

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR LAW ENFORCEMENT DOG(S)

RFP # 01-06JAN20

Release Date: December 03, 2019

**Submittal Deadline:
January 06, 2020
not later than 2:00 P.M. CST**

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

**Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting proposals in response to this Request for Proposals (RFP) for the following:

RFP #: 01-06JAN20 - LAW ENFORCEMENT DOG(S)

Sealed proposals will be accepted until **2:00 P.M. on Monday, January 06, 2020** in the Boone County Purchasing Office, Room 109, located at 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: lpalazzolo@boonecountymo.org.

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

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer

***Insertion: Tuesday, December 03, 2019
COLUMBIA MISSOURIAN***



1. INTRUCTIONS AND GENERAL CONDITIONS

- 1.1 Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
- 1.2 Proposal Closing: All proposals must be **delivered before 2:00 P.M.** Central Time on **Monday, January 06, 2020**, to:
- Boone County Purchasing Department
Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201-4460
- 1.2.1 The County will not accept any proposals received after 2:00 P.M.
Late proposal responses may be returned unopened if the vendor requests within ten (10) business days after RFP opening. All returns will be made at the vendor's expense.
- 1.3 Sealed Proposals Required: Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed." No fax or electronic transmitted proposals will be accepted.
- 1.3.1 If the offeror chooses not to submit a proposal, please return the enclosed *No Bid Response Page* and note the reason.
- 1.4 Copies: The offeror is advised to submit one (1) original proposal, and two (2) copies of the proposal (for a total of three copies), plus an electronic copy of the original proposal on a thumb drive (USB memory stick).
- 1.5 Bid Opening: Proposals will be opened publicly shortly after 2:00 P.M. on **Monday, January 06, 2020** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County's proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.

1.6 If the offeror has obtained this proposal document from the Boone County Purchasing Web Page or from a source other than the Boone County Purchasing Department, prior to submitting the proposal the offeror is advised to check with the Boone County Purchasing Department in order to ensure that the RFP solicitation package is complete, i.e., the offeror has all addenda and attachments as applicable. ***The Boone County Purchasing Department must not be responsible for providing RFP addenda if the vendor has not been added to the official Vendor list for this Request for Proposal.***

1.7 Guideline for Written Questions: ***All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 P.M., December 30, 2019*** (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Liz Palazzolo. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Liz Palazzolo, Senior Buyer
613 E. Ash Street, Room 109
Columbia, Missouri 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: lpalazzolo@boonecountymo.org

1.8 RFP Addenda: In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1 This document constitutes a request for sealed proposals for **law enforcement dogs** as set forth herein. Breeds of dogs the County will accept are German Shepherd, Dutch Shepherd, Belgian Malinois, Labrador, Pointer, or other suitable hunting breeds.
- 2.1.2 Organization: This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
 - 2) Introduction and General Information
 - 3) Scope of Work
 - 4) Proposal Submission Information
 - 5) Vendor Response/Pricing Page(s)
 - 6) Certification Regarding Debarment
 - 7) Certification Regarding Lobbying
 - 8) Work Authorization Certification
 - 9) "No Bid" Response Form
 - 10) Boone County Standard Terms and Conditions
- 2.1.3 Purpose: The purpose of this Request for Proposal (RFP) is to obtain a contractor to provide **law enforcement dogs** for the Boone County Sheriff's Office.

2.2 Background Information:

- 2.2.1 Boone County is situated in Central Missouri and includes nine communities: six cities and three towns. The County has a population of approximately 175,000 and contains 685 square miles.
- 2.2.2 The Boone County Sheriff's Department and Jail located at 2121 County Drive in Columbia, Missouri serves as the main headquarters for the department and includes an adult detention facility that provides safe and secure incarceration of persons taken into custody by order of a qualified court or as otherwise allowed by law. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>.
- 2.2.3 The Boone County Sheriff's Office currently has law enforcement dogs obtained from Shallow Creek Kennels. The County Sheriff's Department trains its law enforcement dogs in accordance with NAPWDA training standards.



3. SCOPE OF WORK:

3.1 General Requirements:

- 3.1.1 The contractor shall provide healthy and trainable law enforcement dogs upon request of the Boone County Sheriff's Office pursuant to requirements stated herein. In addition, all applicable local, state, and federal requirements that pertain to dog breeding and kennel operation shall be followed by the contractor for the duration of the contract.
- 3.1.2 Co-operative Procurement: It is highly preferred that other law enforcement entities be allowed to piggy-back off the County's contract. If the contractor allows other Missouri law enforcement entities to use the contract, then those other Missouri law enforcement entities shall be able to purchase dogs under the same terms, requirements and pricing of the contract between the County and the contractor.
- 3.1.3 It is highly preferred that the contractor be a professional kennel that has a North American Police Work Dog Association (NAPWDA) Master Trainer on staff for the term of the contract.
- 3.1.4 Untrained, Dual and Single Purpose Law Enforcement Dogs: The contractor shall understand and agree that the County shall pick the law enforcement dog from the contractor's pool of available law enforcement dogs at the time the County determines the need for a law enforcement dog. The contractor shall ensure the County that the law enforcement dogs available to the County for its choice shall meet criteria stated herein.
- a. Dual Purpose Law Enforcement Dogs: The contractor shall understand and agree that the County shall require an untrained dual-purpose law enforcement service dog that shall be from one of the following breeds: German Shepherd, Dutch Shepherd, or Belgian Malinois, or a mix of these breeds.
 - b. Single Purpose Law Enforcement Dogs: The contractor shall understand and agree that the County shall require an untrained single-purpose law enforcement service dog that shall be the Labrador, German Shorthaired Pointer, or other suitable hunting breeds.
- 3.1.5 Breed: The designation of dog breed available for the County's selection of a law enforcement dog shall comply with internationally recognized standards, and as applicable to the breed, shall descend from the European-bred canine blood line.
- a. No rescue or animal shelter dogs shall be considered acceptable.
- 3.1.6 Gender: Male or female is acceptable to the County; if male, the testicles shall be descended or the retracted testicle has been removed.
- 3.1.7 Age: The dog shall be between 12-months and 36-months old.

- 3.1.8 Good Health: The dog shall be in good physical and dental health subject to the final decision of the County regarding the dog's health. The contractor shall understand and agree that the dog's health shall be subject to examination by the County's choice of veterinarian who will be examining the dog for non-dysplastic hips and elbows, etc. The contractor shall understand and agree that the decision of the County shall be final regarding the acceptability of any dog. The County will be responsible for the costs associated with the veterinarian's examination. A dog found to have any objectional health/dental finding shall be subject to rejection by the County at its sole discretion.
- 3.1.9 Guarantees: The contractor shall provide a full health examination of the dog at the time of purchase and provide a minimum twelve-month duration written guarantee regarding the dog's general health. The contractor shall in addition provide a minimum six-month written guarantee about the dog's trainability.
- 3.1.10 Certification: The contractor shall provide a written statement to the County that the dog is a dual-purpose trainable dog. The statement may be provided on the invoice.
- 3.1.11 Replacement of Dog: The contractor shall replace the dog due to the dog's chronic or pre-existing illness or disease as determined by the County's veterinarian, or additionally if the dog proves to be untrainable within six (6) months of purchase at no additional cost to the County. The contractor and the County shall reach mutual agreement about the terms of the physical return of the dog and receipt of a replacement dog.
- 3.1.12 On-Going Support: The contractor shall provide consultation and guidance to the County upon request throughout the contract at no additional cost. The contractor shall provide updated contact information throughout the contract.
- 3.1.13 Pick-Up at Contractor's Kennel: The County will pick-up the dog at the contractor's kennel at the County's expense. The contractor shall understand and agree that the acceptance of the dog is subject to the County's assessment of the dog's temperament at the time County personnel assess the dog's temperament and suitability.
- a. It is highly desirable and preferred that the contractor provide County trainer-lodging at its kennel for County personnel visiting the contractor's site.

3.2 Other Contractual Requirements:

- 3.2.1 **Contract Terms and Conditions**: The contractor must be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.
- 3.2.2 **Contract Period**: The initial contract period shall run **Date of Award through One Year**. The contract shall have three (3), one (1)-year renewal periods, or any portion thereof, following the completion of the initial/original contract term. After the completion of the final renewal term, the contract will continue on a month-to-month basis until either party terminates the contract by providing the other party with thirty (30) calendar days prior written notice.

3.2.3 **Cancellation Agreement:** The County reserves the right to cancel the contract without cause by giving not less than thirty (30) calendar days prior notice to the contractor in writing of the intention to cancel, or with cause, if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of the contract may be considered a material breach of contract and must be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow the contractor reasonable opportunity to cure material breach, but is not required to do so.

3.2.4 **Fiscal Non-Funding Clause:** In the event sufficient budgeted funds are not available for a new fiscal period, the County must notify the provider of such occurrence and the contract must terminate on the last day of the current fiscal period without penalty or expense to the County.

3.2.5 **Estimated Usage:** The contractor shall understand and agree that the estimates presented herein do not constitute a guarantee on the part of the County regarding any purchases under the contract.

3.2.6 **Pricing:** The contract will be awarded on a firm, fixed price basis for the entirety of the initial/original contract period. Prices are subject to adjustment only upon renewal of the contract period, subject to quotations on the Vendor Response and Pricing Page for the specific renewal period; adjusted pricing must be effective on the renewal date and must remain firm through the entirety of the specific renewal period.

- a. **Price Increase:** It shall be the responsibility of the contractor to notify the County sixty (60) calendar days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.
- b. If the option for renewal is exercised by the County, the contractor must agree that the prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Vendor Response Pages of the contract.
- c. If renewal percentages are not provided, then prices for the renewal period(s) shall be the same as during the initial/original contract period. All pricing adjustments shall be calculated using the initial/original pricing.



4. PROPOSAL SUBMISSION INFORMATION

4.1. SUBMISSION OF PROPOSALS:

4.1.1 When submitting a proposal, the offeror should include the **original and two (2) copies for a total of three (3) copies**. The offeror should also include an **electronic copy of the proposal on a removable storage drive**.

a. The offeror must submit the proposal to:

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

b. The proposals must be delivered no later than **2:00 P.M. on Monday January 06, 2020**. Proposals will not be accepted after this date and time.

4.1.2. **Terms and Conditions:** The offeror agrees that by submitting an offer, Boone County's Terms and Conditions as incorporated herein must become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the County govern.

4.2 ORGANIZATION OF PROPOSAL:

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

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

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

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

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

4.3 OFFEROR'S CONTACTS WITH PURCHASING:

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

4.4 VALIDITY OF PROPOSAL RESPONSE:

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

4.5 EVALUATION OF PROPOSALS

- 4.5.1 Evaluation and Award Process: After determining a responsible offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal. The evaluation will include an assessment of cost, the offeror's experience, expertise and reliability, proposed methodology, and contractor support.
- 4.5.2 In order to conduct an evaluation of proposals, the vendor is advised to complete the Vendor Response Page, all parts, and to return the completed pages with the vendor's proposal. Failure to provide information necessary to evaluate the vendor's response may render the proposal incapable of award consideration. The County is not obligated to obtain information necessary for evaluation from the vendor. When evaluating responses, the County reserves the right to consider relevant information and fact, whether gained from the response, from a vendor, from the vendor's references, or from any other source.
- 4.5.3 After an initial evaluation process, a question and answer interview may be conducted with the offeror, if deemed necessary by the County. In addition, the offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost must be at the offeror's expense. All arrangements and scheduling will be coordinated by the County.

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

- a. Negotiations may be conducted in person, in writing, or by telephone.
- b. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- c. Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- d. The mandatory requirements of the Request for Proposal must not be negotiable and must remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.5.5 Evaluation of the Vendor's Experience, Expertise and Reliability: Experience, expertise, and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

- a. Name other businesses or preferably any government agencies/municipalities for which the vendor has provided dual-purpose law enforcement dogs (German Shepherd, Dutch Shepherd, Belgian Malinois) and single purpose law enforcement dogs (Labrador, German Shorthaired Pointer, or other hunting breeds) in the last three (3) years and provide a current contact name, email address and phone number for each account.
- b. The offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.5.6 Evaluation of the Vendor's Proposed Method of Performance and Sample Inspection: Proposals will be subjectively evaluated based on the offeror's distinctive plan for performing the requirements of the RFP. Therefore, the offeror should present a written narrative, which demonstrates the method or manner in which the offeror proposes to satisfy these requirements. The language

of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action. The County will be evaluating the offeror's adherence to mandatory performance requirements as well as other features of the offeror's proposed approach to performing the work described herein.

- a. Offerors are cautioned about the use of specific words in the RFP. Where the words "must" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the offeror's final response rating. Where the words "should," "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the offeror's final response rating.
- b. The method by which the proposed method of performance is written will be left to the discretion of the offeror. At minimum, the offeror is strongly advised to complete the Vendor Response and Pricing Pages of this RFP. In addition, the offeror may address each specific paragraph and subparagraph of the specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

4.5.7 Rejection / Withdrawal of Proposals Response:

- a. Rejection of Proposals: The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with offerors and to accept the proposal deemed to be in the best interest of the County.
- b. Withdrawal of Proposals: Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.
- c. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.



5. VENDOR RESPONSE AND PRICING PAGES

5.1 The offeror should submit three (3) complete copies of the offeror's proposal response in a single-sealed envelope, clearly marked on the outside, left corner with the offeror's company name and return address, the Request for Proposal number and the proposal opening due date and time. In addition, the offeror shall complete the following as indicated below and submit said completed form with each copy of the proposal response.

In compliance with this Request for Proposal and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's company in a contract with the County.)

Company Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Contact Name and E-Mail Address to receive documents for electronic signature:

Check One: Corporation
Partnership – Name _____
Individual Proprietorship – Individual Name

Other – Specify _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid, including Boone County's Terms and Conditions, FOB Destination Freight Prepaid and Allowed, *unless pricing has been specifically quoted for vehicle delivery and preparation below.*

Further, the undersigned has read and understood all requirements, terms and conditions, and agrees that all of which are made part of the contract and any orders resulting thereunder. By submission of this bid response, the vendor certifies their compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

Type/Print Name: _____ Title: _____

Signature: _____ Today's Date: _____

NOTE: The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

5.2 Cooperative Procurement: It is highly preferred that the vendor allow for cooperative procurement, and allow other Missouri law enforcement entities to use the County's contract. The vendor should indicate by checking "Yes" or "No" in the indicated space if the vendor will honor the submitted prices and terms for purchase by other entities in Boone County that participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

(Continued on next page)

5.3 PRICING:

The offeror shall provide a firm, fixed price for a dual-purpose and single-purpose law enforcement dog in the provided space below. The offeror shall provide pricing for the initial contract period (i.e., first 12-month contract period) and for each of three (3) renewal options, i.e., three (3) subsequent 12-month renewal options.

It is estimated on average that one-two dogs may be purchased per year.

Line Item	Description	Est. Qty	Total Firm, Fixed Unit Price Initial Contract Period	Total Firm, Fixed Unit Price <u>First</u> Renewal Contract Period	Total Firm, Fixed Unit Price <u>Second</u> Renewal Contract Period	Total Firm, Fixed Unit Price <u>Third</u> Renewal Contract Period
5.3.1	<p>Dual Purpose Law Enforcement Dog, Male or Female, Dual-Purpose</p> <p>Only acceptable breeds: German Shepherd, Dutch Shepherd, or Belgian Malinois, or a mix of these breeds</p> <p>- County will pick-up from kennel</p>	1	\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ /EA
5.3.2	<p>Single Purpose Law Enforcement Dog, Male or Female, Single-Purpose</p> <p>Only acceptable breeds: Labrador, German Shorthaired Pointer, or other suitable hunting breeds</p> <p>- County will pick-up from kennel</p>	1	\$ _____ /EA	\$ _____ /EA	\$ _____ /EA	\$ _____ /EA

5.4 Vendor's Experience and Reliability:

5.4.1 Company History: The vendor should provide a brief company history in the available space addressing when the offeror's company/organization was formed/organized/founded and how long the company has been in the business of providing law enforcement dogs to public entities similar to the Boone County Sheriff's Office, or to other governmental or private entities:

5.4.2 North American Police Work Dog Association Master Trainer: The vendor should describe in the available space whether the offeror has a NAPWDA Master trainer on staff and any other affiliations the offeror may have with the NAPWDA:

5.4.3 Other Standards for Kennel: In the space provided, the offeror should provide other detail about other professional affiliations/associations/certifications to which the offeror subscribes and under which the offeror's kennel operates:

5.4.4 Vendor's References:

The offeror should provide reference contact information below regarding provision of law enforcement dogs similar to Boone County's requirements:

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished: _____

Availability of Reference: _____

=====

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished: _____

Availability of Reference: _____

5.5 Proposed Method of Performance and Contractor Support

5.5.1 Single Point of Contact:

Describe below how the vendor will perform as a single point of contact for the County regarding provision and support of law enforcement dog(s) purchased by the County:

Name: _____

Phone: _____

E-Mail: _____

Hours of Availability: _____

5.5.2 Stock of Law Enforcement Dogs:

a. The vendor should describe the following regarding its two-year average number of law enforcement dogs available for screening at the time of bid for the County's adoption/purchase:

- Number of German Shepherd Dual Purpose Dogs: _____
- Number of Dutch Shepherd Dual Purpose Dogs: _____
- Number of Belgian Malinois Dual Purpose Dogs: _____
- Number of Labrador Single Purpose Dogs: _____
- Number of German Shorthaired Pointers Single Purpose Dogs: _____
- Number of other hunting breeds (list breeds below)
Single Purpose Dogs: _____

b. **Other Breeds of Dogs Available:** In addition to the breeds named above, the offeror should describe in the available space the kinds of other breeds the offeror has available for single-purpose and dual-purpose dogs:

Dual Purpose Dog Breeds:

Single Purpose Dog Breeds:

5.5.3 Kennel Description: The vendor should describe in the available space where the offeror's kennel is located, its size, the age and condition of the facility, and whether or not there are trainer lodging accommodations for lodging on-site available.

Location (City/State):

Size/Age/Condition of Kennel:

Trainer Accommodations On-Site:

Other:

5.5.4 Guarantees:

A **twelve-month** minimum guarantee on the law enforcement **dog's health** is required, and a minimum **six-month** guarantee is required for the **dog's trainability**. The offeror should use the available space provided to describe the offeror's guarantees regarding each law enforcement dog's health and trainability. Include any other warranty terms, including a longer length of coverage if available from the offeror on the law enforcement dog:

(The offeror should complete and return with the proposal)

**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 must attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

(The offeror should complete and return with the proposal)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Signature

Date

Liz Palazzolo
Senior Buyer



Boone County Purchasing
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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:

<https://www.e-verify.gov/>

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

<https://www.e-verify.gov/employers>

If the vendor is an Individual/Proprietorship, then the vendor must return the attached *Certification of Individual Bidder*. On that form, the vendor 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 the vendor chooses option number two, then the vendor will also need to complete and return the attached form *Affidavit*.

(The offeror should complete and return with the proposal – see instructions on previous page)

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

County of _____)
)ss
State of _____)

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

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

_____ Date
Affiant

Printed Name

Subscribed and sworn to before me this ___ day of _____, 20__.

Notary Public

(The offeror should complete and return with the proposal only if applicable)

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.

Options

- _____ 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 – see following page*) 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 must 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))
- see previous page -

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:



"No Bid" Response Form

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"NO BID RESPONSE FORM"

NOTE: THE VENDOR SHOULD COMPLETE AND RETURN THIS FORM ONLY IF THE VENDOR DOES NOT WANT TO SUBMIT A BID

If the vendor does 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, e-mail or fax.

Bid: RFP #01-06JAN20 – LAW ENFORCEMENT DOG(S)

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Submitting Proposal Response :

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 bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **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.
20. **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.

Revised 1/17/2018

End of Document