



Request for Bid (RFB)

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

Melinda Bobbitt, Director of Purchasing
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Bid Data

Bid Number: **44-25OCT16**
Commodity Title: **Vehicle Mechanic Repair Services**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Tuesday, October 25, 2016**
Time: **1:30 p.m. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Annex Building
613 E. Ash Street, Room 110
Columbia, MO 65201**
Directions: **The Purchasing office is located on the Northwest corner at 7th Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.**

Bid Opening

Day / Date: **Tuesday, October 25, 2016**
Time: **1:30 p.m.**
Location / Address: **Boone County Annex Building
613 E. Ash Street, Annex Conference Room
Columbia, MO 65201**

Bid Contents

1.0: **Introduction and General Conditions of Bidding**
2.0: **Primary Specifications**
3.0: **Response Presentation and Review**
4.0: **Response Form**
Exhibit A **Prior Experience**
Exhibit B **Qualification Questionnaire**
Exhibit C **Current Inventory of Vehicles**
Instructions for Compliance with House Bill 1549
Work Authorization Certification
Certification of Individual Bidder
Individual Bidder Affidavit
Debarment Certification
Standard Terms and Conditions
“No Bid Response” Form

1. Introduction and General Conditions of Bidding

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 Section 2.

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:

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

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.

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.

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.

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.

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

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 Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - 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. This is not an exclusive agreement that guarantees a given contractor all of the repair service work for the County.
- 1.5. **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.
- 1.5.1. **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:
- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **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.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as "County", proposes to contract with an individual(s) or organization(s), hereinafter referred to as "Contractor" for a Term and Supply contract for the provision of all labor, materials, tools, equipment, transportation, services, and supervision to perform **Vehicle Mechanic Repair Services** to various Boone County owned vehicles.

The County has a fleet of 149 vehicles which includes automobiles, pickup trucks, and pursuit/patrol cars and SUVs, which serve various County departments. Current inventory list is attached as Exhibit C.

- 2.1.1. All requests for service shall be made on an "as needed basis." The County does not guarantee a minimum volume under a prospective contract. In addition, the County reserves the right to utilize other vendors as well as in-house staff when it deems it necessary.
- 2.2. **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: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum quantities or total prices.
- 2.2.1. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
- 2.2.2. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **date of award through December 31, 2017** and **may be automatically renewed for up to an additional four (4) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 2.3.1. **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.
- 2.3.2. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank 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.
- 2.4. **GENERAL CONDITIONS / SCOPE OF SERVICE**
- 2.4.1. **Background Information:** The maintenance and repair of vehicles is currently performed at a central maintenance garage facility within the Boone County Public Works Department. This *Request for Bid* is intended to secure the services of an experienced Contractor to provide repair service as requested by the Boone County Public Works Department on an "as required" basis. The intent is for the Contractor to provide mechanic repair service when Boone County mechanics are not available or the work is such that additional mechanics are required. This bid includes an

hourly charge for service provided at the maintenance garage facility and a cost plus percent for parts/material. The list of potential vehicles under this contract is attached as *Exhibit C*. Other vehicles may be added throughout the year.

- 2.4.2. Repair shops selected shall have the capacity to make repairs on all types of vehicles: trucks, cars, vans, 4X4s, pursuit vehicles, etc. and repair vehicles from all major manufacturers.
- 2.4.3. Bidders shall perform routine repair services that include, but are not limited to, work on brakes, suspension, heat/air conditioning systems, electrical systems, minor engine repair and other repairs normal and customary for routine repair of a commercial fleet.
- 2.4.4. **Turnaround Time:** County desires a turnaround time of within two (2) business days for routine repairs. If any repair work is going to require more than 48 hours, the referring County department must be notified.
- 2.4.5. **Special Service:** Sheriff vehicles at the shop shall be given reasonable priority over all other vehicles. The priority service shall be specified in the *Qualification Questionnaire* attached to this bid.
- 2.4.6. **Parts and Material:** All parts and material required in the performance of this specification shall be charged on the basis of total cost plus percent mark-up, which must be identified on the Response Form. The County reserves the right, should it deem necessary, to inspect the bidder's discount procedure, either prior to or after the contract has been awarded. The contractor will be required to show the discount rate allowed on each and every invoice.
- 2.4.7. **Major Repairs:** Before major non-emergency repairs (\$1,000 or more) are approved, Contractor shall provide the County with a written quotation, detailing parts and labor charges within two (2) business days. Quotations shall be based on the contract prices resulting from this *Request for Bid*. Major emergency repairs will be quoted verbally to expedite the job, and a written confirming quotation will follow. Unit prices bid shall not exceed the contract prices.
- 2.4.8. **Repair Limitations:** Repairs estimated to exceed \$1,000 should be analyzed by the Contractor to determine the repair's cost effectiveness and be specifically approved by the County. When equipment replacement appears to be more cost effective than repair, such recommendation should be presented in writing by the Contractor to the County.
- 2.4.9. The County reserves the right to bid any job with an estimated cost of \$6,000 or more and to utilize other vendors and in-house staff for all projects.
- 2.4.10. **Termination:** In the event any provisions of contract are not fulfilled by 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.
- 2.4.11. **Use of Contract:** The resulting contract from this bid is for County use and no guarantee of dollar volume or frequency of use is expressed or implied by acceptance of a vendor's bid.
- 2.4.12.. **Sub-Contractors:** Contractor may subcontract services to be performed hereunder with the prior approval of the County, which shall not unreasonably withhold approval. No such approval will be construed as making the County party of, or to, such subcontract, nor shall approval be construed as subjecting the County to liability of any kind to any Subcontractor. No subcontract shall, under any circumstances, relieve the Contractor of its liability and obligation under this Contract; and despite such subcontracting the County shall deal through the Contractor, and Subcontractors will be dealt with as workmen and representatives of the Contractor. It is the Contractor's responsibility to

ensure that approved Subcontractors have achieved the same insurance liability coverage as the Contractor.

- 2.4.13. **Contractor Qualifications and Experience:** All potential vendors shall be primarily engaged in the business of the repair of automobiles and are required to furnish evidence of having the necessary experience, ability, facilities, and financial resources to deliver the requested services as designated in the specifications mentioned herein.

Bidders must provide evidence that they have past experience in the type of work as outlined in the attached specifications for a minimum of three years. Bidder shall submit, with the bid, the name, address, telephone number and point-of-contact for a minimum of three organizations for which the bidder has provided vehicle repair service within the preceding 36 months. References may be checked prior to award. Any negative responses received may result in disqualification of the bid. *Exhibit A – Prior Experience* may be used to list references.

- 2.4.13.1. The Bidder, at time of bid submittal, 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. Copies of licenses should be submitted with the bid indicating that the entity bidding the project is licensed to perform the activities or work included in the contract documents.
- 2.4.13.2. The Bidder is assumed to be familiar with all Federal, State and Local laws, ordinances, rules and regulations that in any manner affect the work. Special attention is called to, but not limited to, the local environmental ordinances. Ignorance on the part of the Bidder will in no way relieve him from responsibility of compliance with all said laws, ordinances, rules and regulations.

- 2.5. **Invoices:** The County’s purchase order number or contract number must appear on the invoice. All contracted work done for the County on a “time and material” basis must include the following information with all invoices:

1. Name of the County Department for which the repair was performed.
2. Description of equipment and work performed.
3. Date(s) work performed.
4. Itemized list of material, if any.
5. Itemized cost of material, if any.
6. Labor cost per hour.

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

- 2.5.1. Invoices should be submitted to the appropriate Boone County Department. Invoices will be paid after 30 days after receipt and acceptance of a correct and valid invoice. The appropriate Department billing address should be determined before any work is performed.

- 2.6. **County Representative(s):** Unless provided otherwise elsewhere in the Contract, the County may authorize representative(s) to act on behalf of the county on all matters relating to this Contract and/or services being performed hereunder. The representative(s) shall decide all questions that may arise as to the quantity, character and quality of services performed or to be performed pursuant to this contract.

2.7. **CONTRACTOR RESPONSIBILITY / SERVICE REQUIREMENTS:**

- 2.7.1. **Work Hours:** Contractor shall provide unlimited service during normal business hours. Normal

business hours are Monday - Friday 8:00 a.m. to 5:00 p.m. and excluding holidays as defined in item 4.10. of the Response Form. If your firm is open on Saturdays for repair service, please specify on the *Qualification Questionnaire*.

- 2.7.2. All County calls to schedule service must be returned within two (2) hours of initial telephone call during normal business hours, Monday - Friday 8:00 a.m. to 5:00 p.m. and excluding holidays.
- 2.7.3. Contractor must state a realistic and true time when they can schedule the work. If this proposed schedule is acceptable to the County representative, the Contractor shall book the job.
- 2.7.4. **Facilities Requirements:** Bidders' facility shall be located within Boone County, Missouri. County will be responsible for delivering vehicle to the Bidders' facility to be repaired.
- 2.7.5. **Workmanship:** Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, construction or installation regularly furnished or required for completion. All work shall be executed by personnel skilled in their respective lines of work.
- 2.7.6. **Property Damage:** Contractor shall be responsible for repair of any damage to County vehicle and restoration of any damage, beyond normal wear and tear, caused by Contractor's activities. Repair and restoration shall be to the satisfaction of the County. Any repair/restoration of these damages shall be performed at no cost to the County.
- 2.7.7. **Repair/Warranties:** The contractor shall guarantee all work performed under this contract. Contractor shall list on the invoice/service ticket the brand name and part/model number of all replacement parts used. All repairs shall be warranted for a minimum period of ninety (90) calendar days from the date of repair. If the same part must be repaired again for any failure during the warranty period, the follow-up service will be performed at no charge to the County. Any replacement parts that fail during the warranty period shall be replaced at no charge to the County including all labor. Parts which carry a standard warranty that exceeds ninety (90) days shall be honored by the Contractor.
- 2.7.8. **Procedures**
The successful contractor shall furnish all labor, equipment and supervision to provide vehicle repairs, in accordance with the following:
All jobs will be fully cost estimated with start and completion times and written on a clear, legible form to include labor and an itemized listing of replacement repair parts.
All estimates shall be complete and include all parts and charges with the exception of any open sections that being "hidden" damage which may not be obvious until repairs are initiated. All estimates shall be completed and available for review within 24 hours of drop-off of the vehicle. No repairs shall be initiated until the County Representative reviews the estimate and approves same. In no instance shall any repairs above the original estimate be performed without first notifying the County Representative and providing a supplemental estimate indicating additional parts and labor charges. The County reserves the right to verify, through independent appraisal, the cost of repairs if required.
- 2.7.8.1. All replacement repair parts shall be new OEM manufactured. If new OEM replacement repair parts are not available, Contractor must contact the County Representative or designee for approval of substitute replacement repair parts.
- 2.7.8.2. All incidental parts and material (non-OEM), used in the repair of County vehicles, must conform to original OEM specifications. Incidental parts and material include, but are not limited to: light

bulbs, tires, belts and fluids for engines, drive trains or transaxle.

- 2.7.8.3. Any substitution of parts or material for any reason whatsoever, shall be approved by the County Representative prior to installation.
 - 2.7.8.4. Copy of invoice must be remitted to the appropriate Department. The payment authorization for any invoice, for any vehicle repair, shall only be signed by the County Representative after comparison with the original estimate. Any discrepancies shall be clarified before signature.
 - 2.7.8.5. Any sublet work to be performed must identify the subcontractor on the estimate.
 - 2.7.8.6. Contractor shall not perform any work that would void manufacturer's warranty.
 - 2.7.8.7. By submitting a bid, a Contractor receiving an award agrees to assume full liability and responsibility for all vehicles and contents, (including radios and other standard or installed equipment), placed in its custody by the County under this contract. All County vehicles, under repair, held overnight, shall be held in a secure area.
- 2.8. **Reports:** Contractor, upon request, will furnish the County Authorized Representative a written report of the total dollar volume of business. Such reports shall be submitted within 15 days of request. Contractor personnel shall promptly respond orally or in writing, as fits the circumstances, to all inquiries regarding service bills and performance of work under contract. All information, reports and listings requested by the County shall be provided free of charge.
 - 2.9. **Insurance Requirements:** The awarded Contractor(s) shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.
 - 2.9.1. **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.
 - 2.9.2. **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 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 \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U

(Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

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.

- 2.9.3. **Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 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.
- 2.9.4. **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.
- 2.9.5. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract). 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 Owner. 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.
- 2.9.6. **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.

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.

Certificate Holder address:

County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201

2.10. **SALES/USE TAX EXEMPTION** – County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and 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 insure 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 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.

2.11. **SPECIAL CONDITIONS AND REQUIREMENTS**

- 2.11.1. **Bid Clarification** - Any questions or clarifications concerning bid documents should be addressed to:
Melinda Bobbitt, Director of Purchasing
613 E. Ash Street, Room 110, Columbia, Missouri 65201
Telephone (573) 886-4391 Fax (573) 886-4390
E-mail: mbobbitt@boonecountymo.org.
- 2.11.2. **County Authorized Representative** – Each Department utilizing this contract will make known the **Authorized Department Representative** and contact information before work begins.

Authorized County Representatives include:

Greg Edington
Assistant Manager, Road Maintenance Operations
Boone County Public Works
5551 Tom Bass Road
Columbia, MO 65201
Phone: 573-449-8515
GEdington@boonecountymo.org

Captain Gary German
Sheriff Department
2121 County Drive
Columbia, MO 65202
Phone: 573-875-1111, extension 6213
GGerman@boonecountymo.org

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain “N/A” or “No Bid”. Manufacturer’s published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under “Bid Submission Information and Deadline”. NO EXCEPTIONS. We are not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** – Submit to the location specified on the title page **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the proposal number and the due date and time.
 - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 3.3. **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.
 - 3.3.1. **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.
- 3.4. **RESPONSE CLARIFICATION** - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **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.
- 3.5. **EVALUATION PROCESS** - Our sole purpose in the evaluation process is to determine from among the Responses received which ones are 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.
 - 3.5.1. **Method of Evaluation** - We will evaluate submitted responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
 - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
 - 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

4. Response Form

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. Federal Tax ID: _____

4.6.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.7. Email Address: _____

4.8. Vehicle Repair Work: We propose to furnish the repair service for the County of Boone at the labor rate and parts discount listed below and/or attached. All services shall be performed in accordance with the terms and conditions of the bid and resulting contract.

4.8.	ITEM	DESCRIPTION	UNIT PRICE
	1.	Material/Parts (Total Cost plus %) \$0-\$749	_____/%
	2.	Material/Parts (Total Cost plus %) \$750-\$4,499	_____/%
	3.	Material/Parts (Total Cost plus %) \$4,500 and up	_____/%
	4.	State Your Standard Mechanic Labor Rate Per Hour Name of Flat Rate Manual Used for Costing Services: _____ (Manual shall be provided by Contractor at time of award).	\$_____/hour
	5.	Flat Mechanic Service Labor Rate Per Hour (Straight Time) offered for this bid.	\$_____/hour
	6.	Flat Mechanic Service Labor Rate Per Hour (Nights and Weekends) offered for this bid.	\$_____/hour
	7.	Flat Mechanic Service Labor Rate Per Hour (Holidays) offered for this bid.	\$_____/hour

4.9. Emergency Twenty-Four Hour Service Contact:

Name: _____

Telephone Number: _____

4.10. Holidays: Contractor shall list the holidays observed by their company: _____

4.11. Describe the warranty for vehicle repairs:

4.12. What size vehicles can you accommodate inside your shop?

4.13. 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

4.14. 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.

4.14.1. Today's Date: _____

4.14.1. Authorized Representative (Sign By Hand):

4.14.3. Type or Print Signed Name:

PRIOR EXPERIENCE

List up to three (3) vehicle repair service contracts your company has been awarded in the last three (3) years.

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):

Qualification Questionnaire

Bidder must complete this questionnaire in order to be included in the evaluation of the bids. The information supplied will enable the County to determine whether or not the vendor has adequate personnel and facilities to properly perform the work. The following statements as to experience, equipment and general qualifications of the Bidder as submitted in conjunction with the bid, as part thereof and truthfulness and accuracy of information is guaranteed by the Bidder and included in the bid evaluation.

I. Facility Name and Physical Address:

II. Normal Operating Hours:

Weekdays _____ am to _____ pm

Saturdays _____ am to _____ pm

Sundays & Holidays _____ am to _____ pm

III. Number of ASE Certified employees:

IV. Do any of your employees have any other special certifications or ratings? If so, specify:

V. Do you have any special equipment that is available to service County vehicles? If so, specify:

VI. How many working bays does your facility have?

VII. What is the overall size of your facility?

VIII. Do you have a locked, fenced and secured storage area? Yes / No

IX. How far in advance must appointments be scheduled?

X. In case of an emergency, will you accommodate the County with same day repair services when possible? Yes / No

XI. List the largest vehicles by weight that you can accommodate on your lifts.

XII. Specify any special service provided to expedite the maintenance of repairs of Sheriff vehicles such as priority service.

Current Inventory of Vehicles

Exhibit C

Year Make Model	Type	VIN	Meter / Miles
2013 Ford F150 Crew Cab 4WD	Light Duty Pickup	1FTFW1ET3DKE83947	9,877
2013 Chevrolet 1500 Ext Cab 4WD	Light Duty Pickup	1GCRKPE75DZ286011	26,565
2013 Chevrolet 1500 Ext Cab 4WD	Light Duty Pickup	1GCRKPE70DZ285915	99,174
2013 Chevrolet 1500 Ext Cab 4WD	Light Duty Pickup	1GCRKPE73DZ285956	80,963
2013 Chevrolet 1500 Ext Cab 4WD	Light Duty Pickup	1GCRKPE78DZ85578	74,981
2009 Dodge 3500	Light Duty Pickup	3D6WH46T59G550079	88,964
2012 Chevrolet 3500 Crew Cab 4WD	Light Duty Pickup	1GB4KZCG6CF159880	65,105
2011 Chevrolet 3500 4WD	Light Duty Pickup	1GB3KZCG7BF229512	81,001
2009 Chevrolet 1500 4WD	Light Duty Pickup	1GCEK19029Z227997	109,979
1995 Ford F150 4WD	Light Duty Pickup	1FTEF14N3SLB77983	74,958
2016 Chevrolet Silverado Crew Cab 4x4	Light Duty Pickup	1GCVKNEC8GZ233503	0
2013 Toyota Tacoma	Light Duty Pickup	3TMLU4EN4DM115149	24,813
2014 Chevrolet 1500 Ext Cab 4WD	Light Duty Pickup	1GCVKPEC0EZ284308	17,393
2014 Chevrolet 1500 Ext Cab 4WD	Light Duty Pickup	1GCVKPEC4EZ286868	21,786
1997 Ford Ranger	Light Duty Pickup	1FTCR10U7VUC50685	111,244
2012 Chevrolet 2500 4WD	Light Duty Pickup	1GC2KVCG1CZ325135	24,378
2016 Chevrolet Silverado	Light Duty Pickup	1GCVKNEC2GZ233674	0
2011 Ford F150 Ext Cab	Light Duty Pickup	1FTEX1EMXBF71972	63,496
2009 Chevrolet 1500 4WD	Light Duty Pickup	1GCEK19039Z227586	66,624.00
2015 GMC Canyon	Light Duty Pickup	1GTG6BE31F1189384	17,763
2016 Chevrolet Silverado Crew Cab 4x4	Light Duty Pickup	3GCUKNEH4GG214843	7,681
2014 Ford F150 Ext Cab	Light Duty Pickup	1FM5K8B89EGB96483	8,355
2011 Chevrolet 1500 4WD	Light Duty Pickup	1GCRKPEA0BZ368835	80,170
2014 Ford F150 Crew Cab 4WD	Light Duty Pickup	1FTFX1EF0EKD83197	46,664
2008 Chevrolet 1500 4WD	Light Duty Pickup	1GCEK19028Z298728	139,300
1994 Ford F150 4WD	Light Duty Pickup	1FTEF14N0RNB35124	65,740
2015 Ford F150 Crew Cab 4WD	Light Duty Pickup	1FTEW1EF3FKF08208	974
1993 Ford F150 4WD	Light Duty Pickup	1FTEF14N4PNB33681	94,953
2015 Ford F350	VANS/SUV/PICKUPS	1FDRF3H68FED10162	10,361
2013 Ford Fusion	Passenger Vehicle	3FA6P0G75DR380571	8,971
2007 Chevrolet Malibu	Passenger Vehicle	1G1ZS57F87F277519	51,952
2005 Ford 05 FORD CV	Passenger Vehicle	2FAFP71W65X113323	112,429
2016 Ford Taurus PI Pursuit	Passenger Vehicle	1FAHP2L88GG115982	0
2012 Toyota Camry	Passenger Vehicle	4T1BF1FK4CU116140	55,486
2003 Chevrolet Impala	Passenger Vehicle	2G1WF52E139396490	104,815
2010 Dodge Charger	Passenger Vehicle	2B3CA4CT4AH218643	143,115
2006 Ford Crown Victoria	Passenger Vehicle	2FAHP71W66X159597	112,154
2013 Ford Focus	Passenger Vehicle	1FADP3F20DL237282	29,194
2011 Chevrolet Equinox	Passenger/SUV	2CNFLCEC1B6360535	122,264
2014 Ford Transit Connect Van XL SWB	Passenger/SUV	NMOLS6E77E1156695	11,665
2008 Chevrolet Uplander	Passenger/SUV	1GNDV23W88D192858	103,257
2012 Toyota Camry	Passenger/SUV	4T1BF1FK5CU109889	62,292

2011 Chevrolet Equinox	Passenger/SUV	2CNFLEEC1B6390999	78,640.00
2004 Chevrolet Astro Cargo Van	Passenger/SUV	1GCDM19X64B130452	67,753
2005 Ford Explorer	Passenger/SUV	1FMZU72K55ZA65945	90,177
2005 Ford Explorer	Passenger/SUV	1FMZU72K35ZA65944	107,513
2010 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV1AX137964	103,997
2010 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV6AX137961	101,216
2013 Ford Explorer	Passenger/SUV	1FM5K8B8XDGA55436	34,902
2013 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR9DGA51517	70,136
2015 Ford Taurus PI Pursuit	Passenger/SUV	1FAHP2L85FG159548	12,944
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR1GGC91830	0
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR6GGC60704	874
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR5GGC91832	0
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR8GGC60705	0
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR3GGC91831	631
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR6GGC91838	1,596
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR0GGC91835	0
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR9GGC91834	0
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR2GGC91836	0
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR7GGC91833	18
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8ARXGGC60706	0
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR4GGC91837	0
2016 Ford Interceptor Utility Pursuit	Passenger/SUV	1FM5K8AR1GGC60707	0
2014 Ford Explorer	Passenger/SUV	1FTFX1EF2EKD83198	18,793
2005 Ford Explorer	Passenger/SUV	1FMZU72K15ZA65943	120,425
2009 Ford Crown Victoria	Passenger/SUV	2FAHP71V79X105432	138,051
2009 Dodge Charger	Passenger/SUV	2B3LA43T79H639395	112,117
2003 Chevrolet Impala	Passenger/SUV	2G1WF55K739347022	162,468
2011 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV1BX177043	100,629
2011 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV9BX177047	96,448
2011 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV0BX177048	90,611
2011 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV2BX177049	69,920
2011 Chevrolet Caprice	Passenger/SUV	6G1MK5E2XBL550967	118,334
2007 Ford Taurus	Passenger/SUV	1FAFP53U87A170599	121,569
2004 Chevrolet Impala Pursuit	Passenger/SUV	2G1WF52K549202146	156,235
2007 Chevrolet Impala Pursuit	Passenger/SUV	2G1WB55K079306264	130,247
2007 Ford Crown Victoria Pursuit	Passenger/SUV	2FAHP71W17X160464	119,229
2006 Ford Taurus	Passenger/SUV	1FAFP53256A210473	95,079
2013 Ford Taurus PI Pursuit	Passenger/SUV	1FAHP2L87DG222484	41,310
2013 Ford Taurus PI Pursuit	Passenger/SUV	1FAHP2L89DG222485	44,912
2009 Chevrolet Impala	Passenger/SUV	2G1WS57M691298493	95,281
2012 Chevrolet Caprice Pursuit	Passenger/SUV	6G1MK5R22CL651514	90,888
2013 Ford Taurus PI Pursuit	Passenger/SUV	1FAHP2M82DG121593	81,150
2003 Ford Crown Victoria Pursuit	Passenger/SUV	2FAHP71W73X190594	109,493
2013 Ford Taurus PI Pursuit	Passenger/SUV	1FAHP2MTZDG117094	78,836
2009 Ford Crown Victoria Pursuit	Passenger/SUV	2FAHP71V99X143714	103,691
2013 Ford Taurus PI Pursuit	Passenger/SUV	1FAHP2MT2DG150919	96,015
2012 Dodge Charger Pursuit	Passenger/SUV	2C3CDXAT0CH287928	80,638

2010 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV8AX137962	113,592
2010 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV5AX137966	109,372
2010 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV7AX137967	105,364
2011 Ford Crown Victoria Pursuit	Passenger/SUV	2FABP7BV2BX120978	111,049
2012 Toyota Camry	Passenger/SUV	4T1BF1FK4CU117997	42,039
2011 Ford Crown Victoria	Passenger/SUV	2FABP7BV9BX177050	132,690
2013 Chrysler Town and Country	Passenger/SUV	2C4RC1BG9DR727213	17,305
2007 Ford Crown Victoria	Passenger/SUV	2FAHP71W77X160467	118,051
2014 Ford F250 4WD	SEVERE SV TRUCK	1FTBF2B68EEB34642	10,873
1997 GMC 1500 4WD	SEVERE SV TRUCK	1GTEK19R9VE529531	148,293
2015 Ford F150 4WD	SEVERE SV TRUCK	1FTFW1EF7FKD12423	18,132
2005 Chevrolet 1500 4WD	SEVERE SV TRUCK	1GCEC14VX5Z323435	79,536
2012 Dodge 1500 4WD	SEVERE SV TRUCK	1C6RD7KT3CS289113	76,940
2012 Dodge 1500 4WD	SEVERE SV TRUCK	1C6RD7KT5CS289114	57,176
2007 Chevrolet 1500 4WD	SEVERE SV TRUCK	2GCEK13C171661207	166,515
2012 Chevrolet 1500 4WD	SEVERE SV TRUCK	3GCPKPEA2CG276215	61,515
1999 Ford Van	SEVERE SV TRUCK	1FDWE30F7XHC26383	116,592
2013 Ford F150 4WD	SEVERE SV TRUCK	1FTFW1EF7DKE77899	80,068
2013 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR0DGC63643	51,248
2013 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR5DGC73620	68,911
2013 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR7DGC73621	104,241
2013 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR9DGC73622	89,575
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR3EGC38494	33,886
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR5EGC38495	35,904
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR7EGC38496	52,106
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR0EGC27002	38,984
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR9EGC38497	43,811
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR2EGC27003	37,752
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR4EGC27004	41,174
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AT7EGC38493	47,461
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR0EGC38498	49,927
2015 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR8FGC66812	14,061
2015 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8ARXFGC66813	15,780
2015 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR6FGC66811	15,916
2015 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR5FGC51670	8,597
2015 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AT0FGC66816	24,922
2015 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AT9FGC66815	11,583
2015 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR1FGC66814	13,536
2008 Chevrolet TrailBlazer	SEVERE VAN/SUV	1GNLT13S582128138	138,820
2006 Ford Econoline 350 Van	SEVERE VAN/SUV	1FBSS31L76DA95157	85,031
2014 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR3EGB38430	61,411
2013 Ford Explorer	SEVERE VAN/SUV	1FM5K8B88DGA55435	67,998
2013 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR7DGA51516	75,804
2011 Chevrolet Tahoe Pursuit	SEVERE VAN/SUV	1GNLC2E00BR322541	91,744
2007 Ford Van	SEVERE VAN/SUV	1FBSS31L17DB25562	116,853
2007 Ford Van	SEVERE VAN/SUV	1FBSS31L37DB25563	124,318
2011 Ford Econoline 350 Van	SEVERE VAN/SUV	1FBSS3BL3BDB31578	13,255

2013 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR7DGC73618	70,655
2013 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR9DGC73619	78,620
2013 Ford Interceptor Utility Pursuit	SEVERE VAN/SUV	1FM5K8AR2DGC63644	48,074
1996 Ford Club Wagon	SEVERE VAN/SUV	1FBHE31H8THA97775	191,377
2000 Chevrolet Van	VANS/SUV/PICKUPS	1GAGG29R2Y1275004	67,402
2001 Ford Van	VANS/SUV/PICKUPS	1FBSS31L91HB34753	23,595
2013 Chevrolet Tahoe	SEVERE VAN/SUV	1GNSK2E06DR284542	14,780
1990 Ford F350 Box Van	Single Axle Truck	2FDKF37M8LCA31457	12,689
2016 Ford F550 4WD	Single Axle Truck	1FD0W5HT0GEA39383	11,641
2015 Ford F550 4WD	Single Axle Truck	1FD0W5HT4FEA41541	29,179
2015 Ford F550 4WD	Single Axle Truck	1FD0W5HT6FEA41542	26,535
2012 Ford F550 4WD	Single Axle Truck	1FDUF5HT1CEB62461	56,601
2012 Ford F550 4WD	Single Axle Truck	1FD0X5HT7CEC70594	45,810
1997 Ford F350 Flatbed	Single Axle Truck	1FDKF38F4VEA31694	35,123

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 Contract)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Name and Title of Authorized Representative

Signature

Date

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. The County reserves the right to award to more than one (1) supplier. Multiple awards may be made. This is not an exclusive agreement that guarantees a given contractor all of the repair service work for 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.

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 E. Ash Street, Room 110
Columbia, MO 65201

“No Bid” Response Form

Melinda Bobbitt, Director of Purchasing
(573) 886-4391 – Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

“NO BID RESPONSE FORM”

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

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

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

Bid: 44-25OCT16- Vehicle Mechanic Repair Services Term & Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

