, on-site end user overview, and transition to ongoing support services.	1	\$	\$
INS-VID-D1	Vidyo On-Site Installation Support - First Day: First day of Vidyo engineer delivering installation services on customer site. Service delivery includes off-site coordination and up to one day on-site installation. Vidyo engineer's travel expenses are included.	1	\$	\$
INS-VID-CD	Vidyo On-Site Installation Support - Consecutive Days: Up to one additional consecutive day of Vidyo engineer already delivering installation services for same site visit.	1	\$	\$
Services Total (include 1 year maintenance option)				\$
Equipment + Maintenance Total				\$

5.2. Warranty and Maintenance:

Attached detailed information explaining the warranty and maintenance.

5.3. Renewal Option:

The County shall have the sole option to renew the contract for the maintenance in one year increments for a total accumulated period of five additional years. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____

No _____

If no, please indicate the maximum percentage of increase or decrease for each renewal year: _____ %.

Note: These renewal options will be used in the evaluation.

5.4. Equipment shall be delivered and installed _____ calendar days after receipt of Purchase Order and Notice to Proceed.

5.5. List all Sub-Contractors that will be utilized on this project:

5.6. Describe warranty on equipment and labor (or attach):

5.7. List any deviations to the original specifications:

5.8. Training shall be provided to Boone County staff within _____ days of installation.

5.9. State date that pricing is firm through for the equipment proposed in your proposal response (if longer than the required 90 days): _____.

5.10. 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

5.11. **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:

5.12. **Identification of Bidders/Offerors:** How were you notified or heard about this bid/proposal?

_____ newspaper advertisement
_____ Boone County Electronic Bid Notification
_____ other, please list: _____



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):

STATEMENT OF OFFEROR'S QUALIFICATIONS

(File with Response Form)

1. Number of years in business: _____ If not under present firm name, list previous firm names and types of organizations.

2. Contracts on hand: (Complete the following schedule)

Item	Purchaser	Amount of Percent Contract Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. General type of product sold and manufactured:

4. There has been no default in any contract completed or un-completed except as noted below:

(a) Number of contracts on which default was made: _____

(b) Description of defaulted contracts and reason therefore:

5. List banking references:

6. Upon request will you within 3 (three) days file a detailed confidential financial statement?

Yes _____ No _____

Dated at _____

this _____ day of _____, 20 _____.

Name of Organization(s)

By _____
(Signature)

(Title of person signing)

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.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=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*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- _____3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

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 Proposal Response)

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

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.



Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

“No Bid” Response Form

Melinda Bobbitt, CPPO, 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 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: 40-29OCT13 – Video Conferencing Solution for Face-to-Face Video Meetings

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reasons for not submitting a proposal response:



soa

Architecture
Interior Design
Planning
Sustainability

Columbia
700 Cherry Street
Columbia, MO 65201
573.443.1407

St. Louis
4814 Washington Blvd
St. Louis, MO 63108
314.367.4702

www.soa-inc.com

STRUCTURAL ENGINEER:
THH Inc
1901 PENNSYLVANIA DR.
COLUMBIA, MO 65202

MEP ENGINEER:
ROSS & BARUZZINI
6 SOUTH OLD ORCHARD
ST. LOUIS, MO 63119

BOONE COUNTY GOVERNMENT CENTER REMODEL





ISSUE FOR BID SET	
APRIL 26, 2010	DATE
REVISION	DATE

SECOND FLOOR NEW WORK PLAN

A203

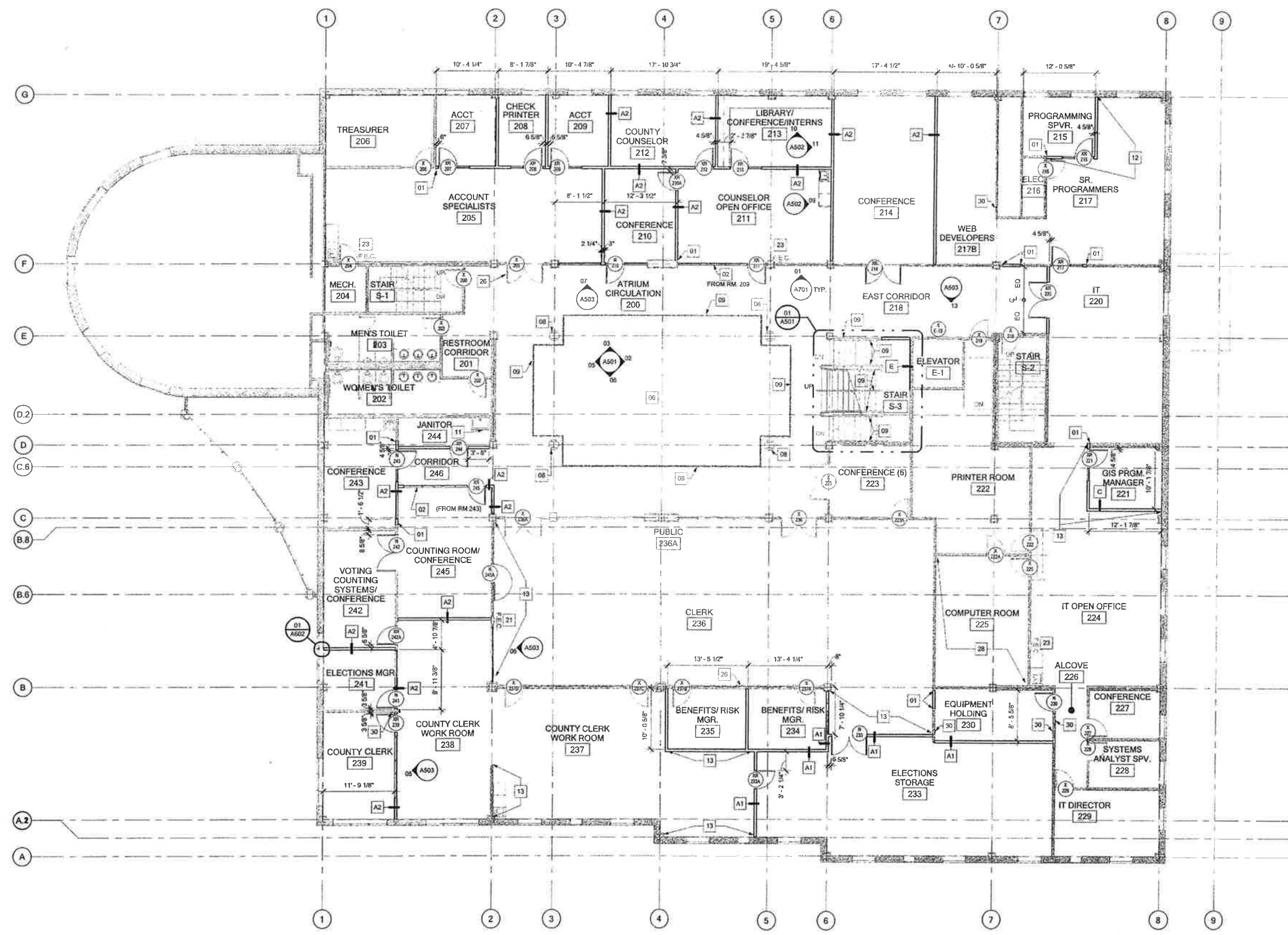
PROJECT 0832.00

NEW WORK GENERAL NOTES

- FIELD VERIFY ALL DIMENSIONS. IF DIMENSIONS VARY SIGNIFICANTLY NOTIFY THE ARCHITECT
- ALL DIMENSIONS TO FACE OF STEEL STUD OR EXISTING FINISH UNLESS NOTED OTHERWISE
- NEW PARTITIONS ARE TYPE "A" UNLESS NOTED OTHERWISE. REFER TO A601 FOR PARTITION TYPES.
- ALL NEW CEILING HEIGHTS 9'-0" UNLESS NOTED OTHERWISE
- CONTRACTOR TO EXAMINE EXISTING WALLS AND SURFACES AND REPAIR OR PREPARE AS REQUIRED TO RECEIVE NEW FINISHES
- CONTRACTOR TO INSTALL SEALANT AT ALL EXTERIOR WINDOWS
- DOOR TAG INFORMATION:
ACTION INDICATOR: 
DOOR NUMBER: 
XR = REUSE SALVAGED EXISTING DOOR AND/OR FRAME
N = NEW DOOR AND FRAME

NEW WORK KEYNOTES

- ALIGN FACE OF GYP. BD. W/ EXISTING ADJACENT WALL SURFACE
- REINSTALL SALVAGED HM FRAME AND GLASS SYSTEM
- 6" DIA. CONCRETE FILLED STEEL BOLLARD
- NEW COLUMN SURROUND
- INSTALL TRANSITION STRIP WHERE EXISTING AND NEW FLOOR FINISHES MEET
OPEN TO FLOOR BELOW
- OVERHEAD SMOKE CONTROL SHUTTERS. SEE DETAIL 13/A603
- EXISTING STRUCTURAL COLUMN TO RECEIVE IPS-5B
- EXISTING MTL. RAILING AND POSTS TO RECEIVE IPS-5A
- LINE OF CLNG ABOVE
- MOP SINK (REFER TO PLUMBING DRAWINGS)
- WALLS TO RECEIVE IPS-1A
- WALLS TO RECEIVE IPS-1D
- INFILL WALL OPENING FROM REMOVED MAIL SLOTS WITH PARTITION TYPE "A" & ALIGN FACE OF GYP. BD. W/ EXISTING ADJACENT WALL SURFACE
- INSTALL NEW T-1 TILE
- FLOOR LEVELING COMPOUND, 1/4" MIN. TO 1" MAX
- WALLS TO RECEIVE IPS-1C
- REMOVE SOD & ADD TOPSOIL TO IMPROVE DRAINAGE TO EXISTING SWALE AND MANHOLE DRAIN - REINSTALL SOD
- INSTALL GYP. BD. EXPANSION JOINT STRIP AND PATCH AREAS WHERE BOARD WAS DAMAGED. ALIGN FLUSH AND SMOOTH WITH EXISTING GYP. BD. NOT REMOVED.
- PATCH & PAINT GYP. BD. @ HAIRLINE CRACKS
- REINSTALL SALVAGED FIRE EXTINGUISHER CABINET
- FIRE EXTINGUISHER CABINET
- EXISTING FIRE EXTINGUISHER CABINET
- NEW DIRECTIONAL SIGNAGE BOARD PROVIDED BY OWNER. CONTRACTOR TO PROVIDE BLOCKING AND INSTALL SIGNAGE
- FRL-1 ELEVATOR SURROUND
- INTERIOR STOREFRONT PANEL TO RECEIVE FROSTED FILM
- NOT USED
- REINSTALL EXISTING RAISED FLOORING (REFER TO MECHANICAL DRAWINGS)
- INSTALL SALVAGED DEFIBRILATOR CABINET
- PATCH AND PAINT WALL AT LOCATION OF DEMOLISHED ELECTRICAL / DATA OUTLET OR THERMOSTAT
- NEW FINISHED GYPSUM WALL BOARD FROM FLOOR TO 24" A.F.F. AT PERIMETER EXTERIOR WALLS
- NEW FINISHED GYP. BD. WHERE DAMAGED GYP. BD. WAS REMOVED - ALIGN FLUSH AND SMOOTH WITH EXISTING GYP. BD. NOT REMOVED.
- JOBSITE CONSTRUCTION SIGN - REFER TO DETAIL 14/A503
- MEDEX WINDOW SILL
- PATCH TILE BASE TO MATCH EXISTING
- OPERABLE HINGED LOUVER (ADD ALT. NO. 9) - REFER TO ELEVATION 01/A604 & STRUCTURAL DRAWINGS
- CONCRETE SLAB - INFILL VOID FROM FOUNTAIN REMOVAL & LEVEL & ALIGN TO ADJACENT CONCRETE SLAB



1 SECOND FLOOR NEW WORK PLAN
A203 1/8" = 1'-0"

4/27/2010 1:01:24 PM