



BOONE COUNTY PURCHASING  
613 East Ash Street, Room 109  
Columbia, MO 65201

## REQUEST FOR BID

Jacob M. Garrett  
Buyer  
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[JGarrett@boonecountymo.org](mailto:JGarrett@boonecountymo.org)

### BID DATA

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#### INFORMATION

Bid Number: 43-17OCT16  
Bid Title: Pest Control Services – Term & Supply

#### SUBMISSION INFORMATION

Due Date and Time: Monday, October 17, 2016 at 2:00 p.m. CST  
Location: Boone County Purchasing Department  
Boone County Annex Building  
613 East Ash Street, Room 109  
Columbia, MO 65201

#### OPENING INFORMATION

Date and Time: Monday, October 17, 2016 at 2:00 p.m. CST  
Location: Boone County Purchasing Department  
Boone County Annex Building  
613 East Ash Street, Room 109  
Columbia, MO 65201

#### PRE-BID CONFERENCE

Date and Time: Wednesday, October 12, 2016 at 10:00 a.m. CST  
Location: Boone County Annex Building  
613 East Ash Street, Conference Room  
Columbia, MO 65201

### BID CONTENTS

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1. Introduction and General Conditions of Bidding
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- c. Certification of Individual Bidder and Affidavit
- d. Debarment Certification
- e. Standard Terms and Conditions
- f. No Bid Response Form

## 1. INTRODUCTION AND GENERAL CONDITIONS OF BIDDING

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1.1. INVITATION - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page and described in greater detail in the following Sections of this Request for Bid.

### 1.2. DEFINITIONS

1.2.1. County - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:

1.2.1.1. Purchasing - The Purchasing Department, including its Purchasing Director and staff.

1.2.1.2. Department(s) or Office(s) - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.

1.2.1.3. Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.

1.2.2. Bidder / Contractor / Supplier - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.

1.2.2.1. Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.

1.2.2.2. Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.

1.2.2.3. Supplier - All business(s) entities which may provide the subject goods and/or services.

1.2.3. Bid - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.

1.2.4. Response - The written, sealed document submitted according to the Bid instructions.

- 1.3. BID CLARIFICATION - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of forty-eight (48) hours in advance of the bid deadline. Bids, addendums, bid tabulations, and bid awards are posted on our web site at: [www.showmeboone.com](http://www.showmeboone.com) *Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.*
- 1.3.1. Bidder Responsibility - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site, or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions, and specifications of this Bid.
- 1.3.2. Bid Addendum - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. PRE-BID CONFERENCE – An optional Pre-Bid Conference will be held on October 12<sup>th</sup>, 2016 at 10:00 a.m. in the conference room of the Boone County Annex Building, 613 East Ash Street, Columbia, MO 65201. All potential bidders are urged to attend.
- 1.5. AWARD - Award shall be made to the Bidder(s) whose offer(s) provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County's needs as interpreted by the County. The 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. The County also reserves the right to award to multiple vendors.
- 1.6. PROPOSED SOLICITATION SCHEDULE
- |                                   |                    |
|-----------------------------------|--------------------|
| Release of Request for Bid        | September 29, 2016 |
| Pre-Bid Conference                | October 12, 2016   |
| Deadline for Submitting Questions | October 17, 2016   |
| Bid Responses Due                 | October 17, 2016   |
- 1.7. CONTRACT EXECUTION - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.7.1. Precedence - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
- a. the provisions of the Contract (as it may be amended);
  - b. the provisions of the Bid;
  - c. the provisions of the Bidder's Response.

- 1.8. CONTRACT PERIOD –Term and Supply Contracts resulting from this Bid shall have an initial twelve (12) month contract period beginning November 1, 2016. In the event any provisions of the contract are not fulfilled by the Contractor, and/or the quality of workmanship is deemed unsatisfactory by the County, the County may, upon written notice to the Contractor, terminate this contract in ten (10) days after such written notice.
- 1.9. CONTRACT RENEWAL – The contract may be renewed by the County for up to an additional four (4) one-year periods unless cancelled by the Purchasing Department Director in writing prior to any renewal period. The unit prices identified on the Response Form shall remain fixed for the identified initial contract period. If the County exercises the option for renewal, the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form. If renewal percentages are **not** provided, then prices during any renewal period shall be the same as during the initial contract period.
- 1.10. CONTRACT EXTENSION – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 1.11. COMPLIANCE WITH STANDARD TERMS AND CONDITIONS - Bidder agrees to be bound by the County’s standard “boilerplate” terms and conditions for Contracts, a sample of which is attached to this Bid.
- 1.12. CONTRACT DOCUMENTS - The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) days of award on contract. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 1.13. PRICING – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs, including but not limited to: set up, clean up, labor, delivery, travel, taxes, insurance, interest, penalties, termination payments, attorney fees, etc. Additionally, the County shall not be subject to any minimum services or total prices.

## 2. CONTRACT CONDITIONS AND REQUIREMENTS

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### 2.1. INSURANCE

- 2.1.1. Insurance Requirements - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of 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.

- 2.1.2. Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, Employers Liability and Workers Compensation Insurance for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 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 Workers 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.
- 2.1.3. Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily 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 \$1,000,000.00 per occurrence/\$2,000,000 aggregate 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 Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
  - 2.1.3.1. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- 2.1.4. Business Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 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; non-owned and both on and off the site of work.

2.1.5. Subcontractors - Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

2.1.6. 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 provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. 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 services provided.

2.2. INDEMNITY AGREEMENT - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor 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.

2.2.1. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

2.3. OVERHEAD LINE PROTECTION - The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection

with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

- 2.4. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED – Contractor shall comply with Missouri State Statute Section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Please return a copy of the Memorandum of Understanding that you will receive following completion of enrollment. This will provide the County the proof of enrollment.
  - 2.4.1. Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor’s employees are lawfully present in the United States.
  
- 2.5. SALES/USE TAX EXEMPTION – County will provide the Contractor with a Missouri Tax Exemption letter and, if applicable, a Missouri Project Exemption Certificate for Boone County, Missouri. The Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to ensure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five (5) years and for compliance with all other terms and conditions of section 144.062 RSMo. not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.

2.6. BILLING AND PAYMENTS - Invoices should be submitted as detailed in the sub-sections below. Payment shall be made within thirty (30) days after receipt of a correct and valid invoice.

2.6.1. Invoices for all contracted work shall include the following information at a minimum:

- a. County's Contract Number.
- b. Name of the County Department and employee that requested the services.
- c. The date, time, and location of the service provided.
- d. Details of the service provided.

*Note: If the above information is not noted on the invoice, it will be returned to the Contractor for additional information before payment can be made.*

2.6.2. Invoices for services performed at the addresses listed below shall be sent to **Facilities Maintenance, 613 East Ash, Room 106, Columbia 65201.**

- a. 607 East Ash Street, Columbia, MO 65201
- b. 613 East Ash Street, Columbia, MO 65201
- c. 601 East Walnut Street, Columbia, MO 65201
- d. 605 East Walnut Street, Columbia, MO 65201
- e. 609 East Walnut Street, Columbia, MO 65201
- f. 705 East Walnut Street, Columbia, MO 65201
- g. 801 East Walnut Street, Columbia, MO 65201
- h. 5501 Oakland Gravel Road, Columbia, MO 65201
- i. 2145 County Drive, Columbia, MO 65202
- j. 2121 County Drive, Columbia, MO 65202
- k. 2122 County Drive, Columbia, MO 65202

2.6.3. Invoices for services performed at the addresses listed below shall be sent to **Public Works, 5551 Tom Bass Road, Columbia, MO 65201.**

- a. 5551 Tom Bass Road, Columbia, MO 65201
- b. 780 East Highway 124, Hallsville, MO 65255

2.6.4. Invoices for services performed at the address listed below shall be sent to: **Boone County Commission, 801 East Walnut Street, Room 333, Columbia, MO 65201.**

- a. 1021 East Highway 22, Centralia, MO 65240

### 3. PRIMARY SPECIFICATIONS

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3.1. SCOPE OF WORK - It is the intent of the County to secure a Term and Supply contract for Pest Control Services covering routine and on-call services for control of rats, mice, roaches, ants, silverfish, crickets, mites centipedes, water-bugs, fleas, flies, moths, mosquitoes, bees, wasps, hornets, carpet beetles, maggots, fruit flies, clover mites, and other insects common to the area.

3.2. BACKGROUND INFORMATION – The contract resulting from this Request for Bid will replace contract number 68-23OCT15. To view past award information, please navigate to Bid Awards on our website and select 2015. More information that includes the

previous Request for Bid and Bid Tabulation can also be found on our website in the 2015 Bid Archives.

- 3.3. ESTIMATED USAGE - All requests for service shall be made on an “as needed” basis. The County does not guarantee a minimum usage of the prospective contract, and the County does not guarantee that the Contractor’s service will be utilized. In addition, the County reserves the right to utilize other vendors as well as in-house staff when deemed necessary. The average yearly expenditures based on past usage against this contract have been approximately \$2,400.00. The expenditures specified herein are estimates only based on past usage and anticipated future requirements do not constitute a guarantee on the part of the County.
- 3.4. CONTRACTOR RESPONSIBILITY / SERVICE REQUIREMENTS:
- 3.4.1. Prevention – Contractor shall take all actions and procedures necessary to prevent the infestation of pest on County property. Site visits and the application of pest control chemicals shall occur quarterly at all locations listed in Section 2.6. of the Request for Bid.
- 3.4.2. Schedule – Contractor shall provide Designees with a list of scheduled treatment dates and times for each calendar year. Contractor understands services may need to be performed on weekends or after 5:30 PM during the business week. Scheduling on weekends or after hours will be mutually agreed upon by Contractor and Designees and may constitute the normal quarterly application time for some County buildings.
- 3.4.3. Call Backs – For the purpose of this contract, a “Call back” shall be defined as any request for eradication of infestation prior to or between scheduled routine visits and shall include emergency request for application. The contractor shall provide a complete written record of all callback visits performed. These records shall indicate the time, date, type of pest control services requested, and corrective measures taken to eliminate the infestation. The contractor shall be available to respond to callback requests within a maximum twenty-four (24) hour period upon notification. All callback services performed shall be included as part of the contract and shall be performed at no additional charge to the County.
- 3.4.4. Signature of Completion – Upon completion of all routine and unscheduled visits, the contractor shall certify that the work was completed by obtaining the signature of the County employee supervising the visit.
- 3.4.5. Chemical Applications – All chemicals used on County property shall be odorless and nontoxic to humans.
- 3.4.6. Safety Data Sheets – Contractor shall provide, prior to application, copies of current Material Safety Data Sheets (MSDS) to the County Designee for all chemicals to be applied as part of the pest control services. The County reserves the right to refuse the use of chemicals its deems hazardous.
- 3.4.7. Designee – Doug Coley, Director of Facilities Maintenance, 613 East Ash Street, Room 106, Columbia, MO 65201; and Greg Edington, Assistant Manager of Public Works, 5551 Tom Bass Road, Columbia, MO 65202.

### 3.5. CONTRACTOR QUALIFICATIONS AND EXPERIENCE

3.5.1. Qualifications - The Bidder shall possess the correct occupational licenses, all professional licenses, or other authorizations necessary to carry out and perform the work required by the project pursuant to all-applicable Federal, State, and Local laws, statutes, ordinances, and rules and regulations of any kind.

3.5.1.1. The Bidder should submit copies of licenses with the bid indicating that the entity bidding the project is licensed to perform the activities or work included in the contract documents.

3.5.2. Experience - The Bidder should provide evidence that they have past experience in the type of work as outlined in the specifications for a minimum of three (3) consecutive years immediately preceding the submission of this bid.

### 3.6. OTHER CONDITIONS AND REQUIREMENTS

3.6.1. Bid Clarification - Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Jacob M. Garrett, Buyer, 613 E. Ash, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4393; Fax (573) 886-4390, E-mail: JGarrett@boonecountymo.org.

3.6.2. Award of Contract - The County reserves the right to award to more than one (1) supplier. Multiple awards may be made on the basis of a primary, secondary, and tertiary supplier. The primary supplier shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary supplier, then tertiary supplier. The County's decision will be based upon the ability of the primary source to supply acceptable goods or services within the County's time requirements. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this Request for Bid will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers.

3.6.2.1. The County of Boone reserves the right to accept or reject any and all bids in the best interest of the County.

## 4. RESPONSE PRESENTATION AND REVIEW

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4.1. RESPONSE CONTENT - In order to enable direct comparison of competing Responses, Bidder is to submit their Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses should be submitted using the provided Response Sheet. Every question should be answered, and if not applicable the section must contain "N/A" or "No Bid".

4.2. SUBMITTAL OF RESPONSES - Responses are to be received by the date and time noted on the title page. NO EXCEPTIONS. We are not responsible for late or incorrect deliveries from the U.S. Postal Service or any other mail carrier.

4.2.1. Submittal Package - Submit, to the location specified on the title page, **four (4) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, **the bid number** and the due date and time.

- 4.3. **ADVICE OF AWARD** - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 4.4. **BID OPENING** - On the date and time and at the location specified on the title page under “Bid Opening”, all Responses will be opened in public. Brief summary information from each will be read aloud.
- 4.5. **REMOVAL FROM VENDOR DATABASE** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder’s name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 4.6. **RESPONSE CLARIFICATION** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 4.7. **REJECTION OR CORRECTION OF RESPONSES** - We reserve the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County’s best interest.
- 4.8. **EVALUATION PROCESS** - Our sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County’s needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 4.9. **METHOD OF EVALUATION** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 4.10. **ACCEPTABILITY** - We reserve the sole right to determine whether goods and/or services offered are acceptable for County use.
- 4.11. **ENDURANCE OF PRICING** - Your pricing must be held until contract execution or sixty (60) days, whichever comes first. In the cost evaluation, a unit price conversion will be done to fairly evaluate bid prices. However, for any resulting contract, the unit of measure bid will be the unit of measure awarded. The bidder is cautioned that the County reserves the right to clarify the unit of measure modification or to disqualify the bid for that line item if the unit of measure modification is not deemed appropriate or in the best interests of the County.

5. RESPONSE FORM

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**5.1. Company Information**

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

- Corporation
- Partnership Name: \_\_\_\_\_
- Individual/Proprietorship Name: \_\_\_\_\_
- Other: \_\_\_\_\_

5.2. Pricing: Site visits and the application of pest control chemicals shall occur quarterly at the locations listed below. The County reserves the right to remove or add locations from this list at the discretion of the County.

Location	Address	Square Footage	Unit Price	Qty	Extended Total	Evening/Weekend
Alternative Sentencing Center	607 East Ash Street	5,700	\$	4	\$	\$
Boone County Annex	613 East Ash Street	5,211	\$	4	\$	\$
Johnson Building	601 East Walnut Street	14,896	\$	4	\$	\$
Community Services & IV-D	605 East Walnut Street	4,956	\$	4	\$	\$
911 Services	609 East Walnut Street	2,668	\$	4	\$	\$
Courthouse	705 East Walnut Street	98,000	\$	4	\$	\$
Government Center	801 East Walnut Street	50,298	\$	4	\$	\$
Vacant Building	101 North 7 <sup>th</sup> Street	5,250	\$	4	\$	\$

Public Works Administration	5551 Tom Bass Road	15,200	\$	4	\$	\$
Hallsville Facility (Office)	950 Highway 124	750	\$	4	\$	\$
North Facility	5501 Oakland Gravel Road	11,700	\$	4	\$	\$
Centralia Clinic	1021 East Highway 22	1,745	\$	4	\$	\$
ECC Facility	2145 County Drive	25,226	\$	4	\$	\$
BC Sheriff Dept	2121 County Drive	58,065	\$	4	\$	\$
BC Sheriff Annex	2122 County Drive	19,050	\$	4	\$	\$
<b>Grand Total</b>		<b>318,715</b>			\$	\$

**5.3. Renewal Pricing Increases**

First Renewal Term: \_\_\_\_\_ %

Second Renewal Term: \_\_\_\_\_ %

Third Renewal Term: \_\_\_\_\_ %

Fourth Renewal Term: \_\_\_\_\_ %

**5.9. Cooperatives**

Will you honor the submitted prices for use by other entities who participate in cooperative purchasing with Boone County, Missouri? (A negative response to this question will not affect evaluation of your bid.)       Yes       No

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

Authorized Representative (Print Name): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATEMENT OF BIDDER'S QUALIFICATIONS**

Each bidder, for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's bid response.

1. Name of Bidder: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. When Organized: \_\_\_\_\_
4. When Incorporated: \_\_\_\_\_
5. List federal tax identification number: \_\_\_\_\_. If not incorporated, state type of business (sole proprietor, partnership, or other): \_\_\_\_\_. Fed tax ID or SS number: \_\_\_\_\_.
6. Number of years engaged in business under present firm name: \_\_\_\_\_
7. If you have done business under a *different name*, please give name and business location under that name: \_\_\_\_\_
8. Percent of work done by own staff: \_\_\_\_\_
9. Have you ever failed to complete any work awarded to your company?  
 Yes       No  
If yes, where and why? \_\_\_\_\_
10. Have you ever defaulted on a contract or been in litigation for services performed?  
 Yes       No  
If so, give details: \_\_\_\_\_  
\_\_\_\_\_
11. List of projects currently in progress: \_\_\_\_\_  
\_\_\_\_\_
12. List of contracts *with contact information*, completed within the last three (3) years, for similar services as described in this bid, including value of each: *Form provided on next page.*

**\* Attach additional sheets as necessary \***

**PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred)

Include references familiar with your company's work.

**1. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services:**

**2. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services:**

**3. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services:**

## **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/e-verify>

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





**AFFIDAVIT**  
**(Only Required for Individual Bidder Certification 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:

**CERTIFICATION REGARDING**  
**DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**  
**LOWER TIER COVERED TRANSACTIONS**

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

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 bid, 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 bid.

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Print Name and Title of Authorized Representative

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Signature

---

Date

## **STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. 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.
3. 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.
4. 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. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. 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.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. 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.
9. 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.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. 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.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. 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.
14. 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. The resulting contract will be

considered “Non-Exclusive”. The County reserves the right to purchase from other vendors.

15. 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.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. 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.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer’s Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



BOONE COUNTY PURCHASING  
613 East Ash Street, Room 109  
Columbia, MO 65201

**NO BID RESPONSE FORM**

Jacob M. Garrett  
Buyer  
Phone: (573)886-4392  
Fax: (573)886-4390  
[JGarrett@boonecountymo.org](mailto:JGarrett@boonecountymo.org)

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**BID INFORMATION:**

**Bid Number: 43-17OCT16**

**Bid Title: Pest Control Services – Term & Supply**

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Reason(s) for not bidding:

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