

**COUNTY OF BOONE - MISSOURI**



**REQUEST FOR PROPOSAL  
FOR  
E-PROCUREMENT SERVICES**

**FOR BOONE COUNTY PURCHASING  
DEPARTMENT**

**RFP #09-03APR20**  
**Release Date: [March 4, 2020](#)**

**Submittal Deadline:**  
**[April 3, 2020](#)**  
**not later than 2:30 p.m. Central Time**

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

**Robert Wilson, Buyer  
Phone: (573) 886-4393 Fax: (573) 886-4390  
E-mail: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org)**



## NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

**BID #: 09-03APR20 – E-Procurement Services for the Boone County Purchasing Department**

Sealed proposals will be accepted until **2:30 p.m. on Friday, April 3, 2020** in the Boone County Purchasing Office, Boone County Annex Building, 613 E. Ash Street, Room 110, Columbia, MO 65201.

The Request for Proposal is scheduled to be **opened shortly after 2:30 p.m. on Friday, April 3, 2020** in the Boone County Annex Building, Conference Room, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4393; fax (573) 886-4390 or e-mail: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org).

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

Robert Wilson, Buyer  
Director, Boone County Purchasing

Insertion: Thursday, March 5, 2020  
COLUMBIA MISSOURIAN



## 1. INTRODUCTION AND GENERAL INFORMATION

### 1.2. Introduction:

- 1.2.1. This document constitutes a request for competitive, sealed proposals for the furnishing of **E-Procurement Services for the Boone County Purchasing Department** as set forth herein.
- 1.2.2. The Request for Proposal (RFP) is issued on behalf of Boone County, Missouri by the Purchasing Department, which is the sole point of contact for the County during the procurement process.
- 1.2.3. **Purpose:** The Boone County Purchasing Department is seeking proposal responses from qualified firms to provide professional e-procurement services. Procurement solutions for consideration under this RFP include, but are not limited to the following:

- Vendor Management: Self-service vendor registration with ability by County Purchasing staff to edit. Automated vendor notifications by commodity code.
- Bid Management: Receipt of electronic proposal responses with automatic bid tabulation. Bid tabulation should be easy to export and edit.

County may also consider the following based on need and proposed pricing:

- Contract Management
- RFP Evaluation & Scoring
- Project and Management Reporting
- Vendor Insurance Certificate Management

- 1.2.4. **Background:** The County Purchasing Department is currently using an in-house written system that includes vendor self-registration by NIGP commodity code. The vendor enters their profile information that includes vendor name, address, phone, fax, email, web site, and NIGP commodity codes relevant to their products/services. County staff are able to edit the vendor profile if requested by a vendor.

Upon issuance of bid, our system e-mails two e-mails to the vendor. One e-mail includes and attaches the solicitation (Request for Bid, Request for Proposal, Invitation for Bid or Request for Qualifications). The other e-mail just provides the Bid Notice with our web site link. This is so the vendor may download the bid in case the first email went to the vendor's spam folder.

Purchasing is able to see bounced back e-mails so we know which vendors did not receive our bid notices. We contact them to update their profile.

We do not have the ability to accept electronic bid responses nor have electronic bid tabulation.

Purchasing posts our solicitations on our web site along with Bid Tabulations and an Awards spreadsheet.

The County's Purchasing Department complies with Missouri procurement statutes, which require competitive bidding for single purchases of \$6,000 or more or when multiple purchases over a 90-day period accumulate to \$6,000 or more.

The Purchasing Department typically issues 50-70 solicitations per year and writes up to 150 amendment/contracts annually.

Additional information about Boone County, Missouri including the Purchasing Department may be found on our web page at [www.showmeboone.com](http://www.showmeboone.com).

- 1.2.5. It is the County's intent to award a contract for the **initial period of date of award through December 31, 2020**. The contract will have **five (5) additional one-year renewal options**. Renewal options will be subject to contract performance, technological advancements, etc. If vendor is not renewing, they **MUST** notify County a minimum of 90 days prior to expiration date.
- 1.2.6. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
  - 1) Introduction and General Information
  - 2) Scope of Services
  - 3) Instructions and General Conditions
  - 4) Proposal Submission Information
  - 5) Response Page
  - 6) Exhibit A - Work Authorization Certification
  - 7) Exhibit B - Certification Regarding Debarment
  - 8) Exhibit C – Prior Experience
  - 9) Attachment A - Standard Contract Terms and Conditions
  - 10) "No Bid" Response Page



## 2. SCOPE OF SERVICES

### 2.1. **Vendor / Supplier Management** - Describe your solution for Vendor Management and address the following:

- 2.1.1. Self-service ability by the vendor
- 2.1.2. County's ability to make editing changes to the Vendor's profile should they call in and ask for assistance
- 2.1.3. What commodity coding system is used
- 2.1.4. Provide a list of what information is included in the Vendor Profile.
- 2.1.5. What type of attachments can the vendor upload when responding to a solicitation (i.e. insurance certificates, bonds, W9s, Work Authorization Certificates, etc.)?
- 2.1.6. Does the County have access to the vendor pool of other entities that utilize your solution, or do our solicitations only go to those vendors that registered for our agency?
- 2.1.7. If the County has access to your vendor pool, how many current vendors do you have registered?
- 2.1.8. Can we create forms that the vendor has to complete that remain in the system under their profile, so they do not have to complete them each time they respond to a solicitation request? (i.e. Work Authorization Verification for E-verify, Insurance Certificate, Debarment Certification, Federal Tax ID Number).
- 2.1.9. Vendor performance - ability to maintain performance ratings and comments for each contract and utilize this information in future sourcing decisions.

### 2.2. **Sourcing** - Describe your e-procurement services solution for the bidding process and address the following:

- 2.2.1. Is your solution software-as-a-Service (SaaS)? Is the solution just a subscription or is any software/hardware purchase required?
- 2.2.2. If subscription, is it annual, monthly, or some other timeline?
- 2.2.3. Can we create templates for Request for Bids, Request for Proposals, Invitation for Bids and Request for Qualifications?
- 2.2.4. Does the County have both the ability to create a bid in your system and have the ability to create a bid in Word and upload it?
- 2.2.5. Is the County able to upload boiler plate language such as Terms and Conditions, Frequently Asked Questions, and Forms such as E-verify - Work Authorization?
- 2.2.6. Describe your Bid Tabulations. Are the Bid Tabulations downloadable and easily edited?
- 2.2.7. Do you have standard Bid Tabulations and are they also customizable?

- 2.2.8. Describe how vendors ask questions. Does the County have the options to answer questions where all vendors can see and/or create and send addendums that answer the questions?
- 2.2.9. Describe how the County knows when a vendor has viewed the bid.
- 2.2.10. Describe how the County knows if an email bounces/rejects because the email is no longer valid.
- 2.2.11. Describe how the County will know if a vendor submitted a bid prior to the bid opening.
- 2.2.12. Describe if the County is unable to open bids until the due date/time.
- 2.2.13. Does the County have the ability to create a check list of items the vendor must complete and submit before their bid response is successfully submitted?
- 2.2.14. Does the County have the ability to enter paper bids received alongside electronic bids on our Pricing/Response Page so the analysis and data mining tools can be used for both paper and electronic bids?
- 2.2.15. Describe if the County will have the ability to import and export bid responses, Request for Bid, bid tabulations (so we can submit to departments, outside agencies, and outside vendor's sunshine requests).
- 2.2.16. Can we create a disclaimer that the Bid Tabulation is from the opening and the Cost Evaluation will be provided at a later date? Then when we've finished a Cost Evaluation tabulation, do we have the ability to post it?
- 2.2.17. Are on-line pre-bid conferences available?

**2.3. Construction Bidding Functionality** - Describe your construction bidding service and address the following:

- 2.3.1. Can we upload the construction bid document, plans and plan holders list?
- 2.3.2. Can the Supplier download and print from a map printer without paying for plans?
- 2.3.3. Can the Supplier have a large blue-print file sent to a designated third party in the event they do not have adequate printing capabilities?
- 2.3.4. Can Suppliers upload files in any size or format?
- 2.3.5. Does the County have the ability to email the plan holder's list to other plan rooms that contact us? Can the plan holder list be posted so the plan rooms can view it?
- 2.3.6. Are electronic bid bonds supported?

**2.4. RFP Evaluation Service** - Describe your RFP evaluation services available and describe the following:

- 2.4.1. Describe if you have a Request for Proposal (RFP) sourcing decision option for collaborating online in evaluation and scoring of supplier responses during a sourcing event. Describe ability to assign evaluators, set evaluation criteria, attach related documents, build scoring measures and communicate with evaluators.

**2.5. Contract Management Service** - Describe any contract management services available and address the following:

- 2.5.1. Can we set milestones like renewal dates, warranty expiration, and deadlines for exercising contract options?
- 2.5.2. Do we have the ability to log insurance certificates, and if so, can we set alert reminders of impending expiration for notification to both vendor and County, and produce comprehensive reports about insurance coverage across all contracts?

**2.6. Pricing** - Describe all pricing and include the following:

- 2.6.1. Pricing for annual or monthly subscription fees. Total cost of ownership including licensing, system maintenance, upgrades, training, technical support, and data migration support.
- 2.6.2. Describe if there is a cost to the vendor. (The County prefers that there is no cost to the vendor).

**2.7. Training for County Purchasing Staff** - Describe how training is provided and address the following:

- 2.7.1. Is training provided online, in-person, webinars, and/or manuals?
- 2.7.2. Describe how training is handled for new staff or refreshers.

**2.8. Customer / Technical Support** - Describe technical support and address the following:

- 2.8.1. Is technical support for County available by online help pages, a comprehensive user manual, technical support via the web, email, or telephone?
- 2.8.2. Describe hours when available for telephone or web support.
- 2.8.3. Describe customer support provided to the vendor

**2.9. Data Migration** - Describe data migration services and include the following:

- 2.9.1. The County has a current vendor database. Describe your solution for getting our vendors into your database. Do you have the ability to provide migration of our current database?

**2.10. Reporting** - Describe reports that are available to the County.

- 2.10.1. Describe your standard reports
- 2.10.2. Describe ability to create custom reports
- 2.10.3. Provide samples of reports which would be provided and describe their frequency and purpose.

**2.11. County Technical Requirements** - Describe the County technical requirements needed in order to support your service solution. The County prefers web-based that require no modification or installation of desktop components (i.e. no client software) but we are open to evaluating all e-procurement solutions proposed.

## **2.12. Organization -**

- 2.12.1. Describe your organization, including date founded, ownership, and any subsidiary relationships or relationships with other financial institutions.
- 2.12.2. Describe experience of the firm in providing e-procurement services for public agencies.
  - a. Provide three (3) references. Preference for Missouri agencies and other County / City similar size agencies. *Exhibit A – Prior Experience* may be used. Provide Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
  - b. Dates and locations of the service/contract; and
  - c. A brief, written description of the specific prior services performed and requirements thereof.
- 2.12.3. How many e-procurement services public agencies has the firm added in the last two years? How many of these customers has the firm lost in the past two years, and why?

## **2.13. Personnel**

- A. Identify the key personnel who would be directly involved in providing services under the awarded contract agreement. Describe their relationship with the firm, the role they would play in this contract, their experience (specifically with public sector), and their years of service to the firm.
- B. Describe the firm's organizational structure of personnel available as our customer account representatives, for training and to assist and resolve problems.





### **3. INSTRUCTIONS AND GENERAL CONDITIONS**

**3.1 Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions of Bidding 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 the material and/or supplies, equipment or services as detailed in the following proposal.

**3.2 Proposal Closing:** All proposals shall be **delivered before 2:30 P.M., Central Time., on Friday, April 3, 2020** to:

Boone County Purchasing Department  
Robert Wilson, Buyer  
613 E. Ash Street, Room 110  
Columbia, Missouri 65201-4460

3.2.1. The County will not accept any proposals received after 2:30 P.M. and shall return such late proposals to the Offeror.

**3.3 Sealed Proposal 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 proposal responses will be accepted.

**3.4 Copies:** Offerors must submit one (1) original and one (1) copy of the proposal (total of two), plus an electronic copy of the original proposal on a thumb drive (USB memory stick).

**3.5 Proposal Opening:** Proposal responses will be opened publicly shortly after 2:30 P.M. on [April 3, 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. **Do not mark “confidential” in your RFP response, or include any proprietary information with your proposal response.**

**3.6** 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 will not be responsible for providing RFP addenda if the vendor has not been added to the official Vendor list for this Request for Proposal.*

**3.7 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., **March 27, 2020*** (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Robert Wilson. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Robert Wilson, Buyer  
613 E. Ash Street, Room 113  
Columbia, Missouri 65201  
Phone: (573) 886-4393  
Fax: (573) 886-4390  
E-mail: [rwilson@boonecountymo.org](mailto:rwilson@boonecountymo.org)

**3.8 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.

**3.9 Ambiguity, Conflict, or Other Errors in the RFP:**

- 3.9.1. If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Purchasing Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- 3.9.2. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- 3.9.3. Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- 3.9.4. The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

**3.10 Rejection of Proposals:**

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

**3.11 Acceptance of Proposals:**

3.11.1 The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

**3.12. Requests for Clarification of Proposals:**

3.12.1 Requests by the Purchasing Department for clarification of proposals will be in writing.

**3.13 Validity of Proposals:**

3.13.1 Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

**3.14 Withdrawal of Proposals:**

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

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

3.15 **Non-Exclusive:** The County reserves the right to utilize other suppliers for these services as the need arises, in the sole discretion of the County.



## 4. PROPOSAL SUBMISSION INFORMATION

### 4.1. RESPONSE TO PROPOSAL

#### 4.1.1. *Submission of Proposals:*

- 4.1.1.1. When submitting a proposal, the Offeror must submit one (1) original and one (1) copy of the proposal (total of two), plus an electronic copy of the original proposal on a thumb drive (USB memory stick).
  - a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Robert Wilson  
613 E. Ash Street, Room 113  
Columbia, MO 65201
  - b. The proposals must be delivered no later than **2:30 p.m. on April 3, 2020**. Proposals will not be accepted after this date and time.
- 4.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual paragraphs/sections described in **Section 2 - Scope of Services**.
  - a. The signed response page from the original RFP and all signed addenda should be **placed at the beginning of the proposal**.
  - b. The Proposal must, at a minimum, address all mandatory and desired services, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required.
- 4.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.
- 4.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first

page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

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

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

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

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

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

4.1.3. ***Evaluation and Award Process:***

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

- a. **Method of Performance**
- b. **Experience/Expertise of Contractor**
- c. **Proposed cost**

4.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral

presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

- 4.1.3.3. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 4.1.3.4. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 4.1.3.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.1.3.6. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.
- 4.1.3.7. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder's final response rating.



## 5. Response Page

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

Note: This form must be signed. All signatures must be original and not photocopies.

The Offeror shall provide a firm, fixed price for the Original Contract Period. All costs associated with the required services/equipment shall be included in the prices. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

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

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

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

Federal Tax ID (or Social Security #): \_\_\_\_\_

Check One: Corporation   
Partnership – Name  \_\_\_\_\_  
Individual Proprietorship – Individual Name   
\_\_\_\_\_  
Other – Specify  
\_\_\_\_\_

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

\_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

5.1. **FEES** - Attach and provide detailed pricing for your different modules (i.e. Bid Management, Vendor Management, Contract Management, Insurance Certificate Management, RFP Evaluation, etc). List all additional fees (i.e. training, maintenance, etc). Refer to section 2.6 - *Pricing* for additional information. First year's pricing shall take into consideration a partial year beginning on or about May 1, 2020.

5.2. **Renewal:** The contract shall have five (5) additional one-year renewal options. Outline firm pricing for each annual renewal period through 12/31/25 or provide a maximum % increase for each renewal period.

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

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

5.4. List any deviations to the required specifications/scope of work:

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5.5. Training shall be provided to Boone County staff within \_\_\_\_\_ days of receipt of Purchase Order and Notice to Proceed.

5.6. **Provide a contact person** who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

**Name:**

**Organization:**

**Address:**

**E-mail:**

**Phone Number:**

**Fax:**

5.7. **Project Implementation:** Explain the timeline for implementation and describe the firm's capacity to begin the project in a timely manner.

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Exhibit A

**INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549**

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

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

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

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

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



**CERTIFICATION OF INDIVIDUAL BIDDER**

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

- \_\_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver’s license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
  
- \_\_\_\_\_ 2. I do not have the above documents but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
  
- \_\_\_\_\_ 3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

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

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

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

My Commission Expires:

**(Please complete and return with Proposal Response)**

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR  
CERTIFICATION)

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

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Name and Title of Authorized Representative

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Signature

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Date

**EXHIBIT C**

**PUBLIC SECTOR EXPERIENCE**

Please provide a minimum of three customers currently using your service. Please provide at least one Missouri County to which you provide services. The County reserves the right to ask for additional information.

**1. Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

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

**2. Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

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

**3. Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

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

**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.



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

*“No Bid” Response Form*

Robert Wilson, Buyer  
(573) 886-4393 – Fax: (573) 886-4390

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**“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 proposal 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: 09-03APR20 - E-Procurement Services**

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

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

\_\_\_\_\_

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

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

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

Reason(s) for not bidding:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_