

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

April Session of the April Adjourned

Term. 20 20

County of Boone

} ea.

In the County Commission of said county, on the

30th

day of

April

2020

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby end, on Friday, May 1, 2020, its recommendation that Boone County Government offices and departments go to minimum/essential staffing levels. The most current version of that prior recommendation can be found in Commission Order 179-2020.

At the expiration of the above-mentioned recommendation, public access to the Boone County Roger B. Wilson Government Center, and other Boone county office buildings will continue to be restricted to appointment only access, through 11:59pm on Sunday May 17, 2020.

To allow Administrative Authorities to best implement their individual Staffing and Return to Work plans during this period, each Administrative Authority is authorized to provide an employee with paid administrative leave for the difference between the number of hours the Administrative Authority wants the employee to work and the employee's regular schedule. If an employee is unable to work the hours their Administrative Authority wants them to work, the employee should use sick leave, vacation leave, or eFMLA/FMLA or as appropriate for their particular circumstance.

Done this 30th day of April 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon *BKB*
Clerk of the County Commission

Daniel Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

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In the County Commission of said county, on the

30th

day of

April

2020

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby clarify that benefitted Boone County employees who have been designated as Emergency Responders under County Policy 5.1 (b) Temporary Expanded Family and Medical Leave (COVID-19) and are therefore ineligible for eFMLA, may use accrued Sick Leave (2.6), at the discretion of the Administrative Authority, for the following additional COVID-19 related temporary condition:

- To care for a minor dependent who has been impacted by the temporary closure of their school or childcare facility due to COVID-19.

This temporary additional condition will be rescinded along with the other temporary additional COVID-19 related temporary conditions previously added to County Policy 2.6 by subsequent order or at the re-opening of local schools and daycare centers.

Done this 30th day of April 2020.

ATTEST:

Brianna L. Lennon
 Brianna L. Lennon
 Clerk of the County Commission *DKB*

Daniel Atwill
 Daniel K. Atwill
 Presiding Commissioner

Fred J. Parry
 Fred J. Parry
 District I Commissioner

Janet M. Thompson
 Janet M. Thompson
 District II Commissioner

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April Session of the April Adjourned

Term. 20 20

County of Boone

In the County Commission of said county, on the

30th

day of

April

20 20

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby confirm and ratify the use of the emergency procurement provisions authorized under RSMo Sec. 50.782.2, effective March 13, 2020, due to the COVID-19 global pandemic emergency. The details of this authorization are set out more fully in the attached Request for Emergency Procurement documentation.

Done this 30th day of April 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon *BKB*
Clerk of the County Commission

Daniel Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Jane M. Thompson
Jane M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



613 E. Ash, Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: April 30, 2020
RE: Emergency Procurement Order - COVID-19 Emergency Declaration

Per Boone County emergency procedure policy, a Request for Emergency Procurement authorization was approved and signed by Commissioner Atwill on March 18, 2020. This allows Boone County to make emergency procurements associated with the COVID-19 pandemic without following our typical procedures of bidding and advertising. This allows us the ability to meet the needs of Boone County in a timely manner.

I am presenting the attached Request for Emergency Procurement #16-30SEP20E for the Commission to formally confirm and ratify that we are operating under our emergency procurement procedures.

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

Boone County Emergency Procurement Policy: Notwithstanding any other provisions of this Policy, and by direction of the liaison Commissioner to any Department, and in the absence of an assigned liaison Commissioner, it shall be the Presiding Commissioner, the purchasing agent may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

REQUEST FOR EMERGENCY PROCUREMENT

| | |
|--|-----------------------------|
| Originating Office, Dept. # & Account # | Commission |
| Person Requesting | Commissioner Janet Thompson |
| Date Requested | March 18, 2020 |
| Phone Number | 573-886-4309 |

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

Commissioner APPROVAL: [Signature] 3-18-20
Signature Date

EMERGENCY PROCUREMENT NUMBER: **16-30SEP20E**
(Assigned by Purchasing)

Purchasing APPROVAL: [Signature] 3-18-20
Signature Date

Expiration Date: 3/13/20 through on or about 9/30/20 (estimated)

(Note: Attach list for multiple vendors)

Vendor(s) Name Miscellaneous vendors throughout the emergency procurement period
Vendor(s) Address _____
Vendor(s) Phone and Fax _____
Product Description _____
Estimated Cost \$ _____

The following is a list of questions that must be answered when making emergency procurement requests. This is a formal document for submission to the Liason Commissioner for the requesting department.

1. Please describe the reason for the request of emergency procurement with respect to the threat to public health, welfare, or safety:

On March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and District of Columbia.

2. Describe anticipated consequences of not procuring immediately:

Health and welfare for the citizens of Boone County and the staff of Boone County, Missouri government

3. Describe and attach any quotes received:

Quotes and invoices shall follow. Emergency procurement number will be entered in iBMI financial management system so we can track the emergency procurements associated with this request.

4. Is this a one-time purchase? _____ Yes No If not, detail the anticipated future purchases with anticipated acquisition dates:



FEMA COVID-19 Emergency Declaration

Navigation

Release date: March 13, 2020

Search

Release Number: HQ-20-017-FactSheet

Languages

News Releases
(/news-releases)

Fact Sheets (/fact-
sheets)

News Desk
Contacts (/media-
contacts)

On March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance.

In accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials' may be reimbursed under Category B of the agency's Public Assistance program. FEMA will not duplicate assistance provided by the Department of Health and Human Services (HHS), including the Centers for Disease Control and Prevention, or other federal agencies. This includes necessary emergency protective measures for activities taken in response to the COVID-19 incident. FEMA assistance will be provided at the 75 percent Federal cost share

This declaration increases federal support to HHS in its role as the lead federal agency for the federal government's response to COVID-19. The emergency declaration does not impact measures authorized under other Federal statutes.

FEMA assistance will require execution of a FEMA-State/Tribal/Territory Agreement, as appropriate, and execution of an applicable emergency plan. States, Tribal and Territorial governments do not need to request separate emergency declarations to receive FEMA assistance under this nationwide declaration.

FEMA encourages officials to take appropriate actions that are necessary to protect public health and safety pursuant to public health guidance.

#

FEMA's mission is to help people before, during and after disasters.

Follow FEMA online (<https://www.fema.gov/blog>), on Twitter @FEMA (<https://twitter.com/FEMA>) or @FEMAEspanol (<https://twitter.com/FEMAEspanol>), on FEMA's Facebook page (<https://www.facebook.com/FEMA>) or Espanol page (<https://www.facebook.com/FEMAEspanol>) and at FEMA's YouTube (<https://www.youtube.com/user/FEMA>) account. Also, follow Administrator Pete Gaynor's activities @FEMA_Pete (https://twitter.com/FEMA_Pete).

The social media links provided are for reference only. FEMA does not endorse any non-government websites, companies or applications.

Related Content:

[President Donald J. Trump Directs FEMA Support Under Emergency Declaration for COVID-19 \(/news-release/2020/03/13/president-donald-j-trump-directs-fema-support-under-emergency-declaration\)](https://www.fema.gov/news-release/2020/03/13/president-donald-j-trump-directs-fema-support-under-emergency-declaration)

Last Updated: March 13, 2020 - 17:15

Related State(s):

Vernon's Annotated Missouri Statutes

Title VI. County, Township and Political Subdivision Government (Refs & Annos)

Chapter 50. County Finances, Budget and Retirement Systems (Refs & Annos)

County Purchasing Agent

V.A.M.S. 50.780

50.780. Commissions may permit officers to purchase supplies direct--liability therefor--
preference in bids--waiver, when (second class and certain first class counties)

Currentness

1. It shall hereafter be unlawful for any county or township officer in any county to which sections 50.760 to 50.790 apply to purchase any supplies not contracted for as provided in sections 50.760 to 50.790 for the officer's official use and for which payment is by law required to be made by the county unless the officer shall first apply to and obtain from the county commission an order in writing and under the official seal of the commission for the purchase of such supplies, and in all cases where the supplies requested by such officer have been contracted for by the county commission as provided in sections 50.760 to 50.790, the order shall be in the form of a requisition by said officer addressed to the person, firm, company or corporation with whom or which the county commission has made a contract for such supplies, and presented to the county commission for approval or disapproval; and unless approval be given such requisition shall not be filled and any such requisition filled without such approval shall not be paid for out of county funds. The county shall not be liable for any debts for supplies except debts contracted as provided in sections 50.760 to 50.790. The best price and the quality of supplies shall be considered and supplies of a higher price or quality than is reasonably required for the purposes to which they are to be applied shall not be purchased or contracted for. Preference to merchants and dealers within their counties may be given by such commissioners, provided the price offered is not above that offered elsewhere.

2. The county commission may waive the requirement of competitive bids or proposals for supplies when the county commission has determined that there exists a threat to life, property, public health, or public safety or when immediate expenditure is necessary for repairs to county property in order to protect against further loss of, or damage to, county property, to prevent or minimize serious disruption in county services or to ensure the integrity of county records. Emergency procurements shall be made with as much competition as is practicable under the circumstances. After an emergency procurement is made by the county commission, the nature of the emergency and the vote approving the procurement shall be noted in the minutes of the next regularly scheduled meeting.

Credits

(R.S.1939, § 2515. Amended by L.2005, H.B. No. 58, § A.)

V. A. M. S. 50.780, MO ST 50.780

Statutes are current through the end of the 2016 Regular Session and Veto Session of the 98th General Assembly, pending changes received from the Revisor of Statutes. Constitution is current through the November 8, 2016 General Election.

Vernon's Annotated Missouri Statutes

Title VI. County, Township and Political Subdivision Government (Refs & Annos)

Chapter 50. County Finances, Budget and Retirement Systems (Refs & Annos)

County Purchasing Agent

V.A.M.S. 50.780

50.780. Commissions may permit officers to purchase supplies direct--liability therefor--
preference in bids--waiver, when (second class and certain first class counties)

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V. A. M. S. 50.780, MO ST 50.780

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STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 20

County of Boone

In the County Commission of said county, on the

30th

day of

April

20 20

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award bid 12-23MAR20 – Managed Print Services – Term and Supply to SumnerOne, Inc. of Columbia, Missouri.

Terms of the award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 30th day of April 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon *DKB*
Clerk of the County Commission

Daniel Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Jane M. Thompson
Jane M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo
Senior Buyer



613 E. Ash, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: 04/30/20
RE: Contract# 12-23MAR20 – Managed Print Services – Term and Supply

Request for Bid 12-23MAR20 solicited sealed bids for Managed Print Services for the Boone County Information Technology Department. Three bids and one “No Bid” were received. The three bids were reviewed by Boone County Information Technology personnel: Aron Gish, Director of Information Technology; Ryan Irish, Systems Administrator for Information Technology; and Trudy Fisher, Office Administrator for Information Technology.

The award of contract will be made to the lowest priced acceptable bid from SumnerOne, Inc. of Columbia, Missouri.

The contract period will run from June 1, 2020 through May 31, 2021, and there are four (4) one-year renewal options available after this initial period.

Payments will be paid from the following Funds/Accounts:

- 1170 Information Technology/60050 Equipment Service Contract: \$39,050.00
- 2045 RM Design & Construction/60050 Equipment Service Contract: \$60.00
- 1263 IV-D /60050 Equipment Service Contract: \$500.00
- 2040 RB Maintenance Operations/60050 Equipment Service Contract: \$165.00
- 2703 Information Technology – BCJC/EM /60050 Equipment Service Contract: \$715.00
- 6100 Facilities Maintenance /60050 Equipment Service Contract: \$185.00
- 2010 Assessment /60050 Equipment Service Contract: \$1,375.00

/lp

Attachment: Cost Evaluation and File Memo

cc: Trudy Fisher
Contract File

**PURCHASE AGREEMENT
FOR
MANAGED PRINT SERVICES – TERM & SUPPLY**

THIS AGREEMENT dated the 30th day of April 2020 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein “County” and **SumnerOne, Inc.** herein “Contractor.”

IN CONSIDERATION of the parties’ performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Managed Print Services – Term & Supply**, County of Boone Request for Bid, bid number **12-23FEB20** in its entirety including the Introduction and General Conditions of Bidding, Scope of Work, Bidder’s Instructions and Evaluation, the un-executed Vendor Response and Pricing Pages, Debarment Form, Lobbying Certification Form, Work Authorization Certification, and Boone County’s Standard Terms and Conditions, as well as the Contractor’s bid response dated **February 13, 2020**, executed by **Wayne Rueger** on behalf of the Contractor, and the e-mail dated **April 14, 2020** from **Wayne Rueger** on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with the bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, Introduction and General Conditions of Bidding, Scope of Work, Bidder’s Instructions and Evaluation, the un-executed Vendor Response and Pricing Pages, Debarment Form, Lobbying Certification Form, Work Authorization Certification, and Boone County’s Standard Terms and Conditions shall prevail and control over the Contractor’s bid response.

2. Contract Period – The contract period shall be **June 1, 2020 through May 31, 2021**. The County shall have the option to renew the contract for four (4) one-year periods subsequent to the initial contract period.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Managed Print Services as required in the RFB specifications and in conformity with the contract documents for the prices set forth in the Contractor’s bid response, as needed and as ordered by the County:

| Managed Print Services | |
|---|--|
| Description of Service | Firm, Fixed Per Each Page Initial Contract Period |
| 4.10.1 Black & White Prints Estimated Monthly Usage (#prints/pages): 150,000 Price | \$.0095/Each |
| 4.10.2 Color Prints Estimated Monthly Usage (#prints/pages): 150,000 Price | \$.07/Each |

| | |
|---|--------------|
| 4.10.3 Black & White Prints Over Monthly Commitment | \$.0095/Each |
| 4.10.4 Color Prints Over Monthly Commitment | \$.07/Each |

4. Billing and Payment - All billing shall be invoiced to the Boone County Information Technology Department in accordance with Billing and Payment requirements stated in RFB 12-23MAR20. Billings may only include the prices listed in the Contractor's proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all correct monthly invoices within thirty (30) calendar days of receipt; the Contractor agrees to honor any cash or prompt payment discounts offered in its proposal response if the County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. Delivery – As may be applicable, the Contractor agrees to deliver ordered product to the Boone County Information Technology Department within 30 calendar days after receipt of order. All deliveries should be made as directed by the Boone County Information Technology Department. All deliveries are FOB Destination, Freight Prepaid and Allowed.

6. Warranty – A one-year standard manufacturer warranty shall apply to all products provided under contract to commence upon the County's acceptance of ordered product. A 120-day warranty shall be provided on labor.

7. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

8. Entire Agreement - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other proposal or proposal specification or contractual agreement. This agreement may only be amended in writing by the Boone County Purchasing Office on behalf of the Sheriff's Department using the same formality as this agreement.

9. Termination - This agreement may be terminated by the County upon thirty calendar days advance written notice for any of the following reasons or under any of the following circumstances:

- a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or

c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

SUMNERONE, INC.

BOONE COUNTY, MISSOURI

DocuSigned by:
by Wayne Rieger
A81D5989E70C45A...
title President / Head of Service Operations

by: Boone County Commission
DocuSigned by:
Daniel K. Atwill
Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:
[Signature]
County Counselor

DocuSigned by:
Brianna L Lennon by MT
County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification is not required if the terms of this contract do not create a measurable county obligation at this time.)

Funds/Accounts: 1170/60050: \$39,050.00 2045/60050:\$60.00 1263/60050: \$500.00
2040/60050: \$165.00 2703/60050: \$715.00 6100/60050: \$185.00 2010/60050: \$1,375.00

| Signature | Date | Appropriation |
|--|-----------|---------------|
| <u>[Signature]</u> A81D5989E70C45A... | 4/23/2020 | |

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 Proposal and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all proposals, 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 proposal 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 proposal 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 proposal.
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. Proposals qualified by escalator clauses may not be considered unless specified in the proposal specifications.
12. No proposal 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.

Commission Order # _____

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 proposal should be directed to the Purchasing Department prior to proposal 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 proposal responses over \$25,000, if any manufactured goods or commodities proposed with proposal/proposal response are manufactured or produced outside the United States, this MUST be noted on the Proposal/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

Liz Palazzolo

From: Wayne Rueger <wrueger@imagetechmo.com>
Sent: Tuesday, April 14, 2020 8:30 AM
To: Liz Palazzolo
Subject: Notarized Work Authorization and E-Verify Documents
Attachments: SKMBT_C45420041316040.pdf; E-Verify Document.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Liz,
I noticed that I neglected to send the E-verify component along yesterday. It is attached.
Thanks,
Wayne

Wayne Rueger
573.499.5330

 SumnerOne

Welcome to the one place where everything works.





Company ID Number: 1199520

Approved by:

| | |
|---|---------------------------|
| E-Verify Employer Agent Employer SumnerOne | |
| Name (Please Type or Print) Kelly E Mixon | Title |
| Signature Electronically Signed | Date 05/18/2017 |
| Department of Homeland Security – Verification Division | |
| Name (Please Type or Print) USCIS Verification Division | Title |
| Signature Electronically Signed | Date 05/18/2017 |



Company ID Number: 1199520

| Information Required for the E-Verify Program | |
|---|---|
| Information relating to your Company: | |
| Company Name | SumnerOne |
| Company Facility Address | 6717 Waldemar Ave St Louis, MO 63139 |
| Company Alternate Address | |
| County or Parish | SAINT LOUIS CITY |
| Employer Identification Number | 431332770 |
| North American Industry Classification Systems Code | 424 |
| Parent Company | |
| Number of Employees | 100 to 499 |
| Number of Sites Verified for | 1 |

Liz Palazzolo

From: Wayne Rueger <wrueger@imagetechmo.com>
Sent: Monday, April 13, 2020 1:58 PM
To: Liz Palazzolo
Subject: sumnerone bid response
Attachments: SKM_C654e20041312540.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Liz,
Hope all is well.
Please confirm receipt of our Managed Print bid response.
Thanks,
Wayne

Wayne Rueger
573.499.5330

 SumnerOne

Welcome to the one place where everything works.

From: scan@imagetechmo.com [mailto:scan@imagetechmo.com]
Sent: Monday, April 13, 2020 1:55 PM
To: Wayne Rueger <wrueger@imagetechmo.com>
Subject: Message from KM_C654e



6701 Stephens Station Rd Columbia, P: 573.499.5300
MO 65202 F: 573.587.6104

ImageTechMo.com

SumnerOne Managed Print Bid Response.





**ADDENDUM #1 to RFB 12-23MAR20
MANAGED PRINT SERVICES – TERM AND SUPPLY**

Boone County Purchasing

613 E. Ash Street, Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Bid #12-23MAR20– Managed Print Services – Term and Supply

ADDENDUM # 1 - Issued March 16, 2020

Prospective bidders are hereby notified of the following revisions to Request for Bid 12-23MAR20:

- 1. The bid submittal deadline is extended:

FROM: 2:00 P.M. March 23, 2020

CHANGED TO: 2:00 P.M. Central Time April 13, 2020

Sealed bids will be accepted until **2:00 P.M. Central Time on Monday, April 13, 2020** in the Boone County Purchasing Office, 613 E. Ash, Room 109, Columbia, MO 65201.

- 2. Paragraph 1.1.3 is **REVISED**:

1.1.3 As Is Equipment Coverage: *Contracted equipment coverage is based on “as is” condition of equipment. The County has provided equipment information in Attachment One. If the bidder would like to inspect the equipment prior to submission of a sealed bid to perform managed print services, the Bidder can schedule an inspection however only at the availability of Boone County personnel. Given work scheduling unknowns at this time because of concerns about the spread of the Covid-19 novel virus, the County may not be able to accommodate a tour request. If a tour occurs, the bidder shall understand and agree that the bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department by contacting Senior Buyer, Liz Palazzolo at 573-886-4392 or lpalazzolo@boonecountymo.org. Any inspection must be scheduled. No inspections will be allowed without the prior approval of the County. Inspection may be denied depending on availability and a need to keep office interruptions for the departments involved down to a minimum number.*

This addendum is issued in accordance with the RFB paragraph 1.3.3 and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with bid response including the *Vendor Response and Pricing Pages*.

By:


Liz Palazzolo, Senior Buyer
Boone County Purchasing

The bidder has examined **Addendum #1 to Request for Bid #12-23MAR20 – Managed Print Services – Term and Supply**, receipt of which is hereby acknowledged:

Company Name: Sumner One

Address: 6701 Stephens Station

Telephone: 573-499-5300 Fax: 573-875-6104

Federal Tax ID (or Social Security #): _____

Print Name: Wayne Rueger Title: President

Authorized Signature:  Date: 4-13-2020

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

Wayne Rueger wrueger@sumnerone.com



**ADDENDUM #2 to RFB 12-23MAR20
MANAGED PRINT SERVICES – TERM AND SUPPLY**

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Bid #12-23MAR20– Managed Print Services – Term and Supply

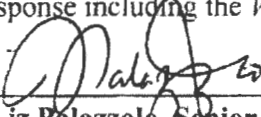
ADDENDUM # 2 - Issued March 18, 2020

Prospective bidders are hereby notified of the following revisions to Request for Bid 12-23MAR20:

1. **ADD** the following **NOTE** to Bid Submission and Bid Opening information on page 1 of the subject RFB and references throughout the subject RFB:

NOTE: Due to concerns about public contact and the spread of the Covid-19 novel virus, the bidder may only submit their sealed bid by way of the USPO or courier mail. In-person bid delivery shall not be allowed at this time. Please take this requirement into consideration as the bid submission due date approaches. Allow enough time to post the bid given scheduling unknowns and other timing factors the country is presently experiencing. Also please be aware that e-mailed bids are not allowed. If more time is needed, please contact the Buyer in sufficient time to allow for a formal addendum to be issued to move the bid submission/opening date. Regarding the public bid opening, it is not advised that the bidder be present for the bid opening although all results are public and will be posted on-line for public viewing shortly after the bid opening. Go to <https://www.showmeboone.com/purchasing/bids/> to find the "Bid Tabulation" for the subject solicitation.

This addendum is issued in accordance with the RFB paragraph 1.3.3 and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with bid response including the *Vendor Response and Pricing Pages*.

By: 

Liz Palazzolo, Senior Buyer
Boone County Purchasing

The bidder has examined **Addendum #2 to Request for Bid #12-23MAR20 – Managed Print Services – Term and Supply**, receipt of which is hereby acknowledged:

Company Name: Sumner One
Address: 6701 Stephens Station RD

Telephone: 573-499-5300 Fax: 573-875-6104

Federal Tax ID (or Social Security #): _____

Print Name: Wayne Rieger Title: President

Authorized Signature:  Date: 4/13/20

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

Wayne Rieger wrieger@sumnerone.com



**ADDENDUM #4 to RFB 12-23MAR20
MANAGED PRINT SERVICES – TERM AND SUPPLY**

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

**BOONE COUNTY, MISSOURI
Request for Bid #12-23MAR20 - Managed Print Services**

ADDENDUM # 4 - Issued April 1, 2020

Prospective bidders are hereby notified of the following revisions to Request for Bid 12-23MAR20:

1. The County is allowing submission of bids via e-mail during the COVID-19 pandemic response period. The bidder is allowed to submit their complete authorized bid by sending it by the indicated bid submission due date and time to:

Liz Palazzolo
lpalazzolo@boonecountymo.org

The bidder should provide identification that authenticates the legitimacy of the bid with the e-mail submission such as using company letterhead, logos, or other detail.

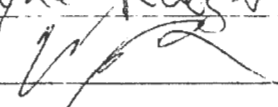
The bidder is cautioned that the e-mail system is not considered secured and the bidder so assumes all risk associated with submission of their bid using the e-mail system – the County assumes no responsibility for any errors, omissions or other miscommunication the bidder may allege as a result of submitting their bid to the County via e-mail.

This addendum is issued in accordance with the RFB and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with bid response including the *Vendor Response and Pricing Pages*.

By: _____
**Liz Palazzolo, C.P.M., CPPO, Senior Buyer
Boone County Purchasing**

The bidder has examined **Addendum #4 to Request for Bid #12-23MAR20 – Managed Print Services – Term and Supply**, receipt of which is hereby acknowledged:

Company Name: Sumner
Address: 6701 Stephens Station Rd

Telephone: 573-449-5300 Fax: 573-875-6104
Federal Tax ID (or Social Security #): _____
Print Name: Wayne Rueger Title: President
Authorized Signature:  Date: 4/13/20

Contact Name and E-Mail Address to receive documents for electronic signature:
Wayne Rueger w.rueger@sumnerone.com



Request for Bid (RFB)

Boone County Purchasing
613 E. Ash St., Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: lpalazzolo@boonecountymmo.org

Bid Data

Bid Number: **12-23MAR20**
Commodity Title: **Managed Print Services Term & Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Monday, March 23, 2020**
Time: **2:00 P.M.**
Vendors Note: Bids received after this time will not be opened. Late bids may be returned unopened if the vendor requests and at the vendor's expense.
Location / Mail Address: **Boone County Purchasing Department**
Boone County Annex Building
613 E. Ash St., Room 109
Columbia, MO 65201
Directions: The Boone County Purchasing Department is located in the Boone County Annex Building across the street from the Armory Sport Center in downtown Columbia off Courthouse square. A wheelchair accessible entrance is available.

Bid Opening

Day / Date: **Monday, March 23, 2020**
Time: **2:00 P.M.**
Location / Address: **Boone County Annex Building Conference Room**
613 E. Ash St.
Columbia, MO 65201

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Scope of Work**
- 3.0: **Bidder's Instructions and Evaluation**
- 4.0: **Vendor's Response and Pricing Pages**
- 5.0:
 - **Certification Regarding Debarment**
 - **Certification Regarding Lobbying**
 - **Work Authorization Certification**
 - **Standard Terms and Conditions**
 - **"No Bid" Response Form**

County of BoonePurchasing Department**1. Introduction and General Conditions of Bidding**

1.1. INVITATION: This document is a Request for Bid for Boone County conducted by the Boone County Purchasing Department. Vendors are invited to respond by sealed bid by the indicated bid submission deadline on page 1 of this document. Bids received will be read shortly after the official bid submission deadline. Vendors responding to this request must comply with all technical specifications and requirements stated herein.

1.1.1. The County requests bids for provision of **Managed Print Services** for the Boone County Information Technology Department as further specified in greater detail in Section 2.

1.1.2. **History:** The County has contracted with Image Technology of Columbia, Missouri for Managed Print Services under contract 07-29JAN15. For the 2018-2019 contract period, the County spent \$48,576.04 on contract services. For the period April 1, 2019 through February 5, 2020, the County has spent \$37,980.96 on contract services.

1.1.3. **As Is Equipment Coverage:** If the bidder would like to inspect the equipment prior to submission of a sealed bid to perform managed print services, the Bidder can schedule an inspection. The bidder shall understand and agree that the bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department by contacting Senior Buyer, Liz Palazzolo at 573-886-4392 or lpalazzolo@boonecountymo.org. Request for inspection MUST be made prior to 4:00 PM CST on March 18, 2020. Any inspection must be scheduled. No inspections will be allowed without the prior approval of the County. A deadline has been set to allow enough time to schedule a minimum number of interruptions for the departments involved and address any questions or clarifications that may result from said inspections.

1.1.4. **Service Locations:** Managed Print Services shall be provided to the County sites described below. Percentages represent the estimated amount of printer fleet housed at each location:

- **Government Center** **38%**
801 E. Walnut, Columbia, MO
- **Annex Building** **8%**
613 E. Ash St., Columbia, MO
- **Sheriff Department** **27%**
2121 County Dr., Columbia, MO
- **Road and Bridge** **3%**
5551 Tom Bass Rd., Columbia, MO
- **Prosecuting Attorney Child Support Unit** **2%**
605 E. Walnut, Columbia, MO
- **Courthouse** **16%**
705 E. Walnut, Columbia, MO
- **Emergency Communications Center** **6%**
2145 County Dr., Columbia, MO

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/Vendor:** These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.

Bidder - Any business entity submitting a response to this RFB. 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 RFB is found by Purchasing to meet the best interests of the County. The contractor is the "successful bidder" who has been selected for award and will enter into a contract for provision of the goods and/or services described in the RFB.

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

- 1.2.3. **Request for Bid (RFB):** This entire document, including attachments, is considered a "Request for Bid." A Request for Bid (RFB) may be used to solicit various kinds of information. The kind of information this RFB 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/Bid:** The written, sealed document submitted by the bidder/vendor/supplier according to the RFB instructions.

- 1.3. **BID CLARIFICATION:** Questions regarding this RFB should be directed in writing, preferably by e-mail, to the identified Buyer in the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the RFB or its Amendments are binding, but any oral communications between the County and Bidder are not binding.

- 1.3.1. **Bid/Clarification Contact:** Liz Palazzolo, Senior Buyer, Boone County Purchasing, 613 E. Ash, Room 109, Columbia, MO 65202. Telephone: (573) 886-4392; Fax: (573) 886-4390; E-mail: lpalazzolo@boonecountymmo.org.
- 1.3.2. **Bidder Responsibility:** The bidder is expected to be thoroughly familiar with all specifications and requirements of this RFB. The bidder's failure or omission to examine any relevant form, article, site or document will not relieve the bidder from any obligation regarding this RFB. By submitting a response/bid, the bidder is presumed to concur with all terms, conditions and specifications of this RFB.
- 1.3.3. **Bid Addendum:** If it becomes evident that this RFB must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective bidders. If necessary, a new due date will be established.

- 1.4. **AWARD:** Award will be made to the bidder(s) whose bid(s) provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost (as applicable), ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. That is, the award will not be determined by price alone. The County will be seeking the least costly outcome that meets the County's needs as interpreted by the County.
- 1.4.1. The County prefers to award all items to one vendor, but the County reserves the right to group items and award to a few vendors, or to award on an item-by-item basis and to award to multiple vendors. The award choice will be made by the County as determined to be in the County's best interests.
- 1.4.2. The County of Boone reserves the right to accept or reject any and all bids in the best interest of the County. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT EXECUTION:** This RFB and the Vendor's Response will be made part of any resulting contract and will be incorporated in the contract as set forth, verbatim.
- 1.5.1. **Precedence:** In the event of any contradiction or conflict between the provisions of the documents comprising the contract, the following order of precedence shall apply:
- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the RFB, including any addenda;
 - 3) the provisions of the Vendor's Response, including any clarification.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS:** The bidder shall hereby agree to be bound by the County's standard "boilerplate" Terms and Conditions for contracts as attached hereto.

2. SCOPE OF WORK

- 2.1. GENERAL REQUIREMENTS:** The contractor shall provide **Managed Print Services** which shall be defined as turn-key services that include but shall not be necessarily limited to the following tasks: furnishing printer toner, providing break-fix repair services, providing failed device replacement, providing inventory control and print management consulting, providing monitoring and tracking software with support, and an electronic toner request system as further specified herein.
- 2.1.1. All managed print services shall be provided to the County at the quoted firm, fixed per copy price quoted on the Vendor Response and Pricing Pages. The contractor shall provide Managed Print Services to multiple County departments at various County locations in Columbia, Missouri to include the Government Center located at 801 E. Walnut Street, the Boone County Annex Building located at 613 E. Ash Street, the Sheriff's Department Administration Building located at 2121 County Road, the Road and Bridge Building located at 5551 Tom Bass Road, the Prosecuting Attorney's Office located at 605 E. Walnut, the Boone County Courthouse located at 705 E. Walnut, and the Boone County Joint Communications Center located at 2145 County Drive.
- 2.1.2. The contractor shall be responsible for all costs associated with acquisition, shipment and delivery of toner, repair parts, replacement and loaner hardware necessary to perform managed print services.
- 2.2. DESIGNEE:** The contractor shall coordinate all services with the Boone County Information Technology (IT) Department located at 801 E. Walnut, Room 220, Columbia, MO 65201.
- 2.3. SUBCONTRACTORS:** Subcontracted technician service shall not be allowed. Regarding all other contract tasks, any use by the contractor of any subcontractors to perform work must be bound by all the same terms and performance requirements of the contract to include the subcontractor's being subject to County IT reviews. The contractor shall be fully responsible for all actions of its subcontractors and agrees to inform the County whenever subcontractors are providing service. The contractor must promptly notify the County IT Department regarding any change to subcontractors. Any subcontractor shall receive the prior approval of the County IT Department prior to assignment to perform contract tasks.
- 2.4. EXISTING EQUIPMENT:** The contractor's services shall support the County's use of existing equipment, with an understanding that the County will select a replacement device by make and models when a current device needs to be taken out of service. Kyocera devices/printers are the current make when replacing devices. Contract services shall focus on managed print service for the County's existing printers and multi-function devices. The contractor shall not require the purchase of new hardware to implement managed print services.
- 2.5. MULIPLE BRANDS:** The contractor must be able to fully service and support multiple printer and multi-function device brands (e.g., Kyocera, HP, Lexmark, IBM, etc.), including but not limited to the County's currently deployed hardware.

- 2.6. **SERVICE RESPONSE SCHEDULE:** All managed print service provided must be provided 8:00 A.M. to 5:00 P.M. Mondays through Fridays. The contractor must coordinate and update all work requests through **only** the County Information Technology Helpdesk. The contractor's work shall not be considered authorized if coordinated with any other County Department or individual. All on-site work must be coordinated with Boone County IT staff.
- 2.7. **SINGLE POINT OF CONTACT:** The contractor shall designate a single point of contact for the County IT Department to serve as the primary person to receive communications, order service, and partner with the County regarding the performance of all contract tasks. The Single Point of Contact is distinct from the Service Desk Primary Contact (see paragraph 2.16.4 herein).
- 2.8. **MANAGED PRINT SERVICES PERFORMED BY THE CONTRACTOR SHALL SERVE THE FOLLOWING GOALS:**
- 2.8.1. To combine service and supply costs into a "cost per page" model.
- 2.8.2. To consolidate toner purchasing to realize cost savings and provide a timely supply stream with the next toner stocked in a County facility to be installed.
- 2.8.3. To outsource printer maintenance to create a single point of contact for break fix service and maximize device up-time.
- 2.8.4. To simplify management of service, supplies, ordering, receiving and payment processing. Managed Print Services shall be provided to Boone County Government's rolling stock of printers and multi-function printing devices that are distributed across 20+ different departments and 7+ locations within Boone County, most of which are in the city limits of Columbia.
- 2.9. **BOONE COUNTY ESTIMATED PRINTER FLEET:** Attachment One which is incorporated into the contract by reference contains a recent inventory of printers and multi-function printing with the estimated total annual meter counts for the County's current inventory of in-scope devices. It was derived from monitoring software reports for networked reporting devices.
- 2.9.1. The County reserves the right to increase or decrease equipment listed in Attachment One throughout the duration of the contract.
- 2.9.2. Additional equipment shall be covered by the contractor upon receipt of written notification from the County. The contractor must honor contract pricing for additional items that are like or equal to other equipment identified in Attachment One. If additional pricing is provided, this information must be submitted to the Information Technology Department prior to the first billing.
- 2.9.3. The County will provide 30 days written notice to the contractor for the deletion of any equipment.

2.10. AS IS EQUIPMENT:

- 2.10.1. All service contract pricing will be for the equipment **AS IS**. The contractor shall be responsible for inspecting equipment pursuant to requirements stated herein. Failure to inspect equipment shall not relieve the contractor of any responsibilities defined herein for performing managed print services.
- 2.10.2. Not all printers are on the County network. Below is a list of printers that are not on the network showing Tag# and Department:

| | |
|-------|----------------------|
| 10283 | Resource Management |
| 13085 | County Assessor |
| 16625 | County Clerk |
| 17745 | County Collector |
| 17779 | County Collector |
| 18033 | County Collector |
| 19799 | County Collector |
| 18901 | Public Administrator |
| 11967 | IT |

2.11. DELIVERY: All deliveries must be “inside” delivery with no assistance from County personnel. Dock level deliveries will not be accepted. The County can only accept street level deliveries. Rejected material will be returned to the vendor at the vendor’s expense.

2.11.1. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

2.12. DISPOSAL/RECYCLING REQUIREMENTS:

2.12.1 The contractor shall recycle used toner and cartridges in an environmentally safe fashion and provide documentation of these procedures if requested.

2.12.2 The County will recycle and dispose of end of life devices.

2.13. ASSET INVENTORY LIST:

2.13.1. Within thirty (30) calendar days of award of the contract, the contractor shall submit a comprehensive initial asset inventory of all in-scope devices. Initial toner inventory shall include at least two (2) toner cartridges for each model. The initial inventory and any future revisions shall be submitted to the County IT Department electronically.

2.14. MONITORING AND TRACKING SOFTWARE REQUIRED:

2.14.1. As part of managed print services, the contractor shall supply comprehensive **Monitoring and Tracking Software** for the County to install on a centralized server that will provide IT personnel with daily and aggregate inventory statistics on each in-scope device pertaining to but not limited to:

- a. County defined unit name, device type, make, model, description, location, IP

address, Serial#, MAC address;

- b. Supply levels;
 - c. Meter reports of prints; color, B&W page output counts, both static and for any user specified period of at least 12 rolling months. This information must be able to be exported in a format used by MS Excel;
 - d. Toner page coverage statistics (where reported by device).
- 2.14.2. The contractor shall advise County IT on creation of secure access to its monitoring and tracking software for authorized County IT personnel to flexibly query the database remotely.
- 2.14.3. The Monitoring and Tracking Software must include search filters, screen display formatting and output capability for CSV or Excel format.
- 2.14.4. The contractor shall set permissions for County IT personnel in the monitoring software to be able to update printer profile data and to set polling intervals.
- 2.14.5. The contractor shall provide documentation and/or training to County IT staff in operating and managing the **Monitoring and Tracking Software**.
- 2.14.6. The contractor must provide 24/7/365 user access to the **Monitoring and Tracking Software**.
- 2.14.7. **The Monitoring and Tracking Software** must have at least 99% uptime.
- 2.14.8. The contractor shall not disclose any monitoring or tracking data to any 3rd party.

2.15. TONER CARTRIDGE AND TONER CARTRIDGE REQUEST SYSTEM REQUIREMENTS:

- 2.15.1. The contractor shall provide **toner cartridges** for every in-scope device subject to the following toner cartridge stipulation:
- a. The contractor shall only provide OEM toner cartridges for Kyocera devices. For all other manufacturer devices, the contractor may provide non-OEM toner cartridges, but in the event print quality is degraded/fails on any device for which non-OEM toner is provided, then the contractor must provide OEM toner cartridges for that device at no additional cost to the County.
- 2.15.2. The contractor shall provide at least one (1) toner cartridge for the County to stock on premises for any printer model in service.
- 2.15.3. For any printer model for which the County has four (4) or more models deployed, the contractor shall provide at least three (3) toner cartridges for the County to stock on premises.
- 2.15.4. The contractor shall supply replacement toner cartridges to County stock when monitoring software indicates a device is low to prevent toner outages.

- 2.15.5. The contractor shall understand and agree that County IT staff will install toner cartridges in each device.
- 2.15.6. The contractor shall maintain an **electronic toner request system** that select County IT personnel can use as an alternative to the monitoring software that flags low toner conditions. Requests will also be made for non-networked in-scope devices.
- 2.15.7. The contractor shall understand and agree that all deployed toner supplies are considered property of Boone County until recycled.

2.16. BREAK-FIX REPAIR SERVICE:

- 2.16.1. The contractor shall provide **primary break-fix service** for in-scope devices.
- 2.16.2. The contractor shall provide service for both warranty and out-of-warranty in-scope devices.
- 2.16.3. Break-fix service shall include but not necessarily be limited to repair, replacement and maintenance of parts, preventative maintenance, and assurance of high-quality output. Service shall also include firmware and software updates and any custom print drivers for in-scope devices.
- 2.16.4. Service Desk Primary Contact: The contractor must provide a single, primary point of contact with name, phone number and email address to place calls to their Service Desk.
- 2.16.5. The contractor's primary contact for the contractor's Service Desk must be accessible between 8:00 A.M. through 5:00 P.M. Mondays through Fridays for the duration of the contract period include renewal options.
- 2.16.6. Dispatch Time Requirements: The contractor shall start the dispatch process of service technicians when notified by County IT personnel.
- 2.16.7. The contractor must deploy technicians competent to service in-scope devices.
- 2.16.8. Two (2) Hour Response: The contractor must respond within two (2) hours of notification via phone or on site. An e-mail response shall not be considered as sufficient to meet this response requirement.
- 2.16.9. Service Response: The contractor must service devices within four (4) businesses hours and must ensure minimal disruption to the County Offices' activities.
- 2.16.10. Success Rate: Repairs must be completed within 24 hours in 90% of the service calls.

2.17. PRINT QUALITY:

- 2.17.1. Minimum print output quality will be judged as follows:
 - a. No extraneous toner marks
 - b. No double printing, banding or "ghosting"
 - c. Print aligned with the paper

- d. Text and images sharp and without blurry edges
- e. Text toner consistently and adequately distributed throughout the page
- f. Graphics uniformly represented
- g. Color (where used) is true to source material, aligned with B&W print and without inter-color bleeding
- h. Intact paper output (no creases or malformations)

2.18. LOANERS REQUIRED:

- 2.18.1. The contractor must provide comparable loaner hardware to temporarily replace any unit that cannot be restored to service on site within 24 hours at no additional cost to the County.

2.19. PROGRAM REVIEWS REQUIRED:

- 2.19.1. The contractor must provide **initial and semi-annual program reviews**. The contractor must advise the County regarding deployment optimizations, cost saving measures, replacement timetables, new technologies and utilization efficiencies, or otherwise as requested by the County. The contractor shall understand and agree that the County is under no obligation to implement any review conclusions or advice.

2.20. REPORTS REQUIREMENTS:

- 2.20.1. The contractor must provide the County IT Department with **timely and detailed written reports of activities** including but not limited to toner deployment, service calls and resolutions, device malfunctions and status changes, device loans and recycling if requested. Reports may be submitted electronically.
- 2.20.2. Documentation of all repairs shall be kept by the contractor and shall indicate date and times of service calls and identify equipment repaired or replaced. The contractor must also provide documentation for review upon request by the department.

2.21. BILLING AND PAYMENT:

- 2.21.1. Payment will be made within thirty (30) calendar days from receipt of a correct itemized invoice. All pricing shall conform to pricing quoted on the Vendor Response and Pricing Pages. Pricing shall be firm and fixed for the specific contract period.
- 2.21.2. The contractor must provide a **detailed invoice on a monthly basis**. Each monthly invoice must be sent to the County IT Department and include the following information: County defined unit name, Serial #, Make/Model, Device Type, number of prints per device. An electronic copy (.csv or .xls) of the billing and usage data must be provided with the invoice as part of the monthly billing process.

2.22. WARRANTY:

- 2.22.1. The contractor shall provide the standard manufacturer's warranty on all parts and equipment provided. During the warranty period, the contractor shall provide any replacement parts and repair service at no additional cost to the County. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County.

2.23. CONTRACT DOCUMENTS:

2.23.1. The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) calendar days of the notice of award/contract forms provided by the County. If the bidder desires to contract under the bidder's written agreement, any such proposed agreement must be submitted in blank with the bid for the County's consideration as part of the evaluation of bids; in the absence of such submission with the bidder's response, the County's forms shall be used. The 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 the County's RFB or are unacceptable to County legal counsel.

2.24. CONTRACT PERIOD:

2.24.1. The contract period shall be from **the Date of Award through One (1) Year**. The contract may be renewed at the sole option of the County for an additional **four (4)** one-year periods, or any portion thereof. The County reserves the right to terminate the contract at any time, for the convenience of the County, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the County pursuant to the contract prior to the effective date of termination.

2.25. PRICING:

2.25.1. Contract pricing shall be considered firm, fixed 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 Pages 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.

2.25.2. The contractor's pricing shall cover and include the cost of providing print managed services including all parts, labor and mileage to any County office.

- 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 and Pricing 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.
- d. Pricing shall be FOB Destination, Freight Prepaid and Allowed.

2.25.3. **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 end-date of the last renewal period, if it is deemed to be in the best interest of Boone County.

2.26. ESTIMATED QUANTITIES:

2.26.1. The quantities indicated in this Request for Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. The County makes no guarantees about single order quantities or total aggregate order quantities.

2.27. INSURANCE REQUIREMENTS: The contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, 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.

2.27.1. **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 their 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.

2.27.2. **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 them 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.

- a. The 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

- 2.27.3. **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.
- 2.27.4. **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 Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.27.5. **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, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.28. **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.
- 2.29. **NON-APPROPRIATION 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. BIDDER'S INSTRUCTIONS AND EVALUATION

- 3.1. **RESPONSE CONTENT:** It is the bidder's responsibility to submit a bid response that strictly conforms to the requirements stated in the RFB. Failure to adhere to all requirements may result in the bidder's response being disqualified as non-responsive. All bid responses must be submitted using the provided Vendor Response and Pricing Pages provided herein. Every question on the Vendor Response and Pricing Pages should be answered by the bidder, and if not applicable, the bidder should indicate "N/A."
- 3.2. **SUBMITTAL OF RESPONSES:** Responses MUST be received by the date and time noted on the title page under "Bid Submission Address and Deadline." NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- a. **Submittal Package:** Submit, to the location specified on the title page, **three (3) complete copies** of the bid response in a single sealed envelope, clearly marked on the outside with the bidder's company name and return address, the County RFB number, due date and time.
- a. **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on the County's web page at www.showmeboone.com, under the **Purchasing** menu.
- 3.3. **BID OPENING:** On the date and time and at the location specified on the title page under "Bid Opening," all bids will be opened in public. Brief summary information from each response will be read aloud.
- 3.4. **REMOVAL FROM VENDOR DATABASE:** If any prospective bidder currently in the County's Vendor Database to whom the RFB was sent elects not to submit a bid and fails to reply in writing stating reasons for not bidding, that bidder's name may be removed from the County's Purchasing 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.
- 3.5. **RESPONSE CLARIFICATION:** The County reserves the right to request additional written or oral information from bidders in order to obtain clarification of their Responses.
- 3.5.1. **Rejection or Correction of Responses:** The County reserves the right to reject any or all bids. Minor irregularities or informalities in any bid which are immaterial or inconsequential in nature and are neither affected by law nor at substantial variance with RFB conditions, may be waived at the County's discretion whenever it is determined to be in the County's best interest.
- 3.6. **BIDDER QUALIFICATION:** The bidder to qualify for consideration must demonstrate that the bidder has least five (5) years' experience providing such services. The bidder should submit at least five (5) references of contracts similar to this size on the Vendor Response and Pricing Pages of this RFB.
- 3.7. **EVALUATION PROCESS:** The County's sole purpose in the evaluation process is to

determine from among the bid responses received which one is best suited to meet the County's needs at the lowest possible cost. The County's choice of a contractor(s) does not imply that one bidder is superior to another, but simply that in the County's judgment the vendor(s) selected appears to offer the best overall solution for the County's current and anticipated needs at the lowest possible cost. See also paragraph 1.4 regarding "Award" herein.

- 3.7.1. **Method of Evaluation:** The County will evaluate submitted bid responses for responsiveness to requirements of the RFB, and in terms of cost to the County as well as other factors stated in the RFB.
- a. The cost evaluation shall be conducted by multiplying the quoted price per item by the respective estimated volume for that line item. The subtotals from all extended line item prices shall be added together to develop a total price for the contract period. The cost evaluation shall consider pricing totals for the original contract period plus the renewal contract periods; a grand total will be developed adding together the totals for all contract periods. The cost evaluation shall include all mandatory requirements. However, the County reserves the right to evaluate optional items, if deemed necessary.
- 3.7.2. **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for the County's use.
- 3.7.3. **Right to Reject, Waive Informalities, and/or Clarify Bids:** Boone County reserves the right to reject all bids, to waive informalities in bids, and to request clarification of bidders regarding their bid response.
- 3.8. **VALIDITY OF BID AND PRICING:** The bidder's response including pricing must remain valid for ninety (90) calendar days or until award, whichever comes first. If the bid response is accepted, the entire bid response including all pricing shall be held firm for the duration of the indicated contract period.
- 3.9. **SOVEREIGN IMMUNITY:** The County of Boone, due to its status as a public entity in the State of Missouri and its entitlement to sovereign immunity, is unable to accept contract provisions which require the County to indemnify another party (RSMo §537.600). Any indemnity language in proposed terms and conditions will be modified to conform to language that the County is able to accept.
- 3.10. **DESCRIPTION OF PRODUCTS BEING BID TO COUNTY:** The vendor may submit preprinted marketing materials with the bid. However, the vendor is advised that such brochures normally do not address the needs of the evaluators with respect to the technical evaluation process and the specific responses which have been requested of the vendor. The vendor is strongly discouraged from relying on such materials in presenting products and services for consideration by the County.
- 3.10.1. It is the vendor's responsibility to provide detailed information about how the item bid meets the specifications presented herein. If preprinted marketing materials do not specifically address each specification, the vendor should provide detailed information to assure that the product meets the County's mandatory requirements. In the event this information is not submitted with the bid, the buyer may, but is not required to, seek written clarification from the vendor to provide assurance that the product bid meets specifications.



County of Boone

Purchasing Department

4. **Vendor's Response and Pricing Pages**

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

In compliance with this Request for Bid and subject to all the conditions thereof, the bidder 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/bidder's company in a contract with the County.)

- 4.1. Company Name: SumnerOne (Image Technologies)
- 4.2. Address: 6701 Stephens Station Rd
- 4.3. City/Zip: Columbia 65202
- 4.4. Phone Number: 573.499.5300
- 4.5. Fax Number: 573.875.6104
- 4.6. Contact Name and E-Mail Address to receive documents for electronic signature:
Wayne Rueger wrueger@sumnerone.com
- 4.7. Federal Tax ID: 43-1332770

- 4.7.1. 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. 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.

Authorized Representative (Sign By Hand):

Type or Print Signed Name: Wayne Rueger

4.8. Today's Date: 4/13/20

Cooperative Procurement: Will the bidder honor the submitted prices and terms for purchase by other entities in Boone County, Missouri that participate in cooperative purchasing with Boone County, Missouri?

 X Yes No

NOTE: The bidder 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.

4.9. **PRICING:**

The bidder must bid all items. Specifications shown identify minimum characteristics that the products bid shall meet. All pricing shall be firm and fixed. Pricing shall be quoted **FOB Destination Freight Prepaid and Allowed** (all freight, transportation and insurance costs shall be included in the quoted price to the County).

The bidder must quote a firm, fixed price per page that includes the cost of providing all Managed Print Services as defined herein to include all costs for toner including an electronic toner request system, break-fix services, parts and supplies required for each device, contractor management and analysis services, Monitoring and Tracking software with support, loaner units, recycling and disposal services, acquisition and delivery of parts, supplies and toner; service personnel transportation and required documentation and training during the contract term. No other costs will be paid by the County.

The bidder shall understand that the estimated monthly usage represents a good faith estimate of past usage and that the number of prints over the contract year may vary from this amount, affecting the amount paid by the County. The County does not guarantee a minimum volume under a prospective contract. Devices may be added/removed to the current inventory and thus must be covered under the contract as requested and determined by the County IT Department.

Please indicate the firm, fixed price per page and extended totals below for Black & White and Color pages:

| | Initial Contract Period | Estimated Monthly Usage (#prints/pages) | Cost Per Page | Extended (Monthly) Cost |
|---------|-------------------------|---|---------------|-------------------------|
| 4.10.1. | Black & White Prints | 150,000 | \$ 0.0095 | \$ 1,425 |

| | | | | |
|---------|--|-------|---------------------|---------------------|
| 4.10.2. | Color Prints | 6,000 | \$ <u>0.07</u> | \$ <u>420</u> |
| | Total Monthly Commitment: 156,000 | | | |
| 4.10.3. | Black & White Prints over monthly commitment | | \$ <u>0.0095 ea</u> | \$ <u>0.0095 ea</u> |
| 4.10.4. | Color Prints over monthly commitment | | \$ <u>0.07 ea</u> | \$ <u>0.07 ea</u> |

4.11.

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| First Renewal Option |
|-----------------------------|

| | | | | |
|---------|--|---------|---------------------|---------------------|
| 4.11.1. | Black & White Prints | 150,000 | \$ <u>0.0095</u> | \$ <u>1,425</u> |
| 4.11.2. | Color Prints | 6,000 | \$ <u>0.07</u> | \$ <u>420</u> |
| | Total Monthly Commitment: 156,000 | | | |
| 4.11.3. | Black & White Prints over monthly commitment | | \$ <u>0.0095 ea</u> | \$ <u>0.0095 ea</u> |
| 4.11.4. | Color Prints over monthly commitment | | \$ <u>0.07 ea</u> | \$ <u>0.07 ea</u> |

4.12.

| |
|------------------------------|
| Second Renewal Option |
|------------------------------|

| | | | | |
|---------|--|---------|---------------------|---------------------|
| 4.12.1. | Black & White Prints | 150,000 | \$ <u>0.0095</u> | \$ <u>1,425</u> |
| 4.12.2. | Color Prints | 6,000 | \$ <u>0.07</u> | \$ <u>420</u> |
| | Total Monthly Commitment: 156,000 | | | |
| 4.12.3. | Black & White Prints over monthly commitment | | \$ <u>0.0095 ea</u> | \$ <u>0.0095 ea</u> |
| 4.12.4. | Color Prints over monthly usage commitment | | \$ <u>0.07 ea</u> | \$ <u>0.07 ea</u> |

4.13.

| |
|-----------------------------|
| Third Renewal Option |
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| | | | | |
|---------|--|---------|---------------------|---------------------|
| 4.13.1. | Black & White Prints | 150,000 | \$ <u>0.0095</u> | \$ <u>1,425</u> |
| 4.13.2. | Color Prints | 6,000 | \$ <u>0.07</u> | \$ <u>420</u> |
| | Total Monthly Commitment: 156,000 | | | |
| 4.13.3. | Black & White Prints over monthly commitment | | \$ <u>0.0095 ea</u> | \$ <u>0.0095 ea</u> |
| 4.13.4. | Color Prints over monthly commitment | | \$ <u>0.07</u> | \$ <u>0.07 ea</u> |

4.14.

| |
|------------------------------|
| Fourth Renewal Option |
|------------------------------|

| | | | | |
|---------|--|---------|---------------------|---------------------|
| 4.14.1. | Black & White Prints | 150,000 | \$ <u>0.0095</u> | \$ <u>1,425</u> |
| 4.14.2. | Color Prints | 6,000 | \$ <u>0.07</u> | \$ <u>420</u> |
| | Total Monthly Commitment: 156,000 | | | |
| 4.14.3. | Black & White Prints over monthly commitment | | \$ <u>0.0095 ea</u> | \$ <u>0.0095 ea</u> |
| 4.14.4. | Color Prints over monthly commitment | | \$ <u>0.07 ea</u> | \$ <u>0.07 ea</u> |

4.15. **Delivery:** The desired delivery is 30 calendar days after the receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: _____ calendar days ARO.

4.16. **Warranty:**

The vendor should state the warranty period which shall cover parts and labor. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County.

Warranty on Parts: 1 year

Warranty on Labor: 120 Days

4.17. **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 Managed Print Services to public entities similar to the Boone County, or to other governmental or private entities:

Formed in 1955, providing Managed Print Services since 1993, providing Managed Print Services to Boone County since 2015.

4.18. **Printer Brands the Bidder Covers:** Multiple printer brands are required for coverage of managed print services (see paragraph 2.5 herein). The vendor should check below by the identified printer brand to confirm coverage for managed print service:

Kyocera: HP: Lexmark: IBM:

Other: Identify Other Brands Covered:

Brother, Dell

4.19. **Five Years' In Successful Managed Print Business To Qualify:** The vendor should check below "Yes" or "No" if the vendor has at least five (5) years successful business history in provision of managed print services:

Yes:

No:

4.20. **Single Point of Contact:**

Describe below the vendor's single point of contact for the County:

Name: Wayne Rueger

Phone: 573-499-5330

E-Mail: wrueger@sumnerone.com

Hours of Availability: all

4.21. **Vendor's References:**

Provide at least five (5) references for whom the vendor has performed managed print services for in the past twelve (12) months. Also identify the brands of equipment services, e.g., Kyocera, HP, Lexmark, etc.:

• **Reference 1**

Company/Entity Name: Boone County

Contact Name: Trudy Fisher

Contact's Title: Office Administrator

City: Columbia State: MO

Telephone Number and Area Code: 573-886-7204

E-mail Address: tfisher@boonecountymo.org

Description of Equipment/Services Furnished and Brands of Equipment Serviced:
MPS service on 174 printers and mfps at various County locations. Kyocera, HP, IBM, Lexmark

Availability of Reference: don't have to leave the building

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• **Reference 2**

Company/Entity Name: Veterans United Home Loans

Contact Name: Cindy Freese

Contact's Title: Information Technology

City: Columbia State: MO

Telephone Number and Area Code: 573-875-2600 X3443

E-mail Address: cindy@veteransunited.com

Description of Equipment/Services Furnished and Brands of Equipment Serviced:
200+ print devices locally as well as throughout United States

Availability of Reference: as needed

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• **Reference 3**

Company/Entity Name: Columbia Public Schools

Contact Name: Dana Reynolds

Contact's Title: Purchasing

City: Columbia State: MO

Telephone Number and Area Code: 573-214-3713

E-mail Address: dreynolds@cpsk12.org

Description of Equipment/Services Furnished and Brands of Equipment Serviced:
200+ print devices managed over 43 locations

Availability of Reference: as needed

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Reference 4

Company/Entity Name: Capital Region Medical Center

Contact Name: Joy Brownfield

Contact's Title: Director of Supply Chain

City: Jefferson City State: MO

Telephone Number and Area Code: 573-635-5169

E-mail Address: jbrownfield@crmc.org

Description of Equipment/Services Furnished and Brands of Equipment Serviced:
120+ print devices managed over multiple buildings and clinics throughout the region

Availability of Reference: as needed

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Reference 5

Company/Entity Name: University of Missouri Athletics

Contact Name: Kyle Seymour

Contact's Title: Support Systems Admin

City: Columbia State: MO

Telephone Number and Area Code: 573-822-4261

E-mail Address: seymourk@missouri.edu

Description of Equipment/Services Furnished and Brands of Equipment Serviced:
59 print devices managed over multiple locations on campus

Availability of Reference: as needed

- 4.22. **Subcontracted Work:** The bidder should address whether any work will be subcontracted or not. Subcontracted service technicians shall not be allowed. If any other work will be subcontracted, then the bidder should identify what work will be subcontracted, also identifying the name of the subcontracted firm(s) and their location:

Subcontractor(s) will be used: (Circle) Yes or No

If "Yes" is circled, describe details about subcontractors below:

- 4.23. Describe any deviations from bid specifications (Vendors Note: Any deviation from any mandatory specification may render the bid nonresponsive and incapable for award.):

End of Vendor Response and Pricing Pages – Other Forms Follow – Please Continue

(Please complete and return with Bid 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, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies that it and its principles:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause of default; and
- (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.

Wayne Ruge *President*

Name and Title of Authorized Representative

[Handwritten Signature]

Signature

6/13/20

Date

(Please complete and return with Bid Response)

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

4/13/20

Date

Boone County Purchasing



Liz Palazzolo, Senior Buyer
613 E. Ash St., Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

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, choose one of the three options that applies. 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.

Option

- _____ 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 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)

(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:

ATTACHMENT ONE: BOONE COUNTY ESTIMATED FLEET OF EQUIPMENT

| Tag # | Serial # | Make | Model | Meter Type | Location |
|-------|---------------|---------|-----------|-------------|----------------|
| 22198 | VM37503955 | Kyocera | P3045DN | B/W | 911/EM - IT |
| 21360 | LQA6941734 | Kyocera | FS-2100DN | B/W | 911/Joint Comm |
| 21362 | LQA6941730 | Kyocera | FS-2100DN | B/W | 911/Joint Comm |
| 21356 | LSM6926140 | Kyocera | M3550IDN | B/W | 911/Joint Comm |
| 21357 | LSM6926194 | Kyocera | M3550IDN | B/W | 911/Joint Comm |
| 21358 | LSM6926193 | Kyocera | M3550IDN | B/W | 911/Joint Comm |
| 21359 | LSM6926192 | Kyocera | M3550IDN | B/W | 911/Joint Comm |
| 21837 | VM37101886 | Kyocera | P3045DN | B/W | 911/Joint Comm |
| 23066 | VM38620786 | Kyocera | P3045DN | B/W | 911/Joint Comm |
| 13085 | USBG0806455 | HP | 2200 | B/W | Assessor |
| 22254 | NU42800920 | Kyocera | FS-4200DN | B/W | Assessor |
| 13631 | 99042LB | Lexmark | T520 | B/W | Assessor |
| 12694 | USGV084407 | HP | 2100 | B/W | Auditor |
| 16938 | 9820N78 | Lexmark | C543DN | Color & B/W | Auditor |
| 17973 | 72N6YF6 | Lexmark | E360DN | B/W | Auditor |
| 22211 | LPD4104661 | Kyocera | FS-4200DN | B/W | Auditor |
| 18582 | 451431LM0HTR5 | Lexmark | MS410DN | B/W | Auditor |
| 23476 | VM38722334 | Kyocera | P3045DN | B/W | Auditor |
| 18592 | 451420LM04WDO | Lexmark | MS410DN | B/W | Child Support |
| 19410 | 451444HH1N5DZ | Lexmark | MS510DN | B/W | Child Support |
| 19411 | 451444HH1N5FO | Lexmark | MS510DN | B/W | Child Support |
| 16689 | 792V2NZ | Lexmark | T640 | B/W | Child Support |
| 12700 | USGV086418 | HP | 2100 | B/W | Clerk |
| 12701 | USGV084371 | HP | 2100 | B/W | Clerk |
| 13087 | USBGB06460 | HP | 2200DN | B/W | Clerk |
| 13088 | USBGD06880 | HP | 2200DN | B/W | Clerk |
| 13092 | USBGC05968 | HP | 2200DN | B/W | Clerk |
| 11965 | USBC042128 | HP | 4050 | B/W | Clerk |
| 18014 | 72N7Z70 | Lexmark | E360DN | B/W | Clerk |
| 18015 | 72N7Z7F | Lexmark | E360DN | B/W | Clerk |
| 18018 | 72N7Z7L | Lexmark | E360DN | B/W | Clerk |
| 16625 | JPDF006280 | HP | P4014DN | B/W | Clerk |
| 23854 | RCB9602764 | Kyocera | P6230CDN | Color & B/W | Clerk |
| 15582 | 79299LD | Lexmark | T430 | B/W | Clerk |
| 15583 | 79299LP | Lexmark | T430 | B/W | Clerk |
| 17745 | 72MZ28B | Lexmark | E360DN | B/W | Collector |
| 17779 | 72N15RN | Lexmark | E360DN | B/W | Collector |
| 18033 | 72MXPV3 | Lexmark | E360DN | B/W | Collector |
| 22459 | Q652640013 | Kyocera | FS1370DN | B/W | Collector |
| 19799 | LQA5827960 | Kyocera | FS-2100DN | B/W | Collector |
| 19801 | LQA5827932 | Kyocera | FS-2100DN | B/W | Collector |

| | | | | | |
|-------|---------------|---------|-----------|-------------|------------------------------|
| 19802 | LQA5827916 | Kyocera | FS-2100DN | B/W | Collector |
| 19803 | LQA5827917 | Kyocera | FS-2100DN | B/W | Collector |
| 22567 | Q552905970 | Kyocera | FSC5250DN | Color & B/W | Collector |
| 18659 | 451431HHOK1T2 | Lexmark | ST9720 | B/W | Collector |
| 16349 | 791V6C6 | Lexmark | T640 | B/W | Collector |
| 18023 | 72N93Z3 | Lexmark | E360DN | B/W | Counselor |
| 19798 | LQA5827954 | Kyocera | FS-2100DN | B/W | Counselor |
| 18430 | 451430LM06LTC | Lexmark | MS410DN | B/W | Counselor |
| 10283 | USFB220402 | HP | 4P | B/W | Design & Construction |
| 13822 | 9904WXX | Lexmark | T520 | B/W | Design & Construction |
| 21361 | LQA6941736 | Kyocera | FS-2100DN | B/W | Emergency Mgmt Operations |
| 22197 | VM37504017 | Kyocera | P3045DN | B/W | Emergency Mgmt Operations |
| 14903 | CNFL039293 | HP | 1012 | B/W | Facilities Maintenance |
| 13082 | USBRC01117 | HP | 2200DN | B/W | Facilities Maintenance |
| 19834 | LQA5930095 | Kyocera | FS-2100DN | B/W | Facilities Maintenance |
| 20544 | LQA6739438 | Kyocera | FS-2100DN | B/W | Facilities Maintenance |
| 15120 | 79245XF | Lexmark | T430 | B/W | Facilities Maintenance |
| 11964 | USBC042132 | HP | 4050 | B/W | Human Resources |
| 19973 | LQA5933081 | Kyocera | FS-2100DN | B/W | Human Resources |
| 18792 | 451432LM0Y8R5 | Lexmark | MS410DN | B/W | Human Resources |
| 18459 | 701531LM01V18 | Lexmark | MX310DN | B/W | Human Resources |
| 16724 | 792R0RP | Lexmark | T640 | B/W | Human Resources |
| 12696 | USGV084397 | HP | 2100M | B/W | IT |
| 19128 | USGV037161 | HP | 2100M | B/W | IT |
| 11967 | USBC042069 | HP | 4050 | B/W | IT |
| 16342 | JPSC78JOB0 | HP | 5550 | Color & B/W | IT |
| 16931 | 9812DBB | Lexmark | C544DN | Color & B/W | IT |
| 21484 | LQP6X17063 | Kyocera | FS4100DN | B/W | IT |
| 19797 | LPD5631885 | Kyocera | FS-4200DN | B/W | IT |
| 19976 | LQA5828492 | Kyocera | FS-2100DN | B/W | Mail Services |
| 17135 | 9813PDK | Lexmark | C543DN | Color & B/W | Planning & Zoning |
| 20222 | LPD5634526 | Kyocera | FS-4200DN | B/W | Planning & Zoning |
| 18529 | 451431LM08Z5B | Lexmark | MS410DN | B/W | Planning & Zoning |
| 15039 | 7922CHD | Lexmark | T430 | B/W | Planning & Zoning |
| 18223 | 50272694500MN | Lexmark | CS410N | Color & B/W | Prosecuting Attorney |
| 19794 | LQA5827915 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 19800 | LQA5827925 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 19974 | LQA5930827 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 19975 | LQA5933087 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 20146 | LQA6436246 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 20710 | LQA6941253 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 20711 | LQA6941251 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 20712 | LQA6941256 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |

| | | | | | |
|-------|---------------|---------|-----------|-------------|--------------------------------|
| 20716 | LQA6941264 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 18214 | 451420LM03KYL | Lexmark | MS410DN | B/W | Prosecuting Attorney |
| 19364 | 451444HH1CK51 | Lexmark | MS510DN | B/W | Prosecuting Attorney |
| 19365 | 451444HH1CK5K | Lexmark | MS510DN | B/W | Prosecuting Attorney |
| 23393 | VM38823771 | Kyocera | P3045DN | B/W | Prosecuting Attorney |
| 20144 | V5Q6402966 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 20469 | V5Q6403142 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 20470 | V5Q6403116 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 20471 | V5Q6503322 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 20545 | V5Q5500526 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 17453 | 792722B | Lexmark | T430 | B/W | Prosecuting Attorney |
| 13628 | 9905F2P | Lexmark | T520 | B/W | Prosecuting Attorney |
| 14190 | 9916T7C | Lexmark | T630 | B/W | Prosecuting Attorney |
| 14192 | 9916T7N | Lexmark | T630 | B/W | Prosecuting Attorney |
| 20120 | XVK1631635 | Kyocera | FS4020DN | B/W | Public Administrator |
| 20087 | Q552Y06190 | Kyocera | FSC5250DN | Color & B/W | Public Administrator |
| 20460 | CNDCJ6708N | HP | M604DN | B/W | Public Administrator |
| 18901 | 451432LM106BB | Lexmark | MS410DN | B/W | Public Administrator |
| 23088 | VM38924504 | Kyocera | P3045DN | B/W | Public Administrator |
| 20088 | QVQ2506958 | Kyocera | FSC5350DN | Color & B/W | Purchasing |
| 18496 | 451431LM092FZ | Lexmark | MS410DN | B/W | Purchasing |
| 18900 | 451432LM106B4 | Lexmark | MS410DN | B/W | Purchasing |
| 17016 | 7929XMN | Lexmark | T430 | B/W | Purchasing |
| 12710 | USQL059059 | HP | 4050 | B/W | Recorder |
| 18968 | 9441C3B | Lexmark | C734N | Color & B/W | Recorder |
| 18166 | 72N96B6 | Lexmark | E360DN | B/W | Recorder |
| 21483 | LQP6X17399 | Kyocera | FS4100DN | B/W | Recorder |
| 15957 | 7927262 | Lexmark | T430 | B/W | Recorder |
| 13630 | 99042LF | Lexmark | T520 | B/W | Recorder |
| 16983 | 7932WH7 | Lexmark | T650DN | B/W | Recorder |
| 17003 | 7938H24 | Lexmark | T650DN | B/W | Recorder |
| 14323 | USDNL20314 | HP | 4200 | B/W | Road & Bridge |
| 20044 | LQA5Y35359 | Kyocera | FS-2100DN | B/W | Road & Bridge |
| 22907 | VM38118883 | Kyocera | P3045DN | B/W | Road & Bridge |
| 15579 | 79299LH | Lexmark | T430 | B/W | Road & Bridge |
| 16725 | 792R0RR | Lexmark | T640 | B/W | Road & Bridge |
| 22690 | VCJ8316668 | Kyocera | M2540DW | B/W | Road & Bridge - North Facility |
| 12698 | USGV086415 | HP | 2100 | B/W | Sheriff |
| 12704 | USGV084372 | HP | 2100 | B/W | Sheriff |
| 18131 | 72BFFP8 | Lexmark | E260D | B/W | Sheriff |
| 17662 | 72MWC69 | Lexmark | E360DN | B/W | Sheriff |
| 18011 | 72N7Z7C | Lexmark | E360DN | B/W | Sheriff |
| 18012 | 72N7Z7W | Lexmark | E360DN | B/W | Sheriff |
| 18013 | 72N7Z7G | Lexmark | E360DN | B/W | Sheriff |

| | | | | | |
|-------|---------------|---------|-----------|-------------|---------------|
| 18017 | 72N7Z7R | Lexmark | E360DN | B/W | Sheriff |
| 19838 | NR41X02273 | Kyocera | FS1135 | B/W | Sheriff |
| 19795 | LQA5827926 | Kyocera | FS-2100DN | B/W | Sheriff |
| 19796 | LQA5827959 | Kyocera | FS-2100DN | B/W | Sheriff |
| 19972 | LQA5933078 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20122 | LQA5Y35083 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20145 | LQA6435689 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20709 | LQA6941248 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20713 | LQA6941257 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20714 | LQA6941266 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20715 | LQA6941259 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20089 | XVK2141041 | Kyocera | FS4020DN | B/W | Sheriff |
| 20230 | NU42800558 | Kyocera | FS-4200DN | B/W | Sheriff |
| 20086 | Q552Z06334 | Kyocera | FSC5250DN | Color & B/W | Sheriff |
| 19839 | XVG0705944 | Kyocera | FSC5300DN | Color & B/W | Sheriff |
| 22691 | VCE8502687 | Kyocera | M2040DN | B/W | Sheriff |
| 23139 | VCJ8719826 | Kyocera | M2540DW | B/W | Sheriff |
| 23140 | VCJ8719863 | Kyocera | M2540DW | B/W | Sheriff |
| 18297 | 451420LM05NMB | Lexmark | MS410DN | B/W | Sheriff |
| 18902 | 451432LM106B2 | Lexmark | MS410DN | B/W | Sheriff |
| 18442 | 701520LM016BF | Lexmark | MX310DN | B/W | Sheriff |
| 22568 | VM37Z15922 | Kyocera | P3045DN | B/W | Sheriff |
| 22906 | VM38118863 | Kyocera | P3045DN | B/W | Sheriff |
| 22940 | VM38117662 | Kyocera | P3045DN | B/W | Sheriff |
| 22941 | VM38117592 | Kyocera | P3045DN | B/W | Sheriff |
| 23087 | VM38924526 | Kyocera | P3045DN | B/W | Sheriff |
| 23394 | VM38823739 | Kyocera | P3045DN | B/W | Sheriff |
| 22908 | V5Q7Z06312 | Kyocera | P6130CDN | Color & B/W | Sheriff |
| 15041 | 7922CY6 | Lexmark | T430 | B/W | Sheriff |
| 15075 | 7921N5V | Lexmark | T430 | B/W | Sheriff |
| 15076 | 7923WX7 | Lexmark | T430 | B/W | Sheriff |
| 15078 | 7923WXP | Lexmark | T430 | B/W | Sheriff |
| 15115 | 7923ZVT | Lexmark | T430 | B/W | Sheriff |
| 15118 | 7923ZY3 | Lexmark | T430 | B/W | Sheriff |
| 15522 | 79299NV | Lexmark | T430 | B/W | Sheriff |
| 15525 | 79298CV | Lexmark | T430 | B/W | Sheriff |
| 15580 | 79299LT | Lexmark | T430 | B/W | Sheriff |
| 15948 | 7929D47 | Lexmark | T430 | B/W | Sheriff |
| 16980 | 7928CL6 | Lexmark | T430 | B/W | Sheriff |
| 13086 | USBRB01005 | HP | 2200 | B/W | Sheriff Annex |
| 12699 | USGV086409 | HP | 2100 | B/W | Treasurer |
| 11408 | 134706 | IBM | 4317-001 | B/W | Treasurer |
| 14600 | 991PV8Y | IBM | IP1332 | B/W | Treasurer |
| 15300 | 79269CC | Lexmark | T430 | B/W | Treasurer |
| 16911 | 7929PV9 | Lexmark | T430 | B/W | Treasurer |

AVAILABLE METER READINGS

| Serial Number | Model | Make | 2019 Page Counts | |
|---------------|---------|-----------|------------------|----------------|
| | | | BW Annually | Color Annually |
| VM37503955 | Kyocera | P3045DN | 190 | 0 |
| LQA6941734 | Kyocera | FS-2100DN | 3,361 | 0 |
| LQA6941730 | Kyocera | FS-2100DN | 2,260 | 0 |
| LSM6926140 | Kyocera | M3550IDN | 16,818 | 0 |
| LSM6926194 | Kyocera | M3550IDN | 268 | 0 |
| LSM6926193 | Kyocera | M3550IDN | 2,264 | 0 |
| LSM6926192 | Kyocera | M3550IDN | 4,466 | 0 |
| VM37101886 | Kyocera | P3045DN | 15,978 | 0 |
| VM38620786 | Kyocera | P3045DN | 14,017 | 0 |
| USBG0806455 | HP | 2200 | 381 | 0 |
| NU42800920 | Kyocera | FS-4200DN | 87,338 | 0 |
| 99042LB | Lexmark | T520 | 1,757 | 0 |
| USGV084407 | HP | 2100 | 192 | 0 |
| 9820N78 | Lexmark | C543DN | 2,883 | 255 |
| 72N6YF6 | Lexmark | E360DN | 1,777 | 0 |
| LPD4104661 | Kyocera | FS-4200DN | 16,386 | 0 |
| 451431LM0HTR5 | Lexmark | MS410DN | 4,674 | 0 |
| VM38722334 | Kyocera | P3045DN | 1,027 | 0 |
| 451420LM04WDO | Lexmark | MS410DN | 7,467 | 0 |
| 451444HH1N5DZ | Lexmark | MS510DN | 4,411 | 0 |
| 451444HH1N5F0 | Lexmark | MS510DN | 10,053 | 0 |
| 792V2NZ | Lexmark | T640 | 7,239 | 0 |
| USGV086418 | HP | 2100 | 4,571 | 0 |
| USGV084371 | HP | 2100 | 3,212 | 0 |
| USBGB06460 | HP | 2200DN | 4,870 | 0 |
| USBGD06880 | HP | 2200DN | 6,596 | 0 |
| USBGC05968 | HP | 2200DN | 6,249 | 0 |
| USBC042128 | HP | 4050 | 2,680 | 0 |
| 72N7Z70 | Lexmark | E360DN | 15,028 | 0 |
| 72N7Z7F | Lexmark | E360DN | 6,364 | 0 |
| 72N7Z7L | Lexmark | E360DN | 9,576 | 0 |
| JPDF006280 | HP | P4014DN | 6,815 | 0 |
| RCB9602764 | Kyocera | P6230CDN | 820 | 198 |
| 79299LD | Lexmark | T430 | 1,701 | 0 |
| 79299LP | Lexmark | T430 | 4,062 | 0 |
| 72MZ28B | Lexmark | E360DN | 9,740 | 0 |
| 72N15RN | Lexmark | E360DN | 9,067 | 0 |
| 72MXPV3 | Lexmark | E360DN | 9,848 | 0 |
| Q652640013 | Kyocera | FS1370DN | 0 | 0 |
| LQA5827960 | Kyocera | FS-2100DN | 3,560 | 0 |
| LQA5827932 | Kyocera | FS-2100DN | 9,254 | 0 |
| LQA5827916 | Kyocera | FS-2100DN | 37,904 | 0 |
| LQA5827917 | Kyocera | FS-2100DN | 6,031 | 0 |
| Q552905970 | Kyocera | FSC5250DN | 136 | 2,002 |
| 451431HH0K1T2 | Lexmark | ST9720 | 1,270 | 0 |
| 791V6C6 | Lexmark | T640 | 834 | 0 |
| 72N93Z3 | Lexmark | E360DN | 13,172 | 0 |
| LQA5827954 | Kyocera | FS-2100DN | 4,551 | 0 |
| 451430LM06LTC | Lexmark | MS410DN | 2,434 | 0 |
| USFB220402 | HP | 4P | 2,160 | 0 |
| 9904WXX | Lexmark | T520 | 690 | 0 |
| LQA6941736 | Kyocera | FS-2100DN | 316 | 0 |
| VM37504017 | Kyocera | P3045DN | 4 | 0 |

| Serial Number | Model | Make | 2019 Page Counts | |
|---------------|---------|-----------|------------------|----------------|
| | | | BW Annually | Color Annually |
| CNFL039293 | HP | 1012 | 0 | 0 |
| USBRC01117 | HP | 2200DN | 4,711 | 0 |
| LQA5930095 | Kyocera | FS-2100DN | 3,137 | 0 |
| LQA6739438 | Kyocera | FS-2100DN | 679 | 0 |
| 79245XF | Lexmark | T430 | 354 | 0 |
| USBC042132 | HP | 4050 | 73 | 0 |
| LQA5933081 | Kyocera | FS-2100DN | 2,988 | 0 |
| 451432LM0Y8R5 | Lexmark | MS410DN | 1,844 | 0 |
| 701531LM01V18 | Lexmark | MX310DN | 7,429 | 0 |
| 792R0RP | Lexmark | T640 | 3,308 | 0 |
| USGV084397 | HP | 2100M | 0 | 0 |
| USGV037161 | HP | 2100M | 0 | 0 |
| USBC042069 | HP | 4050 | 2,922 | 0 |
| JPSC78J0B0 | HP | 5550 | 23 | 327 |
| 9812DBB | Lexmark | C544DN | 146 | 475 |
| LQP6X17063 | Kyocera | FS4100DN | 442 | 0 |
| LPD5631885 | Kyocera | FS-4200DN | 5,530 | 0 |
| LQA5828492 | Kyocera | FS-2100DN | 1,779 | 0 |
| 9813PDK | Lexmark | C543DN | 1,348 | 3,681 |
| LPD5634526 | Kyocera | FS-4200DN | 4,506 | 0 |
| 451431LM08Z5B | Lexmark | MS410DN | 15,628 | 0 |
| 7922CHD | Lexmark | T430 | 4,595 | 0 |
| 50272694500MN | Lexmark | CS410N | 2,026 | 4,871 |
| LQA5827915 | Kyocera | FS-2100DN | 7,921 | 0 |
| LQA5827925 | Kyocera | FS-2100DN | 20,644 | 0 |
| LQA5930827 | Kyocera | FS-2100DN | 40,979 | 0 |
| LQA5933087 | Kyocera | FS-2100DN | 58,107 | 0 |
| LQA6436246 | Kyocera | FS-2100DN | 2,354 | 0 |
| LQA6941253 | Kyocera | FS-2100DN | 33,300 | 0 |
| LQA6941251 | Kyocera | FS-2100DN | 76,409 | 0 |
| LQA6941256 | Kyocera | FS-2100DN | 129,217 | 0 |
| LQA6941264 | Kyocera | FS-2100DN | 72,640 | 0 |
| 451420LM03KYL | Lexmark | MS410DN | 32,994 | 0 |
| 451444HH1CK51 | Lexmark | MS510DN | 4,531 | 0 |
| 451444HH1CK5K | Lexmark | MS510DN | 4,981 | 0 |
| VM38823771 | Kyocera | P3045DN | 12,990 | 0 |
| V5Q6402966 | Kyocera | P6130CDN | 7,613 | 15,938 |
| V5Q6403142 | Kyocera | P6130CDN | 1,003 | 1,022 |
| V5Q6403116 | Kyocera | P6130CDN | 626 | 1,265 |
| V5Q6503322 | Kyocera | P6130CDN | 1,470 | 3,783 |
| V5Q5500526 | Kyocera | P6130CDN | 795 | 3,551 |
| 7927Z2B | Lexmark | T430 | 3,307 | 0 |
| 9905F2P | Lexmark | T520 | 32,439 | 0 |
| 9916T7C | Lexmark | T630 | 6,224 | 0 |
| 9916T7N | Lexmark | T630 | 24,288 | 0 |
| XVK1631635 | Kyocera | FS4020DN | 5,941 | 0 |
| Q552Y06190 | Kyocera | FSC5250DN | 943 | 6,028 |
| CNDCJ6708N | HP | M604DN | 4,851 | 0 |
| 451432LM106BB | Lexmark | MS410DN | 6,299 | 0 |
| VM38924504 | Kyocera | P3045DN | 12,926 | 0 |
| QVQ2506958 | Kyocera | FSC5350DN | 5,211 | 12,021 |
| 451431LM092FZ | Lexmark | MS410DN | 7,122 | 0 |
| 451432LM106B4 | Lexmark | MS410DN | 8,821 | 0 |

| Serial Number | Model | Make | 2019 Page Counts | |
|---------------|---------|-----------|------------------|----------------|
| | | | BW Annually | Color Annually |
| 7929XMN | Lexmark | T430 | 8,434 | 0 |
| USQL059059 | HP | 4050 | 4,493 | 0 |
| 9441C3B | Lexmark | C734N | 68 | 437 |
| 72N96B6 | Lexmark | E360DN | 657 | 0 |
| LQP6X17399 | Kyocera | FS4100DN | 1,949 | 0 |
| 7927Z62 | Lexmark | T430 | 2,928 | 0 |
| 99042LF | Lexmark | T520 | 1,098 | 0 |
| 7932WH7 | Lexmark | T650DN | 4,144 | 0 |
| 7938H24 | Lexmark | T650DN | 9,983 | 0 |
| USDNL20314 | HP | 4200 | 199 | 0 |
| LQA5Y35359 | Kyocera | FS-2100DN | 1,445 | 0 |
| VM38118883 | Kyocera | P3045DN | 1,863 | 0 |
| 79299LH | Lexmark | T430 | 1,020 | 0 |
| 792R0RR | Lexmark | T640 | 2,156 | 0 |
| VCJ8316668 | Kyocera | M2540DW | 2,032 | 0 |
| USGV086415 | HP | 2100 | 8,557 | 0 |
| USGV084372 | HP | 2100 | 709 | 0 |
| 72BFFP8 | Lexmark | E260D | 0 | 0 |
| 72MWC69 | Lexmark | E360DN | 13,486 | 0 |
| 72N7Z7C | Lexmark | E360DN | 1,821 | 0 |
| 72N7Z7W | Lexmark | E360DN | 1,721 | 0 |
| 72N7Z7G | Lexmark | E360DN | 8,223 | 0 |
| 72N7Z7R | Lexmark | E360DN | 1,258 | 0 |
| NR41X02273 | Kyocera | FS1135 | 31,435 | 0 |
| LQA5827926 | Kyocera | FS-2100DN | 9,963 | 0 |
| LQA5827959 | Kyocera | FS-2100DN | 111,490 | 0 |
| LQA5933078 | Kyocera | FS-2100DN | 4,267 | 0 |
| LQA5Y35083 | Kyocera | FS-2100DN | 18,494 | 0 |
| LQA6435689 | Kyocera | FS-2100DN | 22,489 | 0 |
| LQA6941248 | Kyocera | FS-2100DN | 102,268 | 0 |
| LQA6941257 | Kyocera | FS-2100DN | 45,625 | 0 |
| LQA6941266 | Kyocera | FS-2100DN | 122,704 | 0 |
| LQA6941259 | Kyocera | FS-2100DN | 24,339 | 0 |
| XVK2141041 | Kyocera | FS4020DN | 19,331 | 0 |
| NU42800558 | Kyocera | FS-4200DN | 20,645 | 0 |
| Q552Z06334 | Kyocera | FSC5250DN | 3,625 | 10,120 |
| XVG0705944 | Kyocera | FSC5300DN | 373 | 2,451 |
| VCE8502687 | Kyocera | M2040DN | 33,784 | 0 |
| VCJ8719826 | Kyocera | M2540DW | 2,891 | 0 |
| VCJ8719863 | Kyocera | M2540DW | 47,287 | 0 |
| 451420LM05NMB | Lexmark | MS410DN | 10,027 | 0 |
| 451432LM106B2 | Lexmark | MS410DN | 2,764 | 0 |
| 701520LM016BF | Lexmark | MX310DN | 15,183 | 0 |
| VM37Z15922 | Kyocera | P3045DN | 10,095 | 0 |
| VM38118863 | Kyocera | P3045DN | 12,113 | 0 |
| VM38117662 | Kyocera | P3045DN | 10,871 | 0 |
| VM38117592 | Kyocera | P3045DN | 11,945 | 0 |
| VM38924526 | Kyocera | P3045DN | 2,817 | 0 |
| VM38823739 | Kyocera | P3045DN | 1,054 | 0 |
| V5Q7Z06312 | Kyocera | P6130CDN | 1,175 | 1,164 |
| 7922CY6 | Lexmark | T430 | 2,065 | 0 |
| 7921N5V | Lexmark | T430 | 1,636 | 0 |
| 7923WX7 | Lexmark | T430 | 11,008 | 0 |

| Serial Number | Model | Make | 2019 Page Counts | |
|---------------------|---------|----------|------------------|----------------|
| | | | BW Annually | Color Annually |
| 7923WXP | Lexmark | T430 | 3,662 | 0 |
| 7923ZVT | Lexmark | T430 | 4,524 | 0 |
| 7923ZY3 | Lexmark | T430 | 1,662 | 0 |
| 79299NV | Lexmark | T430 | 1,091 | 0 |
| 79298CV | Lexmark | T430 | 2,281 | 0 |
| 79299LT | Lexmark | T430 | 4,791 | 0 |
| 7929D47 | Lexmark | T430 | 4,745 | 0 |
| 7928CL6 | Lexmark | T430 | 8,074 | 0 |
| USBRB01005 | HP | 2200 | 0 | 0 |
| USGV086409 | HP | 2100 | 3,260 | 0 |
| 134706 | IBM | 4317-001 | 0 | 0 |
| 991PV8Y | IBM | IP1332 | 14,331 | 0 |
| 79269CC | Lexmark | T430 | 19,816 | 0 |
| 7929PV9 | Lexmark | T430 | 4,404 | 0 |
| 2019 Totals: | | | 1,943,784 | 69,589 |



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 - Fax (573) 886-4390

Standard Terms and Conditions

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



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

"No Bid" Response Form

Liz Palazzolo, CPPO, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
lpalazzolo@boonecountymo.org

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO 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 this form and return it to the Purchasing Department by mail, e-mail or fax.

Bid: 12-23MAR20 – Managed Print Services – Term and Supply

Business Name: _____
Address: _____

Telephone: _____
Contact: _____
Date: _____

Reason(s) for Not Bidding:



**ADDENDUM #4 to RFB 12-23MAR20
MANAGED PRINT SERVICES – TERM AND SUPPLY**

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

**BOONE COUNTY, MISSOURI
Request for Bid #12-23MAR20 - Managed Print Services**

ADDENDUM # 4 - Issued April 1, 2020

Prospective bidders are hereby notified of the following revisions to Request for Bid 12-23MAR20:

1. The County is allowing submission of bids via e-mail during the COVID-19 pandemic response period. The bidder is allowed to submit their complete authorized bid by sending it by the indicated bid submission due date and time to:

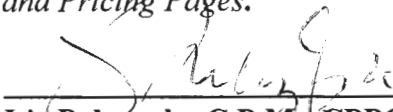
Liz Palazzolo
lpalazzolo@boonecountymo.org

The bidder should provide identification that authenticates the legitimacy of the bid with the e-mail submission such as using company letterhead, logos, or other detail.

The bidder is cautioned that the e-mail system is not considered secured and the bidder so assumes all risk associated with submission of their bid using the e-mail system – the County assumes no responsibility for any errors, omissions or other miscommunication the bidder may allege as a result of submitting their bid to the County via e-mail.

This addendum is issued in accordance with the RFB and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with bid response including the *Vendor Response and Pricing Pages*.

By:



Liz Palazzolo, C.P.M., CPPO, Senior Buyer
Boone County Purchasing

The bidder has examined **Addendum #4 to Request for Bid #12-23MAR20 – Managed Print Services – Term and Supply**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____

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



**ADDENDUM #3 to RFB 12-23MAR20
MANAGED PRINT SERVICES – TERM AND SUPPLY**

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Melinda Bobbitt, Director

Phone: (573) 886-4391 – Fax: (573) 886-4390

Email: mbobbitt@boonecountymo.org

**BOONE COUNTY, MISSOURI
Request for Bid #12-23MAR20 - Managed Print Services**

ADDENDUM # 3 - Issued March 25, 2020

Prospective bidders are hereby notified of the following revisions to Request for Bid 12-23MAR20:

1. Due to the COVID pandemic and the County working in locked buildings, we request that Offerors submit their proposal responses by USPO (not courier, not walk-ins).

This addendum is issued in accordance with the RFB and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with bid response including the *Vendor Response and Pricing Pages*.

By: Melinda Bobbitt
Melinda Bobbitt, Director
Boone County Purchasing

The bidder has examined **Addendum #3 to Request for Bid #12-23MAR20 – Managed Print Services – Term and Supply**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____

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



**ADDENDUM #2 to RFB 12-23MAR20
MANAGED PRINT SERVICES – TERM AND SUPPLY**

Boone County Purchasing

613 E. Ash Street, Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Bid #12-23MAR20– Managed Print Services – Term and Supply

ADDENDUM # 2 - Issued March 18, 2020

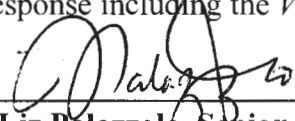
Prospective bidders are hereby notified of the following revisions to Request for Bid 12-23MAR20:

1. **ADD** the following **NOTE** to Bid Submission and Bid Opening information on page 1 of the subject RFB and references throughout the subject RFB:

NOTE: Due to concerns about public contact and the spread of the Covid-19 novel virus, the bidder may only submit their sealed bid by way of the USPO or courier mail. In-person bid delivery shall not be allowed at this time. Please take this requirement into consideration as the bid submission due date approaches. Allow enough time to post the bid given scheduling unknowns and other timing factors the country is presently experiencing. Also please be aware that e-mailed bids are not allowed. If more time is needed, please contact the Buyer in sufficient time to allow for a formal addendum to be issued to move the bid submission/opening date. Regarding the public bid opening, it is not advised that the bidder be present for the bid opening although all results are public and will be posted on-line for public viewing shortly after the bid opening. Go to <https://www.showmeboone.com/purchasing/bids/> to find the “Bid Tabulation” for the subject solicitation.

This addendum is issued in accordance with the RFB paragraph 1.3.3 and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with bid response including the *Vendor Response and Pricing Pages*.

By:



Liz Palazzolo, Senior Buyer
Boone County Purchasing

The bidder has examined **Addendum #2 to Request for Bid #12-23MAR20 – Managed Print Services – Term and Supply**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____

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



**ADDENDUM #1 to RFB 12-23MAR20
MANAGED PRINT SERVICES – TERM AND SUPPLY**

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Bid #12-23MAR20– Managed Print Services – Term and Supply

ADDENDUM # 1 - Issued March 16, 2020

Prospective bidders are hereby notified of the following revisions to Request for Bid 12-23MAR20:

- 1. The **bid submittal deadline** is extended:

FROM: 2:00 P.M. March 23, 2020

CHANGED TO: 2:00 P.M. Central Time April 13, 2020

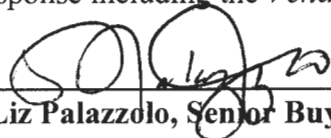
Sealed bids will be accepted until **2:00 P.M. Central Time on Monday, April 13, 2020** in the Boone County Purchasing Office, 613 E. Ash, Room 109, Columbia, MO 65201.

- 2. Paragraph 1.1.3 is **REVISED**:

1.1.3 As Is Equipment Coverage: *Contracted equipment coverage is based on “as is” condition of equipment. The County has provided equipment information in Attachment One.* If the bidder would like to inspect the equipment prior to submission of a sealed bid to perform managed print services, the Bidder can schedule an inspection *however only at the availability of Boone County personnel. Given work scheduling unknowns at this time because of concerns about the spread of the Covid-19 novel virus, the County may not be able to accommodate a tour request. If a tour occurs,* the bidder shall understand and agree that the bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department by contacting Senior Buyer, Liz Palazzolo at 573-886-4392 or lpalazzolo@boonecountymo.org. Any inspection must be scheduled. No inspections will be allowed without the prior approval of the County. ***Inspection may be denied depending on availability and a need to keep office interruptions for the departments involved down to a minimum number.***

This addendum is issued in accordance with the RFB paragraph 1.3.3 and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with bid response including the *Vendor Response and Pricing Pages*.

By:



Liz Palazzolo, Senior Buyer
Boone County Purchasing

The bidder has examined **Addendum #1 to Request for Bid #12-23MAR20 – Managed Print Services – Term and Supply**, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Authorized Signature: _____ Date: _____

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



Boone County Purchasing
613 E. Ash St., Room 109
Columbia, MO 65201

Request for Bid (RFB)

Liz Palazzolo, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
Email: lpalazzolo@boonecountymo.org

Bid Data

Bid Number: **12-23MAR20**
Commodity Title: **Managed Print Services Term & Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Monday, March 23, 2020**
Time: **2:00 P.M.**

Vendors Note: Bids received after this time will not be opened. Late bids may be returned unopened if the vendor requests and at the vendor's expense.

Location / Mail Address: **Boone County Purchasing Department**

**Boone County Annex Building
613 E. Ash St., Room 109
Columbia, MO 65201**

Directions: The Boone County Purchasing Department is located in the Boone County Annex Building across the street from the Armory Sport Center in downtown Columbia off Courthouse square. A wheelchair accessible entrance is available.

Bid Opening

Day / Date: **Monday, March 23, 2020**
Time: **2:00 P.M.**
Location / Address: **Boone County Annex Building Conference Room
613 E. Ash St.
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Scope of Work**
- 3.0: **Bidder's Instructions and Evaluation**
- 4.0: **Vendor's Response and Pricing Pages**
- 5.0:
 - **Certification Regarding Debarment**
 - **Certification Regarding Lobbying**
 - **Work Authorization Certification**
 - **Standard Terms and Conditions**
 - **"No Bid" Response Form**

County of BoonePurchasing Department**1. Introduction and General Conditions of Bidding**

- 1.1. INVITATION:** This document is a Request for Bid for Boone County conducted by the Boone County Purchasing Department. Vendors are invited to respond by sealed bid by the indicated bid submission deadline on page 1 of this document. Bids received will be read shortly after the official bid submission deadline. Vendors responding to this request must comply with all technical specifications and requirements stated herein.
- 1.1.1. The County requests bids for provision of **Managed Print Services** for the Boone County Information Technology Department as further specified in greater detail in Section 2.
- 1.1.2. **History:** The County has contracted with Image Technology of Columbia, Missouri for Managed Print Services under contract 07-29JAN15. For the 2018-2019 contract period, the County spent \$48,576.04 on contract services. For the period April 1, 2019 through February 5, 2020, the County has spent \$37,980.96 on contract services.
- 1.1.3. **As Is Equipment Coverage:** If the bidder would like to inspect the equipment prior to submission of a sealed bid to perform managed print services, the Bidder can schedule an inspection. The bidder shall understand and agree that the bidder will incur the expense for performing such inspections. Arrangement for these inspections must be made through the Boone County Purchasing Department by contacting Senior Buyer, Liz Palazzolo at 573-886-4392 or lpalazzolo@boonecountymo.org. Request for inspection MUST be made prior to 4:00 PM CST on March 18, 2020. Any inspection must be scheduled. No inspections will be allowed without the prior approval of the County. A deadline has been set to allow enough time to schedule a minimum number of interruptions for the departments involved and address any questions or clarifications that may result from said inspections.
- 1.1.4. **Service Locations:** Managed Print Services shall be provided to the County sites described below. Percentages represent the estimated amount of printer fleet housed at each location:
- **Government Center** **38%**
801 E. Walnut, Columbia, MO
 - **Annex Building** **8%**
613 E. Ash St., Columbia, MO
 - **Sheriff Department** **27%**
2121 County Dr., Columbia, MO
 - **Road and Bridge** **3%**
5551 Tom Bass Rd., Columbia, MO
 - **Prosecuting Attorney Child Support Unit** **2%**
605 E. Walnut, Columbia, MO
 - **Courthouse** **16%**
705 E. Walnut, Columbia, MO
 - **Emergency Communications Center** **6%**
2145 County Dr., Columbia, MO

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/Vendor:** These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.

Bidder - Any business entity submitting a response to this RFB. 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 RFB is found by Purchasing to meet the best interests of the County. The contractor is the “successful bidder” who has been selected for award and will enter into a contract for provision of the goods and/or services described in the RFB.

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

- 1.2.3. **Request for Bid (RFB):** This entire document, including attachments, is considered a “Request for Bid.” A Request for Bid (RFB) may be used to solicit various kinds of information. The kind of information this RFB 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/Bid:** The written, sealed document submitted by the bidder/vendor/supplier according to the RFB instructions.

- 1.3. **BID CLARIFICATION:** Questions regarding this RFB should be directed in writing, preferably by e-mail, to the identified Buyer in the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the RFB or its Amendments are binding, but any oral communications between the County and Bidder are not binding.

- 1.3.1. **Bid/Clarification Contact:** Liz Palazzolo, Senior Buyer, Boone County Purchasing, 613 E. Ash, Room 109, Columbia, MO 65202. Telephone: (573) 886-4392; Fax: (573) 886-4390; E-mail: lpalazzolo@boonecountymo.org.

- 1.3.2. **Bidder Responsibility:** The bidder is expected to be thoroughly familiar with all specifications and requirements of this RFB. The bidder’s failure or omission to examine any relevant form, article, site or document will not relieve the bidder from any obligation regarding this RFB. By submitting a response/bid, the bidder is presumed to concur with all terms, conditions and specifications of this RFB.

- 1.3.3. **Bid Addendum:** If it becomes evident that this RFB must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective bidders. If necessary, a new due date will be established.

- 1.4. **AWARD:** Award will be made to the bidder(s) whose bid(s) provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost (as applicable), ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. That is, the award will not be determined by price alone. The County will be seeking the least costly outcome that meets the County's needs as interpreted by the County.
- 1.4.1. The County prefers to award all items to one vendor, but the County reserves the right to group items and award to a few vendors, or to award on an item-by-item basis and to award to multiple vendors. The award choice will be made by the County as determined to be in the County's best interests.
- 1.4.2. The County of Boone reserves the right to accept or reject any and all bids in the best interest of the County. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.
- 1.5. **CONTRACT EXECUTION:** This RFB and the Vendor's Response will be made part of any resulting contract and will be incorporated in the contract as set forth, verbatim.
- 1.5.1. **Precedence:** In the event of any contradiction or conflict between the provisions of the documents comprising the contract, the following order of precedence shall apply:
- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the RFB, including any addenda;
 - 3) the provisions of the Vendor's Response, including any clarification.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS:** The bidder shall hereby agree to be bound by the County's standard "boilerplate" Terms and Conditions for contracts as attached hereto.

2. SCOPE OF WORK

- 2.1. **GENERAL REQUIREMENTS:** The contractor shall provide **Managed Print Services** which shall be defined as turn-key services that include but shall not be necessarily limited to the following tasks: furnishing printer toner, providing break-fix repair services, providing failed device replacement, providing inventory control and print management consulting, providing monitoring and tracking software with support, and an electronic toner request system as further specified herein.
- 2.1.1. All managed print services shall be provided to the County at the quoted firm, fixed per copy price quoted on the Vendor Response and Pricing Pages. The contractor shall provide Managed Print Services to multiple County departments at various County locations in Columbia, Missouri to include the Government Center located at 801 E. Walnut Street, the Boone County Annex Building located at 613 E. Ash Street, the Sheriff's Department Administration Building located at 2121 County Road, the Road and Bridge Building located at 5551 Tom Bass Road, the Prosecuting Attorney's Office located at 605 E. Walnut, the Boone County Courthouse located at 705 E. Walnut, and the Boone County Joint Communications Center located at 2145 County Drive.
- 2.1.2. The contractor shall be responsible for all costs associated with acquisition, shipment and delivery of toner, repair parts, replacement and loaner hardware necessary to perform managed print services.
- 2.2. **DESIGNEE:** The contractor shall coordinate all services with the Boone County Information Technology (IT) Department located at 801 E. Walnut, Room 220, Columbia, MO 65201.
- 2.3. **SUBCONTRACTORS:** Subcontracted technician service shall not be allowed. Regarding all other contract tasks, any use by the contractor of any subcontractors to perform work must be bound by all the same terms and performance requirements of the contract to include the subcontractor's being subject to County IT reviews. The contractor shall be fully responsible for all actions of its subcontractors and agrees to inform the County whenever subcontractors are providing service. The contractor must promptly notify the County IT Department regarding any change to subcontractors. Any subcontractor shall receive the prior approval of the County IT Department prior to assignment to perform contract tasks.
- 2.4. **EXISTING EQUIPMENT:** The contractor's services shall support the County's use of existing equipment, with an understanding that the County will select a replacement device by make and models when a current device needs to be taken out of service. Kyocera devices/printers are the current make when replacing devices. Contract services shall focus on managed print service for the County's existing printers and multi-function devices. The contractor shall not require the purchase of new hardware to implement managed print services.
- 2.5. **MULIPLE BRANDS:** The contractor must be able to fully service and support multiple printer and multi-function device brands (e.g., Kyocera, HP, Lexmark, IBM, etc.), including but not limited to the County's currently deployed hardware.

2.6. **SERVICE RESPONSE SCHEDULE:** All managed print service provided must be provided 8:00 A.M. to 5:00 P.M. Mondays through Fridays. The contractor must coordinate and update all work requests through **only** the County Information Technology Helpdesk. The contractor's work shall not be considered authorized if coordinated with any other County Department or individual. All on-site work must be coordinated with Boone County IT staff.

2.7. **SINGLE POINT OF CONTACT:** The contractor shall designate a single point of contact for the County IT Department to serve as the primary person to receive communications, order service, and partner with the County regarding the performance of all contract tasks. The Single Point of Contact is distinct from the Service Desk Primary Contact (see paragraph 2.16.4 herein).

2.8. **MANAGED PRINT SERVICES PERFORMED BY THE CONTRACTOR SHALL SERVE THE FOLLOWING GOALS:**

2.8.1. To combine service and supply costs into a "cost per page" model.

2.8.2. To consolidate toner purchasing to realize cost savings and provide a timely supply stream with the next toner stocked in a County facility to be installed.

2.8.3. To outsource printer maintenance to create a single point of contact for break fix service and maximize device up-time.

2.8.4. To simplify management of service, supplies, ordering, receiving and payment processing. Managed Print Services shall be provided to Boone County Government's rolling stock of printers and multi-function printing devices that are distributed across 20+ different departments and 7+ locations within Boone County, most of which are in the city limits of Columbia.

2.9. **BOONE COUNTY ESTIMATED PRINTER FLEET:** Attachment One which is incorporated into the contract by reference contains a recent inventory of printers and multi-function printing with the estimated total annual meter counts for the County's current inventory of in-scope devices. It was derived from monitoring software reports for networked reporting devices.

2.9.1. The County reserves the right to increase or decrease equipment listed in Attachment One throughout the duration of the contract.

2.9.2. Additional equipment shall be covered by the contractor upon receipt of written notification from the County. The contractor must honor contract pricing for additional items that are like or equal to other equipment identified in Attachment One. If additional pricing is provided, this information must be submitted to the Information Technology Department prior to the first billing.

2.9.3. The County will provide 30 days written notice to the contractor for the deletion of any equipment.

2.10. AS IS EQUIPMENT:

- 2.10.1. All service contract pricing will be for the equipment **AS IS**. The contractor shall be responsible for inspecting equipment pursuant to requirements stated herein. Failure to inspect equipment shall not relieve the contractor of any responsibilities defined herein for performing managed print services.
- 2.10.2. Not all printers are on the County network. Below is a list of printers that are not on the network showing Tag# and Department:

| | |
|-------|----------------------|
| 10283 | Resource Management |
| 13085 | County Assessor |
| 16625 | County Clerk |
| 17745 | County Collector |
| 17779 | County Collector |
| 18033 | County Collector |
| 19799 | County Collector |
| 18901 | Public Administrator |
| 11967 | IT |

- 2.11. DELIVERY:** All deliveries must be “inside” delivery with no assistance from County personnel. Dock level deliveries will not be accepted. The County can only accept street level deliveries. Rejected material will be returned to the vendor at the vendor’s expense.
- 2.11.1. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

2.12. DISPOSAL/RECYCLING REQUIREMENTS:

- 2.12.1 The contractor shall recycle used toner and cartridges in an environmentally safe fashion and provide documentation of these procedures if requested.
- 2.12.2 The County will recycle and dispose of end of life devices.

2.13. ASSET INVENTORY LIST:

- 2.13.1. Within thirty (30) calendar days of award of the contract, the contractor shall submit a comprehensive initial asset inventory of all in-scope devices. Initial toner inventory shall include at least two (2) toner cartridges for each model. The initial inventory and any future revisions shall be submitted to the County IT Department electronically.

2.14. MONITORING AND TRACKING SOFTWARE REQUIRED:

- 2.14.1. As part of managed print services, the contractor shall supply comprehensive **Monitoring and Tracking Software** for the County to install on a centralized server that will provide IT personnel with daily and aggregate inventory statistics on each in-scope device pertaining to but not limited to:
- a. County defined unit name, device type, make, model, description, location, IP

address, Serial#, MAC address;

- b. Supply levels;
 - c. Meter reports of prints; color, B&W page output counts, both static and for any user specified period of at least 12 rolling months. This information must be able to be exported in a format used by MS Excel;
 - d. Toner page coverage statistics (where reported by device).
- 2.14.2. The contractor shall advise County IT on creation of secure access to its monitoring and tracking software for authorized County IT personnel to flexibly query the database remotely.
- 2.14.3. The Monitoring and Tracking Software must include search filters, screen display formatting and output capability for CSV or Excel format.
- 2.14.4. The contractor shall set permissions for County IT personnel in the monitoring software to be able to update printer profile data and to set polling intervals.
- 2.14.5. The contractor shall provide documentation and/or training to County IT staff in operating and managing the **Monitoring and Tracking Software**.
- 2.14.6. The contractor must provide 24/7/365 user access to the **Monitoring and Tracking Software**.
- 2.14.7. **The Monitoring and Tracking Software** must have at least 99% uptime.
- 2.14.8. The contractor shall not disclose any monitoring or tracking data to any 3rd party.

2.15. TONER CARTRIDGE AND TONER CARTRIDGE REQUEST SYSTEM REQUIREMENTS:

- 2.15.1. The contractor shall provide **toner cartridges** for every in-scope device subject to the following toner cartridge stipulation:
- a. The contractor shall only provide OEM toner cartridges for Kyocera devices. For all other manufacturer devices, the contractor may provide non-OEM toner cartridges, but in the event print quality is degraded/fails on any device for which non-OEM toner is provided, then the contractor must provide OEM toner cartridges for that device at no additional cost to the County.
- 2.15.2. The contractor shall provide at least one (1) toner cartridge for the County to stock on premises for any printer model in service.
- 2.15.3. For any printer model for which the County has four (4) or more models deployed, the contractor shall provide at least three (3) toner cartridges for the County to stock on premises.
- 2.15.4. The contractor shall supply replacement toner cartridges to County stock when monitoring software indicates a device is low to prevent toner outages.

- 2.15.5. The contractor shall understand and agree that County IT staff will install toner cartridges in each device.
- 2.15.6. The contractor shall maintain an **electronic toner request system** that select County IT personnel can use as an alternative to the monitoring software that flags low toner conditions. Requests will also be made for non-networked in-scope devices.
- 2.15.7. The contractor shall understand and agree that all deployed toner supplies are considered property of Boone County until recycled.

2.16. BREAK-FIX REPAIR SERVICE:

- 2.16.1. The contractor shall provide **primary break-fix service** for in-scope devices.
- 2.16.2. The contractor shall provide service for both warranty and out-of-warranty in-scope devices.
- 2.16.3. Break-fix service shall include but not necessarily be limited to repair, replacement and maintenance of parts, preventative maintenance, and assurance of high-quality output. Service shall also include firmware and software updates and any custom print drivers for in-scope devices.
- 2.16.4. Service Desk Primary Contact: The contractor must provide a single, primary point of contact with name, phone number and email address to place calls to their Service Desk.
- 2.16.5. The contractor's primary contact for the contractor's Service Desk must be accessible between 8:00 A.M. through 5:00 P.M. Mondays through Fridays for the duration of the contract period include renewal options.
- 2.16.6. Dispatch Time Requirements: The contractor shall start the dispatch process of service technicians when notified by County IT personnel.
- 2.16.7. The contractor must deploy technicians competent to service in-scope devices.
- 2.16.8. Two (2) Hour Response: The contractor must respond within two (2) hours of notification via phone or on site. An e-mail response shall not be considered as sufficient to meet this response requirement.
- 2.16.9. Service Response: The contractor must service devices within four (4) businesses hours and must ensure minimal disruption to the County Offices' activities.
- 2.16.10. Success Rate: Repairs must be completed within 24 hours in 90% of the service calls.

2.17. PRINT QUALITY:

- 2.17.1. Minimum print output quality will be judged as follows:
 - a. No extraneous toner marks
 - b. No double printing, banding or "ghosting"
 - c. Print aligned with the paper

- d. Text and images sharp and without blurry edges
- e. Text toner consistently and adequately distributed throughout the page
- f. Graphics uniformly represented
- g. Color (where used) is true to source material, aligned with B&W print and without inter-color bleeding
- h. Intact paper output (no creases or malformations)

2.18. LOANERS REQUIRED:

- 2.18.1. The contractor must provide comparable loaner hardware to temporarily replace any unit that cannot be restored to service on site within 24 hours at no additional cost to the County.

2.19. PROGRAM REVIEWS REQUIRED:

- 2.19.1. The contractor must provide **initial and semi-annual program reviews**. The contractor must advise the County regarding deployment optimizations, cost saving measures, replacement timetables, new technologies and utilization efficiencies, or otherwise as requested by the County. The contractor shall understand and agree that the County is under no obligation to implement any review conclusions or advice.

2.20. REPORTS REQUIREMENTS:

- 2.20.1. The contractor must provide the County IT Department with **timely and detailed written reports of activities** including but not limited to toner deployment, service calls and resolutions, device malfunctions and status changes, device loans and recycling if requested. Reports may be submitted electronically.
- 2.20.2. Documentation of all repairs shall be kept by the contractor and shall indicate date and times of service calls and identify equipment repaired or replaced. The contractor must also provide documentation for review upon request by the department.

2.21. BILLING AND PAYMENT:

- 2.21.1. Payment will be made within thirty (30) calendar days from receipt of a correct itemized invoice. All pricing shall conform to pricing quoted on the Vendor Response and Pricing Pages. Pricing shall be firm and fixed for the specific contract period.
- 2.21.2. The contractor must provide a **detailed invoice on a monthly basis**. Each monthly invoice must be sent to the County IT Department and include the following information: County defined unit name, Serial #, Make/Model, Device Type, number of prints per device. An electronic copy (.csv or .xls) of the billing and usage data must be provided with the invoice as part of the monthly billing process.

2.22. WARRANTY:

- 2.22.1. The contractor shall provide the standard manufacturer's warranty on all parts and equipment provided. During the warranty period, the contractor shall provide any replacement parts and repair service at no additional cost to the County. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County.

2.23. CONTRACT DOCUMENTS:

2.23.1. The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) calendar days of the notice of award/contract forms provided by the County. If the bidder desires to contract under the bidder's written agreement, any such proposed agreement must be submitted in blank with the bid for the County's consideration as part of the evaluation of bids; in the absence of such submission with the bidder's response, the County's forms shall be used. The 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 the County's RFB or are unacceptable to County legal counsel.

2.24. CONTRACT PERIOD:

2.24.1. The contract period shall be from **the Date of Award through One (1) Year**. The contract may be renewed at the sole option of the County for an additional **four (4)** one-year periods, or any portion thereof. The County reserves the right to terminate the contract at any time, for the convenience of the County, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the County pursuant to the contract prior to the effective date of termination.

2.25. PRICING:

2.25.1. Contract pricing shall be considered firm, fixed 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 Pages 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.

2.25.2. The contractor's pricing shall cover and include the cost of providing print managed services including all parts, labor and mileage to any County office.

- 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 and Pricing 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.
- d. Pricing shall be FOB Destination, Freight Prepaid and Allowed.

2.25.3. **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 end-date of the last renewal period, if it is deemed to be in the best interest of Boone County.

2.26. ESTIMATED QUANTITIES:

2.26.1. The quantities indicated in this Request for Bid are estimates that pertain to the total aggregate quantities that may be ordered throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. The County makes no guarantees about single order quantities or total aggregate order quantities.

2.27. INSURANCE REQUIREMENTS: The contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, 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.

2.27.1. **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 their 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.

2.27.2. **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 them 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.

- a. The 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

- 2.27.3. **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.
- 2.27.4. **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 Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.27.5. **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, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.28. **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.
- 2.29. **NON-APPROPRIATION 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. **BIDDER'S INSTRUCTIONS AND EVALUATION**

- 3.1. **RESPONSE CONTENT:** It is the bidder's responsibility to submit a bid response that strictly conforms to the requirements stated in the RFB. Failure to adhere to all requirements may result in the bidder's response being disqualified as non-responsive. All bid responses must be submitted using the provided Vendor Response and Pricing Pages provided herein. Every question on the Vendor Response and Pricing Pages should be answered by the bidder, and if not applicable, the bidder should indicate "N/A."
- 3.2. **SUBMITTAL OF RESPONSES:** Responses MUST be received by the date and time noted on the title page under "Bid Submission Address and Deadline." NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- a. **Submittal Package:** Submit, to the location specified on the title page, **three (3) complete copies** of the bid response in a single sealed envelope, clearly marked on the outside with the bidder's company name and return address, the County RFB number, due date and time.
- a. **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on the County's web page at www.showmeboone.com, under the **Purchasing** menu.
- 3.3. **BID OPENING:** On the date and time and at the location specified on the title page under "Bid Opening," all bids will be opened in public. Brief summary information from each response will be read aloud.
- 3.4. **REMOVAL FROM VENDOR DATABASE:** If any prospective bidder currently in the County's Vendor Database to whom the RFB was sent elects not to submit a bid and fails to reply in writing stating reasons for not bidding, that bidder's name may be removed from the County's Purchasing 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.
- 3.5. **RESPONSE CLARIFICATION:** The County reserves the right to request additional written or oral information from bidders in order to obtain clarification of their Responses.
- 3.5.1. **Rejection or Correction of Responses:** The County reserves the right to reject any or all bids. Minor irregularities or informalities in any bid which are immaterial or inconsequential in nature and are neither affected by law nor at substantial variance with RFB conditions, may be waived at the County's discretion whenever it is determined to be in the County's best interest.
- 3.6. **BIDDER QUALIFICATION:** The bidder to qualify for consideration must demonstrate that the bidder has least five (5) years' experience providing such services. The bidder should submit at least five (5) references of contracts similar to this size on the Vendor Response and Pricing Pages of this RFB.
- 3.7. **EVALUATION PROCESS:** The County's sole purpose in the evaluation process is to

determine from among the bid responses received which one is best suited to meet the County's needs at the lowest possible cost. The County's choice of a contractor(s) does not imply that one bidder is superior to another, but simply that in the County's judgment the vendor(s) selected appears to offer the best overall solution for the County's current and anticipated needs at the lowest possible cost. See also paragraph 1.4 regarding "Award" herein.

- 3.7.1. **Method of Evaluation:** The County will evaluate submitted bid responses for responsiveness to requirements of the RFB, and in terms of cost to the County as well as other factors stated in the RFB.
- a. The cost evaluation shall be conducted by multiplying the quoted price per item by the respective estimated volume for that line item. The subtotals from all extended line item prices shall be added together to develop a total price for the contract period. The cost evaluation shall consider pricing totals for the original contract period plus the renewal contract periods; a grand total will be developed adding together the totals for all contract periods. The cost evaluation shall include all mandatory requirements. However, the County reserves the right to evaluate optional items, if deemed necessary.
- 3.7.2. **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for the County's use.
- 3.7.3. **Right to Reject, Waive Informalities, and/or Clarify Bids:** Boone County reserves the right to reject all bids, to waive informalities in bids, and to request clarification of bidders regarding their bid response.
- 3.8. **VALIDITY OF BID AND PRICING:** The bidder's response including pricing must remain valid for ninety (90) calendar days or until award, whichever comes first. If the bid response is accepted, the entire bid response including all pricing shall be held firm for the duration of the indicated contract period.
- 3.9. **SOVEREIGN IMMUNITY:** The County of Boone, due to its status as a public entity in the State of Missouri and its entitlement to sovereign immunity, is unable to accept contract provisions which require the County to indemnify another party (RSMo §537.600). Any indemnity language in proposed terms and conditions will be modified to conform to language that the County is able to accept.
- 3.10. **DESCRIPTION OF PRODUCTS BEING BID TO COUNTY:** The vendor may submit preprinted marketing materials with the bid. However, the vendor is advised that such brochures normally do not address the needs of the evaluators with respect to the technical evaluation process and the specific responses which have been requested of the vendor. The vendor is strongly discouraged from relying on such materials in presenting products and services for consideration by the County.
- 3.10.1. It is the vendor's responsibility to provide detailed information about how the item bid meets the specifications presented herein. If preprinted marketing materials do not specifically address each specification, the vendor should provide detailed information to assure that the product meets the County's mandatory requirements. In the event this information is not submitted with the bid, the buyer may, but is not required to, seek written clarification from the vendor to provide assurance that the product bid meets specifications.



4. Vendor's Response and Pricing Pages

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

In compliance with this Request for Bid and subject to all the conditions thereof, the bidder 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/bidder's company in a contract with the County.)

-
- 4.1. Company Name: _____
 - 4.2. Address: _____
 - 4.3. City/Zip: _____
 - 4.4. Phone Number: _____
 - 4.5. Fax Number: _____
 - 4.6. Contact Name and E-Mail Address to receive documents for electronic signature: _____
 - 4.7. Federal Tax ID: _____

4.7.1. 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. 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.

Authorized Representative (Sign By Hand):

Type or Print Signed Name:

4.8. Today's Date: _____

Cooperative Procurement: Will the bidder honor the submitted prices and terms for purchase by other entities in Boone County, Missouri that participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

NOTE: The bidder 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.

4.9. **PRICING:**

The bidder must bid all items. Specifications shown identify minimum characteristics that the products bid shall meet. All pricing shall be firm and fixed. Pricing shall be quoted **FOB Destination Freight Prepaid and Allowed** (all freight, transportation and insurance costs shall be included in the quoted price to the County).

The bidder must quote a firm, fixed price per page that includes the cost of providing all Managed Print Services as defined herein to include all costs for toner including an electronic toner request system, break-fix services, parts and supplies required for each device, contractor management and analysis services, Monitoring and Tracking software with support, loaner units, recycling and disposal services, acquisition and delivery of parts, supplies and toner; service personnel transportation and required documentation and training during the contract term. No other costs will be paid by the County.

The bidder shall understand that the estimated monthly usage represents a good faith estimate of past usage and that the number of prints over the contract year may vary from this amount, affecting the amount paid by the County. The County does not guarantee a minimum volume under a prospective contract. Devices may be added/removed to the current inventory and thus must be covered under the contract as requested and determined by the County IT Department.

Please indicate the firm, fixed price per page and extended totals below for Black & White and Color pages:

| 4.10. | Initial Contract Period | Estimated Monthly Usage (#prints/pages) | Cost Per Page | Extended (Monthly) Cost |
|---------|-------------------------|---|---------------|-------------------------|
| 4.10.1. | Black & White Prints | 150,000 | \$ _____ | \$ _____ |

| | | | | |
|---------|--|-------|----------|----------|
| 4.10.2. | Color Prints | 6,000 | \$ _____ | \$ _____ |
| | Total Monthly Commitment: 156,000 | | | |
| 4.10.3. | Black & White Prints over monthly commitment | | \$ _____ | \$ _____ |
| 4.10.4. | Color Prints over monthly commitment | | \$ _____ | \$ _____ |

4.11. First Renewal Option

| | | | | |
|---------|--|---------|----------|----------|
| 4.11.1. | Black & White Prints | 150,000 | \$ _____ | \$ _____ |
| 4.11.2. | Color Prints | 6,000 | \$ _____ | \$ _____ |
| | Total Monthly Commitment: 156,000 | | | |
| 4.11.3. | Black & White Prints over monthly commitment | | \$ _____ | \$ _____ |
| 4.11.4. | Color Prints over monthly commitment | | \$ _____ | \$ _____ |

4.12. Second Renewal Option

| | | | | |
|---------|--|---------|----------|----------|
| 4.12.1. | Black & White Prints | 150,000 | \$ _____ | \$ _____ |
| 4.12.2. | Color Prints | 6,000 | \$ _____ | \$ _____ |
| | Total Monthly Commitment: 156,000 | | | |
| 4.12.3. | Black & White Prints over monthly commitment | | \$ _____ | \$ _____ |
| 4.12.4. | Color Prints over monthly usage commitment | | \$ _____ | \$ _____ |

4.13. Third Renewal Option

| | | | | |
|---------|--|---------|----------|----------|
| 4.13.1. | Black & White Prints | 150,000 | \$ _____ | \$ _____ |
| 4.13.2. | Color Prints | 6,000 | \$ _____ | \$ _____ |
| | Total Monthly Commitment: 156,000 | | | |
| 4.13.3. | Black & White Prints over monthly commitment | | \$ _____ | \$ _____ |
| 4.13.4. | Color Prints over monthly commitment | | \$ _____ | \$ _____ |

4.14. Fourth Renewal Option

| | | | | |
|---------|--|---------|----------|----------|
| 4.14.1. | Black & White Prints | 150,000 | \$ _____ | \$ _____ |
| 4.14.2. | Color Prints | 6,000 | \$ _____ | \$ _____ |
| | Total Monthly Commitment: 156,000 | | | |
| 4.14.3. | Black & White Prints over monthly commitment | | \$ _____ | \$ _____ |
| 4.14.4. | Color Prints over monthly commitment | | \$ _____ | \$ _____ |

4.15. **Delivery:** The desired delivery is 30 calendar days after the receipt of a properly executed order. If vendor's delivery is different, the vendor should state delivery in days after receipt of order: _____ calendar days ARO.

4.16. **Warranty:**

The vendor should state the warranty period which shall cover parts and labor. The warranty shall commence upon delivery and acceptance of the equipment/supplies by the County.

Warranty on Parts: _____

Warranty on Labor: _____

4.17. **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 Managed Print Services to public entities similar to the Boone County, or to other governmental or private entities:

4.18. **Printer Brands the Bidder Covers:** Multiple printer brands are required for coverage of managed print services (see paragraph 2.5 herein). The vendor should check below by the identified printer brand to confirm coverage for managed print service:

Kyocera: HP: Lexmark: IBM:

Other: Identify Other Brands Covered:

4.19. **Five Years' In Successful Managed Print Business To Qualify:** The vendor should check below "Yes" or "No" if the vendor has at least five (5) years successful business history in provision of managed print services:

Yes:

No:

4.20. **Single Point of Contact:**

Describe below the vendor's single point of contact for the County:

Name: _____

Phone: _____

E-Mail: _____

Hours of Availability: _____

4.21. Vendor's References:

Provide at least five (5) references for whom the vendor has performed managed print services for in the past twelve (12) months. Also identify the brands of equipment services, e.g., Kyocera, HP, Lexmark, etc.:

• **Reference 1**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

=====

• **Reference 2**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

=====

• **Reference 3**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

=====

• **Reference 4**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

=====

• **Reference 5**

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished and Brands of Equipment Serviced:

Availability of Reference: _____

4.22. Subcontracted Work: The bidder should address whether any work will be subcontracted or not. Subcontracted service technicians shall not be allowed. If any other work will be subcontracted, then the bidder should identify what work will be subcontracted, also identifying the name of the subcontracted firm(s) and their location:

Subcontractor(s) will be used: (Circle) Yes or No

If "Yes" is circled, describe details about subcontractors below:

4.23. Describe any deviations from bid specifications (Vendors Note: Any deviation from any mandatory specification may render the bid nonresponsive and incapable for award.):

End of Vendor Response and Pricing Pages – Other Forms Follow – Please Continue

(Please complete and return with Bid 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, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies that it and its principles:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause of default; and
- (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

(Please complete and return with Bid Response)

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

Boone County Purchasing



Liz Palazzolo, Senior Buyer
613 E. Ash St., Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

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, choose one of the three options that applies. 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.

Option

- ____ 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 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)

(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:

ATTACHMENT ONE: BOONE COUNTY ESTIMATED FLEET OF EQUIPMENT

| Tag # | Serial # | Make | Model | Meter Type | Location |
|-------|---------------|---------|-----------|-------------|----------------|
| 22198 | VM37503955 | Kyocera | P3045DN | B/W | 911/EM - IT |
| 21360 | LQA6941734 | Kyocera | FS-2100DN | B/W | 911/Joint Comm |
| 21362 | LQA6941730 | Kyocera | FS-2100DN | B/W | 911/Joint Comm |
| 21356 | LSM6926140 | Kyocera | M3550IDN | B/W | 911/Joint Comm |
| 21357 | LSM6926194 | Kyocera | M3550IDN | B/W | 911/Joint Comm |
| 21358 | LSM6926193 | Kyocera | M3550IDN | B/W | 911/Joint Comm |
| 21359 | LSM6926192 | Kyocera | M3550IDN | B/W | 911/Joint Comm |
| 21837 | VM37101886 | Kyocera | P3045DN | B/W | 911/Joint Comm |
| 23066 | VM38620786 | Kyocera | P3045DN | B/W | 911/Joint Comm |
| 13085 | USBG0806455 | HP | 2200 | B/W | Assessor |
| 22254 | NU42800920 | Kyocera | FS-4200DN | B/W | Assessor |
| 13631 | 99042LB | Lexmark | T520 | B/W | Assessor |
| 12694 | USGV084407 | HP | 2100 | B/W | Auditor |
| 16938 | 9820N78 | Lexmark | C543DN | Color & B/W | Auditor |
| 17973 | 72N6YF6 | Lexmark | E360DN | B/W | Auditor |
| 22211 | LPD4104661 | Kyocera | FS-4200DN | B/W | Auditor |
| 18582 | 451431LMOHTR5 | Lexmark | MS410DN | B/W | Auditor |
| 23476 | VM38722334 | Kyocera | P3045DN | B/W | Auditor |
| 18592 | 451420LM04WDO | Lexmark | MS410DN | B/W | Child Support |
| 19410 | 451444HH1N5DZ | Lexmark | MS510DN | B/W | Child Support |
| 19411 | 451444HH1N5FO | Lexmark | MS510DN | B/W | Child Support |
| 16689 | 792V2NZ | Lexmark | T640 | B/W | Child Support |
| 12700 | USGV086418 | HP | 2100 | B/W | Clerk |
| 12701 | USGV084371 | HP | 2100 | B/W | Clerk |
| 13087 | USBGB06460 | HP | 2200DN | B/W | Clerk |
| 13088 | USBGD06880 | HP | 2200DN | B/W | Clerk |
| 13092 | USBGC05968 | HP | 2200DN | B/W | Clerk |
| 11965 | USBC042128 | HP | 4050 | B/W | Clerk |
| 18014 | 72N7Z70 | Lexmark | E360DN | B/W | Clerk |
| 18015 | 72N7Z7F | Lexmark | E360DN | B/W | Clerk |
| 18018 | 72N7Z7L | Lexmark | E360DN | B/W | Clerk |
| 16625 | JPDF006280 | HP | P4014DN | B/W | Clerk |
| 23854 | RCB9602764 | Kyocera | P6230CDN | Color & B/W | Clerk |
| 15582 | 79299LD | Lexmark | T430 | B/W | Clerk |
| 15583 | 79299LP | Lexmark | T430 | B/W | Clerk |
| 17745 | 72MZ28B | Lexmark | E360DN | B/W | Collector |
| 17779 | 72N15RN | Lexmark | E360DN | B/W | Collector |
| 18033 | 72MXPV3 | Lexmark | E360DN | B/W | Collector |
| 22459 | Q652640013 | Kyocera | FS1370DN | B/W | Collector |
| 19799 | LQA5827960 | Kyocera | FS-2100DN | B/W | Collector |
| 19801 | LQA5827932 | Kyocera | FS-2100DN | B/W | Collector |

| | | | | | |
|-------|---------------|---------|-----------|-------------|------------------------------|
| 19802 | LQA5827916 | Kyocera | FS-2100DN | B/W | Collector |
| 19803 | LQA5827917 | Kyocera | FS-2100DN | B/W | Collector |
| 22567 | Q552905970 | Kyocera | FSC5250DN | Color & B/W | Collector |
| 18659 | 451431HHOK1T2 | Lexmark | ST9720 | B/W | Collector |
| 16349 | 791V6C6 | Lexmark | T640 | B/W | Collector |
| 18023 | 72N93Z3 | Lexmark | E360DN | B/W | Counselor |
| 19798 | LQA5827954 | Kyocera | FS-2100DN | B/W | Counselor |
| 18430 | 451430LM06LTC | Lexmark | MS410DN | B/W | Counselor |
| 10283 | USFB220402 | HP | 4P | B/W | Design & Construction |
| 13822 | 9904WXX | Lexmark | T520 | B/W | Design & Construction |
| 21361 | LQA6941736 | Kyocera | FS-2100DN | B/W | Emergency Mgmt Operations |
| 22197 | VM37504017 | Kyocera | P3045DN | B/W | Emergency Mgmt Operations |
| 14903 | CNFL039293 | HP | 1012 | B/W | Facilities Maintenance |
| 13082 | USBRC01117 | HP | 2200DN | B/W | Facilities Maintenance |
| 19834 | LQA5930095 | Kyocera | FS-2100DN | B/W | Facilities Maintenance |
| 20544 | LQA6739438 | Kyocera | FS-2100DN | B/W | Facilities Maintenance |
| 15120 | 79245XF | Lexmark | T430 | B/W | Facilities Maintenance |
| 11964 | USBC042132 | HP | 4050 | B/W | Human Resources |
| 19973 | LQA5933081 | Kyocera | FS-2100DN | B/W | Human Resources |
| 18792 | 451432LM0Y8R5 | Lexmark | MS410DN | B/W | Human Resources |
| 18459 | 701531LM01V18 | Lexmark | MX310DN | B/W | Human Resources |
| 16724 | 792R0RP | Lexmark | T640 | B/W | Human Resources |
| 12696 | USGV084397 | HP | 2100M | B/W | IT |
| 19128 | USGV037161 | HP | 2100M | B/W | IT |
| 11967 | USBC042069 | HP | 4050 | B/W | IT |
| 16342 | JPSC78J0B0 | HP | 5550 | Color & B/W | IT |
| 16931 | 9812DBB | Lexmark | C544DN | Color & B/W | IT |
| 21484 | LQP6X17063 | Kyocera | FS4100DN | B/W | IT |
| 19797 | LPD5631885 | Kyocera | FS-4200DN | B/W | IT |
| 19976 | LQA5828492 | Kyocera | FS-2100DN | B/W | Mail Services |
| 17135 | 9813PDK | Lexmark | C543DN | Color & B/W | Planning & Zoning |
| 20222 | LPD5634526 | Kyocera | FS-4200DN | B/W | Planning & Zoning |
| 18529 | 451431LM08Z5B | Lexmark | MS410DN | B/W | Planning & Zoning |
| 15039 | 7922CHD | Lexmark | T430 | B/W | Planning & Zoning |
| 18223 | 50272694500MN | Lexmark | CS410N | Color & B/W | Prosecuting Attorney |
| 19794 | LQA5827915 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 19800 | LQA5827925 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 19974 | LQA5930827 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 19975 | LQA5933087 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 20146 | LQA6436246 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 20710 | LQA6941253 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 20711 | LQA6941251 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 20712 | LQA6941256 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |

| | | | | | |
|-------|---------------|---------|-----------|-------------|--------------------------------|
| 20716 | LQA6941264 | Kyocera | FS-2100DN | B/W | Prosecuting Attorney |
| 18214 | 451420LM03KYL | Lexmark | MS410DN | B/W | Prosecuting Attorney |
| 19364 | 451444HH1CK51 | Lexmark | MS510DN | B/W | Prosecuting Attorney |
| 19365 | 451444HH1CK5K | Lexmark | MS510DN | B/W | Prosecuting Attorney |
| 23393 | VM38823771 | Kyocera | P3045DN | B/W | Prosecuting Attorney |
| 20144 | V5Q6402966 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 20469 | V5Q6403142 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 20470 | V5Q6403116 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 20471 | V5Q6503322 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 20545 | V5Q5500526 | Kyocera | P6130CDN | Color & B/W | Prosecuting Attorney |
| 17453 | 7927Z2B | Lexmark | T430 | B/W | Prosecuting Attorney |
| 13628 | 9905F2P | Lexmark | T520 | B/W | Prosecuting Attorney |
| 14190 | 9916T7C | Lexmark | T630 | B/W | Prosecuting Attorney |
| 14192 | 9916T7N | Lexmark | T630 | B/W | Prosecuting Attorney |
| 20120 | XVK1631635 | Kyocera | FS4020DN | B/W | Public Administrator |
| 20087 | Q552Y06190 | Kyocera | FSC5250DN | Color & B/W | Public Administrator |
| 20460 | CNDCJ6708N | HP | M604DN | B/W | Public Administrator |
| 18901 | 451432LM106BB | Lexmark | MS410DN | B/W | Public Administrator |
| 23088 | VM38924504 | Kyocera | P3045DN | B/W | Public Administrator |
| 20088 | QVQ2506958 | Kyocera | FSC5350DN | Color & B/W | Purchasing |
| 18496 | 451431LM092FZ | Lexmark | MS410DN | B/W | Purchasing |
| 18900 | 451432LM106B4 | Lexmark | MS410DN | B/W | Purchasing |
| 17016 | 7929XMN | Lexmark | T430 | B/W | Purchasing |
| 12710 | USQL059059 | HP | 4050 | B/W | Recorder |
| 18968 | 9441C3B | Lexmark | C734N | Color & B/W | Recorder |
| 18166 | 72N96B6 | Lexmark | E360DN | B/W | Recorder |
| 21483 | LQP6X17399 | Kyocera | FS4100DN | B/W | Recorder |
| 15957 | 7927Z62 | Lexmark | T430 | B/W | Recorder |
| 13630 | 99042LF | Lexmark | T520 | B/W | Recorder |
| 16983 | 7932WH7 | Lexmark | T650DN | B/W | Recorder |
| 17003 | 7938H24 | Lexmark | T650DN | B/W | Recorder |
| 14323 | USDNL20314 | HP | 4200 | B/W | Road & Bridge |
| 20044 | LQA5Y35359 | Kyocera | FS-2100DN | B/W | Road & Bridge |
| 22907 | VM38118883 | Kyocera | P3045DN | B/W | Road & Bridge |
| 15579 | 79299LH | Lexmark | T430 | B/W | Road & Bridge |
| 16725 | 792R0RR | Lexmark | T640 | B/W | Road & Bridge |
| 22690 | VCJ8316668 | Kyocera | M2540DW | B/W | Road & Bridge - North Facility |
| 12698 | USGV086415 | HP | 2100 | B/W | Sheriff |
| 12704 | USGV084372 | HP | 2100 | B/W | Sheriff |
| 18131 | 72BFFP8 | Lexmark | E260D | B/W | Sheriff |
| 17662 | 72MWC69 | Lexmark | E360DN | B/W | Sheriff |
| 18011 | 72N7Z7C | Lexmark | E360DN | B/W | Sheriff |
| 18012 | 72N7Z7W | Lexmark | E360DN | B/W | Sheriff |
| 18013 | 72N7Z7G | Lexmark | E360DN | B/W | Sheriff |

| | | | | | |
|-------|---------------|---------|-----------|-------------|---------------|
| 18017 | 72N7Z7R | Lexmark | E360DN | B/W | Sheriff |
| 19838 | NR41X02273 | Kyocera | FS1135 | B/W | Sheriff |
| 19795 | LQA5827926 | Kyocera | FS-2100DN | B/W | Sheriff |
| 19796 | LQA5827959 | Kyocera | FS-2100DN | B/W | Sheriff |
| 19972 | LQA5933078 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20122 | LQA5Y35083 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20145 | LQA6435689 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20709 | LQA6941248 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20713 | LQA6941257 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20714 | LQA6941266 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20715 | LQA6941259 | Kyocera | FS-2100DN | B/W | Sheriff |
| 20089 | XVK2141041 | Kyocera | FS4020DN | B/W | Sheriff |
| 20230 | NU42800558 | Kyocera | FS-4200DN | B/W | Sheriff |
| 20086 | Q552Z06334 | Kyocera | FSC5250DN | Color & B/W | Sheriff |
| 19839 | XVG0705944 | Kyocera | FSC5300DN | Color & B/W | Sheriff |
| 22691 | VCE8502687 | Kyocera | M2040DN | B/W | Sheriff |
| 23139 | VCJ8719826 | Kyocera | M2540DW | B/W | Sheriff |
| 23140 | VCJ8719863 | Kyocera | M2540DW | B/W | Sheriff |
| 18297 | 451420LM05NMB | Lexmark | MS410DN | B/W | Sheriff |
| 18902 | 451432LM106B2 | Lexmark | MS410DN | B/W | Sheriff |
| 18442 | 701520LM016BF | Lexmark | MX310DN | B/W | Sheriff |
| 22568 | VM37Z15922 | Kyocera | P3045DN | B/W | Sheriff |
| 22906 | VM38118863 | Kyocera | P3045DN | B/W | Sheriff |
| 22940 | VM38117662 | Kyocera | P3045DN | B/W | Sheriff |
| 22941 | VM38117592 | Kyocera | P3045DN | B/W | Sheriff |
| 23087 | VM38924526 | Kyocera | P3045DN | B/W | Sheriff |
| 23394 | VM38823739 | Kyocera | P3045DN | B/W | Sheriff |
| 22908 | V5Q7Z06312 | Kyocera | P6130CDN | Color & B/W | Sheriff |
| 15041 | 7922CY6 | Lexmark | T430 | B/W | Sheriff |
| 15075 | 7921N5V | Lexmark | T430 | B/W | Sheriff |
| 15076 | 7923WX7 | Lexmark | T430 | B/W | Sheriff |
| 15078 | 7923WXP | Lexmark | T430 | B/W | Sheriff |
| 15115 | 7923ZVT | Lexmark | T430 | B/W | Sheriff |
| 15118 | 7923ZY3 | Lexmark | T430 | B/W | Sheriff |
| 15522 | 79299NV | Lexmark | T430 | B/W | Sheriff |
| 15525 | 79298CV | Lexmark | T430 | B/W | Sheriff |
| 15580 | 79299LT | Lexmark | T430 | B/W | Sheriff |
| 15948 | 7929D47 | Lexmark | T430 | B/W | Sheriff |
| 16980 | 7928CL6 | Lexmark | T430 | B/W | Sheriff |
| 13086 | USBRB01005 | HP | 2200 | B/W | Sheriff Annex |
| 12699 | USGV086409 | HP | 2100 | B/W | Treasurer |
| 11408 | 134706 | IBM | 4317-001 | B/W | Treasurer |
| 14600 | 991PV8Y | IBM | IP1332 | B/W | Treasurer |
| 15300 | 79269CC | Lexmark | T430 | B/W | Treasurer |
| 16911 | 7929PV9 | Lexmark | T430 | B/W | Treasurer |

AVAILABLE METER READINGS

| Serial Number | Model | Make | 2019 Page Counts | |
|---------------|---------|-----------|------------------|----------------|
| | | | BW Annually | Color Annually |
| VM37503955 | Kyocera | P3045DN | 190 | 0 |
| LQA6941734 | Kyocera | FS-2100DN | 3,361 | 0 |
| LQA6941730 | Kyocera | FS-2100DN | 2,260 | 0 |
| LSM6926140 | Kyocera | M3550IDN | 16,818 | 0 |
| LSM6926194 | Kyocera | M3550IDN | 268 | 0 |
| LSM6926193 | Kyocera | M3550IDN | 2,264 | 0 |
| LSM6926192 | Kyocera | M3550IDN | 4,466 | 0 |
| VM37101886 | Kyocera | P3045DN | 15,978 | 0 |
| VM38620786 | Kyocera | P3045DN | 14,017 | 0 |
| USBG0806455 | HP | 2200 | 381 | 0 |
| NU42800920 | Kyocera | FS-4200DN | 87,338 | 0 |
| 99042LB | Lexmark | T520 | 1,757 | 0 |
| USGV084407 | HP | 2100 | 192 | 0 |
| 9820N78 | Lexmark | C543DN | 2,883 | 255 |
| 72N6YF6 | Lexmark | E360DN | 1,777 | 0 |
| LPD4104661 | Kyocera | FS-4200DN | 16,386 | 0 |
| 451431LM0HTR5 | Lexmark | MS410DN | 4,674 | 0 |
| VM38722334 | Kyocera | P3045DN | 1,027 | 0 |
| 451420LM04WD0 | Lexmark | MS410DN | 7,467 | 0 |
| 451444HH1N5DZ | Lexmark | MS510DN | 4,411 | 0 |
| 451444HH1N5F0 | Lexmark | MS510DN | 10,053 | 0 |
| 792V2NZ | Lexmark | T640 | 7,239 | 0 |
| USGV086418 | HP | 2100 | 4,571 | 0 |
| USGV084371 | HP | 2100 | 3,212 | 0 |
| USBGB06460 | HP | 2200DN | 4,870 | 0 |
| USBGD06880 | HP | 2200DN | 6,596 | 0 |
| USBGC05968 | HP | 2200DN | 6,249 | 0 |
| USBC042128 | HP | 4050 | 2,680 | 0 |
| 72N7Z70 | Lexmark | E360DN | 15,028 | 0 |
| 72N7Z7F | Lexmark | E360DN | 6,364 | 0 |
| 72N7Z7L | Lexmark | E360DN | 9,576 | 0 |
| JPDF006280 | HP | P4014DN | 6,815 | 0 |
| RCB9602764 | Kyocera | P6230CDN | 820 | 198 |
| 79299LD | Lexmark | T430 | 1,701 | 0 |
| 79299LP | Lexmark | T430 | 4,062 | 0 |
| 72MZ28B | Lexmark | E360DN | 9,740 | 0 |
| 72N15RN | Lexmark | E360DN | 9,067 | 0 |
| 72MXPV3 | Lexmark | E360DN | 9,848 | 0 |
| Q652640013 | Kyocera | FS1370DN | 0 | 0 |
| LQA5827960 | Kyocera | FS-2100DN | 3,560 | 0 |
| LQA5827932 | Kyocera | FS-2100DN | 9,254 | 0 |
| LQA5827916 | Kyocera | FS-2100DN | 37,904 | 0 |
| LQA5827917 | Kyocera | FS-2100DN | 6,031 | 0 |
| Q552905970 | Kyocera | FSC5250DN | 136 | 2,002 |
| 451431HH0K1T2 | Lexmark | ST9720 | 1,270 | 0 |
| 791V6C6 | Lexmark | T640 | 834 | 0 |
| 72N93Z3 | Lexmark | E360DN | 13,172 | 0 |
| LQA5827954 | Kyocera | FS-2100DN | 4,551 | 0 |
| 451430LM06LTC | Lexmark | MS410DN | 2,434 | 0 |
| USFB220402 | HP | 4P | 2,160 | 0 |
| 9904WXX | Lexmark | T520 | 690 | 0 |
| LQA6941736 | Kyocera | FS-2100DN | 316 | 0 |
| VM37504017 | Kyocera | P3045DN | 4 | 0 |

| Serial Number | Model | Make | 2019 Page Counts | |
|---------------|---------|-----------|------------------|----------------|
| | | | BW Annually | Color Annually |
| CNFL039293 | HP | 1012 | 0 | 0 |
| USBRC01117 | HP | 2200DN | 4,711 | 0 |
| LQA5930095 | Kyocera | FS-2100DN | 3,137 | 0 |
| LQA6739438 | Kyocera | FS-2100DN | 679 | 0 |
| 79245XF | Lexmark | T430 | 354 | 0 |
| USBC042132 | HP | 4050 | 73 | 0 |
| LQA5933081 | Kyocera | FS-2100DN | 2,988 | 0 |
| 451432LM0Y8R5 | Lexmark | MS410DN | 1,844 | 0 |
| 701531LM01V18 | Lexmark | MX310DN | 7,429 | 0 |
| 792R0RP | Lexmark | T640 | 3,308 | 0 |
| USGV084397 | HP | 2100M | 0 | 0 |
| USGV037161 | HP | 2100M | 0 | 0 |
| USBC042069 | HP | 4050 | 2,922 | 0 |
| JPSC78J0B0 | HP | 5550 | 23 | 327 |
| 9812DBB | Lexmark | C544DN | 146 | 475 |
| LQP6X17063 | Kyocera | FS4100DN | 442 | 0 |
| LPD5631885 | Kyocera | FS-4200DN | 5,530 | 0 |
| LQA5828492 | Kyocera | FS-2100DN | 1,779 | 0 |
| 9813PDK | Lexmark | C543DN | 1,348 | 3,681 |
| LPD5634526 | Kyocera | FS-4200DN | 4,506 | 0 |
| 451431LM08Z5B | Lexmark | MS410DN | 15,628 | 0 |
| 7922CHD | Lexmark | T430 | 4,595 | 0 |
| 50272694500MN | Lexmark | CS410N | 2,026 | 4,871 |
| LQA5827915 | Kyocera | FS-2100DN | 7,921 | 0 |
| LQA5827925 | Kyocera | FS-2100DN | 20,644 | 0 |
| LQA5930827 | Kyocera | FS-2100DN | 40,979 | 0 |
| LQA5933087 | Kyocera | FS-2100DN | 58,107 | 0 |
| LQA6436246 | Kyocera | FS-2100DN | 2,354 | 0 |
| LQA6941253 | Kyocera | FS-2100DN | 33,300 | 0 |
| LQA6941251 | Kyocera | FS-2100DN | 76,409 | 0 |
| LQA6941256 | Kyocera | FS-2100DN | 129,217 | 0 |
| LQA6941264 | Kyocera | FS-2100DN | 72,640 | 0 |
| 451420LM03KYL | Lexmark | MS410DN | 32,994 | 0 |
| 451444HH1CK51 | Lexmark | MS510DN | 4,531 | 0 |
| 451444HH1CK5K | Lexmark | MS510DN | 4,981 | 0 |
| VM38823771 | Kyocera | P3045DN | 12,990 | 0 |
| V5Q6402966 | Kyocera | P6130CDN | 7,613 | 15,938 |
| V5Q6403142 | Kyocera | P6130CDN | 1,003 | 1,022 |
| V5Q6403116 | Kyocera | P6130CDN | 626 | 1,265 |
| V5Q6503322 | Kyocera | P6130CDN | 1,470 | 3,783 |
| V5Q5500526 | Kyocera | P6130CDN | 795 | 3,551 |
| 792722B | Lexmark | T430 | 3,307 | 0 |
| 9905F2P | Lexmark | T520 | 32,439 | 0 |
| 9916T7C | Lexmark | T630 | 6,224 | 0 |
| 9916T7N | Lexmark | T630 | 24,288 | 0 |
| XVK1631635 | Kyocera | FS4020DN | 5,941 | 0 |
| Q552Y06190 | Kyocera | FSC5250DN | 943 | 6,028 |
| CNDJC6708N | HP | M604DN | 4,851 | 0 |
| 451432LM106BB | Lexmark | MS410DN | 6,299 | 0 |
| VM38924504 | Kyocera | P3045DN | 12,926 | 0 |
| QVQ2506958 | Kyocera | FSC5350DN | 5,211 | 12,021 |
| 451431LM092FZ | Lexmark | MS410DN | 7,122 | 0 |
| 451432LM106B4 | Lexmark | MS410DN | 8,821 | 0 |

| Serial Number | Model | Make | 2019 Page Counts | |
|---------------|---------|-----------|------------------|----------------|
| | | | BW Annually | Color Annually |
| 7929XMN | Lexmark | T430 | 8,434 | 0 |
| USQL059059 | HP | 4050 | 4,493 | 0 |
| 9441C3B | Lexmark | C734N | 68 | 437 |
| 72N96B6 | Lexmark | E360DN | 657 | 0 |
| LQP6X17399 | Kyocera | FS4100DN | 1,949 | 0 |
| 7927Z62 | Lexmark | T430 | 2,928 | 0 |
| 99042LF | Lexmark | T520 | 1,098 | 0 |
| 7932WH7 | Lexmark | T650DN | 4,144 | 0 |
| 7938H24 | Lexmark | T650DN | 9,983 | 0 |
| USDNL20314 | HP | 4200 | 199 | 0 |
| LQA5Y35359 | Kyocera | FS-2100DN | 1,445 | 0 |
| VM38118883 | Kyocera | P3045DN | 1,863 | 0 |
| 79299LH | Lexmark | T430 | 1,020 | 0 |
| 792R0RR | Lexmark | T640 | 2,156 | 0 |
| VCJ8316668 | Kyocera | M2540DW | 2,032 | 0 |
| USGV086415 | HP | 2100 | 8,557 | 0 |
| USGV084372 | HP | 2100 | 709 | 0 |
| 72BFFP8 | Lexmark | E260D | 0 | 0 |
| 72MWC69 | Lexmark | E360DN | 13,486 | 0 |
| 72N7Z7C | Lexmark | E360DN | 1,821 | 0 |
| 72N7Z7W | Lexmark | E360DN | 1,721 | 0 |
| 72N7Z7G | Lexmark | E360DN | 8,223 | 0 |
| 72N7Z7R | Lexmark | E360DN | 1,258 | 0 |
| NR41X02273 | Kyocera | FS1135 | 31,435 | 0 |
| LQA5827926 | Kyocera | FS-2100DN | 9,963 | 0 |
| LQA5827959 | Kyocera | FS-2100DN | 111,490 | 0 |
| LQA5933078 | Kyocera | FS-2100DN | 4,267 | 0 |
| LQA5Y35083 | Kyocera | FS-2100DN | 18,494 | 0 |
| LQA6435689 | Kyocera | FS-2100DN | 22,489 | 0 |
| LQA6941248 | Kyocera | FS-2100DN | 102,268 | 0 |
| LQA6941257 | Kyocera | FS-2100DN | 45,625 | 0 |
| LQA6941266 | Kyocera | FS-2100DN | 122,704 | 0 |
| LQA6941259 | Kyocera | FS-2100DN | 24,339 | 0 |
| XVK2141041 | Kyocera | FS4020DN | 19,331 | 0 |
| NU42800558 | Kyocera | FS-4200DN | 20,645 | 0 |
| Q552Z06334 | Kyocera | FSC5250DN | 3,625 | 10,120 |
| XVG0705944 | Kyocera | FSC5300DN | 373 | 2,451 |
| VCE8502687 | Kyocera | M2040DN | 33,784 | 0 |
| VCJ8719826 | Kyocera | M2540DW | 2,891 | 0 |
| VCJ8719863 | Kyocera | M2540DW | 47,287 | 0 |
| 451420LM05NMB | Lexmark | MS410DN | 10,027 | 0 |
| 451432LM106B2 | Lexmark | MS410DN | 2,764 | 0 |
| 701520LM016BF | Lexmark | MX310DN | 15,183 | 0 |
| VM37215922 | Kyocera | P3045DN | 10,095 | 0 |
| VM38118863 | Kyocera | P3045DN | 12,113 | 0 |
| VM38117662 | Kyocera | P3045DN | 10,871 | 0 |
| VM38117592 | Kyocera | P3045DN | 11,945 | 0 |
| VM38924526 | Kyocera | P3045DN | 2,817 | 0 |
| VM38823739 | Kyocera | P3045DN | 1,054 | 0 |
| V5Q7Z06312 | Kyocera | P6130CDN | 1,175 | 1,164 |
| 7922CY6 | Lexmark | T430 | 2,065 | 0 |
| 7921N5V | Lexmark | T430 | 1,636 | 0 |
| 7923WX7 | Lexmark | T430 | 11,008 | 0 |

| Serial Number | Model | Make | 2019 Page Counts | |
|---------------------|---------|----------|------------------|----------------|
| | | | BW Annually | Color Annually |
| 7923WXP | Lexmark | T430 | 3,662 | 0 |
| 7923ZVT | Lexmark | T430 | 4,524 | 0 |
| 7923ZY3 | Lexmark | T430 | 1,662 | 0 |
| 79299NV | Lexmark | T430 | 1,091 | 0 |
| 79298CV | Lexmark | T430 | 2,281 | 0 |
| 79299LT | Lexmark | T430 | 4,791 | 0 |
| 7929D47 | Lexmark | T430 | 4,745 | 0 |
| 7928CL6 | Lexmark | T430 | 8,074 | 0 |
| USBRB01005 | HP | 2200 | 0 | 0 |
| USGV086409 | HP | 2100 | 3,260 | 0 |
| 134706 | IBM | 4317-001 | 0 | 0 |
| 991PV8Y | IBM | IP1332 | 14,331 | 0 |
| 79269CC | Lexmark | T430 | 19,816 | 0 |
| 7929PV9 | Lexmark | T430 | 4,404 | 0 |
| 2019 Totals: | | | 1,943,784 | 69,589 |



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 - Fax (573) 886-4390

Standard Terms and Conditions

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



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

“No Bid” Response Form

Liz Palazzolo, CPPO, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
lpalazzolo@boonecountymmo.org

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO 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 this form and return it to the Purchasing Department by mail, e-mail or fax.

Bid: 12-23MAR20 – Managed Print Services – Term and Supply

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 20

County of Boone

In the County Commission of said county, on the 30th day of April 2020
the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the utilization of the NCPA (National Cooperative Purchasing Alliance) Synnex Corporation Cooperative Term and Supply Contract NCPA-01-97 with reseller Huber & Associates, Inc. of Jefferson City, Missouri to provide Cisco Products and Maintenance.

The terms of the cooperative contract are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 30th day of April 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission *BKL*

Daniel Atwill
Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPO
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: April 28, 2020
RE: Cooperative Contract: *NCPA-01-97 - Cisco Products and Maintenance*

Information Technology requests permission to utilize the NCPA (National Cooperative Purchasing Alliance) Synnex Corporation cooperative term and supply contract *NCPA-01-97* with reseller Huber & Associates, Inc. of Jefferson City, Missouri to provide Cisco Products and Maintenance on an as needed basis. This is a Term and Supply contract.

cc: Aron Gish, Ryan Irish, IT
Contract File

**PURCHASE AGREEMENT FOR
CISCO Products and Maintenance
TERM AND SUPPLY**

THIS AGREEMENT dated the 30th day of April 2020, is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County," and **Huber & Associates, Inc.**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for Cisco Products and Maintenance through the NCPA (National Cooperative Purchasing Alliance) cooperative Synnex Corporation contract # **NCPA-01-97** with Huber & Associates, Inc. as the approved reseller and Boone County Missouri Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office file if not attached. In the event of any conflict between any of the foregoing documents, this Purchase Agreement and Boone County, Missouri Standard Terms and Conditions shall prevail and control over the vendor's bid response.

2. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Cisco Products and Maintenance at the discounts and pricing outlined in cooperative contract *NCPA-01-97 - Synnex Advanced Technology Solutions Aggregator* in conformity with contract NCPA-01-97 documents as needed and ordered by the County. Huber & Associates, Inc. is the authorized Reseller for providing products and maintenance services.

Reseller will provide a quote to Boone County which includes the MSRP price and the discounted contract price. 2% discount from MSRP applicable for Cisco line. NCPA contract number must be provided on the quote.

3. Contract Duration - This agreement shall commence on **May 1, 2020 and extend through July 31, 2022** subject to the provisions for termination specified below. Contract may be renewed for two additional one-year optional periods.

4. For Fixed Asset Tracking – Send list of any equipment purchased from this contract, with their individual serial numbers to Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201 within thirty (30) days from date of purchase order.

5. Delivery - Vendor agrees to deliver equipment FOB Destination with freight charges prepaid and allowed (with freight included in the price) within 30 days after receipt of order. Additional freight costs may apply for white glove, special and expedited delivery requirements. Delivery shall be to Boone County Information Technology Department, Attn: Ryan Irish, 801 E. Walnut, Room 220, Columbia, MO 65201.

6. Billing and Payment - All billing shall be invoiced to the appropriate Office / Department placing the order and billings may only include the prices listed within. No fees or charges other than what was included in the quote may be charged. The County agrees to pay all invoices within thirty days of receipt of a correct and valid invoice.

7. Binding Effect - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

8. Governing Law - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue

for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

9. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

10. **Termination** - This agreement may be terminated by the either party upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission, delivery of products are delayed or products delivered are not in conformity with contract specifications or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

HUBER & ASSOCIATES, INC.

DocuSigned by:
Elizabeth Huber, CEO, by DS
 0B0920B25B7142D...
 by _____
 title CEO

BOONE COUNTY, MISSOURI

by: Boone County Commission
 DocuSigned by:
Daniel K. Atwill
 BA4B934CED6E4EB...

 Presiding Commissioner

APPROVED AS TO FORM:

DocuSigned by:
[Signature]
 7D71DEAE89D74DD...

 County Counselor

ATTEST:

DocuSigned by:
Brianna Lennon by MT
 7D82DA886BF6406...

 County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

DocuSigned by:
Jane E. Atkiff by my Notarization Program
 F0D88ADB184244D...

 Signature

4/24/2020

 Date

Information Technology Term & Supply

 Appropriation Account

STANDARD CONTRACT 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. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
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 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.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified and must be firm.
11. 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.
12. 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.
13. 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.
14. In the event of a discrepancy between a unit price and an extended line item price, the unit price

shall govern.

15. 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.
16. **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.
17. **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.

About NCPA

NCPA (National Cooperative Purchasing Alliance) is a leading national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA utilizes state of the art procurement resources and solutions that result in cooperative purchasing contracts that ensure all public agencies are receiving products and services of the highest quality at the lowest prices. For more information, go to www.ncpa.us.

Who Can Use NCPA's Contracts?

There are over 90,000 agencies nationwide from both the public and nonprofit sectors that are eligible to utilize NCPA's [cooperative purchasing contracts](#). These include, but are not limited to the following agency types:

- School Districts (including K-12, Charter schools, and Private K-12)
- Higher Education (including Universities, Community Colleges, Private Colleges, and Technical / Vocational Schools)
- Cities, Counties, and any Local Government
- State Agencies
- Healthcare Organizations
- Church/Religious
- Nonprofit Corporations

State Statutes

Want to see your state's laws on cooperative purchasing?
Click here to view [your state's laws on cooperative purchasing](http://www.ncpa.us/Statutes).
(<http://www.ncpa.us/Statutes>).

This contract is accessible nationally to public agencies whose state laws allow for intergovernmental contract use.

Contract

SYNNEX NCPA 01-97 Advanced Technology Solutions Aggregator

Term

August 1, 2019 thru July 31, 2022 plus two additional option years.

Awarded Manufacturers

This contract covers all manufacturers listed on the SYNNEX corporate line card plus services

Freight

All deliveries to NCPA members shall be freight prepaid, FOB Destination. For authorized Dealers, all standard commercial freight policies will apply. Possible assistance with freight will be determined on a case by case basis. Additional freight costs may apply for white glove, special and expedited delivery requirements.

Contract Pricing

SYNNEX NCPA 01-97 Advanced Tech Solutions Aggregator Contract Pricing:

- **4% Discount from MSRP** applicable to all manufacturing lines, (unless noted in Exceptions below)
- **2% Discount from MSRP** for the following Exceptions:
 - Chromebooks, HP Smartbuys, Lenovo TopSeller Products and all other promotionally priced products.
 - Manufacturers: APC, Asus, Cisco, Crucial, Google, Global Knowledge Training, Microsoft Software, NEC, Seagate, and F5
- **Services.** Please refer to the Services line card for a complete breakdown of specific costs associated with our services. Dealer is free to offer additional discounts from the established contract price.

Authorized Dealer Program

SYNNEX offers a Dealer Program that provides select reseller partners the ability to sell to NCPA members using this contract. The Dealer is authorized to invoice the NCPA member and accept payment on behalf of SYNNEX, subject to the following requirements:

- Dealer quote will include the NCPA contract price and your cost from SYNNEX.
- End-user pricing can NOT exceed the NCPA Contract Price but can be discounted by the Dealer.
- Dealer must identify all NCPA quotes and orders to SYNNEX. Quotes can be obtained at NCPA@synnex.com.
- Both the End-user and Dealer POs should reference the NCPA Contract number (NCPA 01-97). Dealer is responsible for maintaining a copy of these POs for audit purposes for up to 3 years following the date of that sale.
- Reseller must have a current account in good standing at SYNNEX and signed Dealer Agreement. To participate, please send request to NCPA@synnex.com.
- SYNNEX and manufacturers' standard commercial certifications/authorizations are required for participation.

SYNNEX Contacts

Team Contact: NCPA@synnex.com

For New Authorizations:

Nicholas Coperine 1-914-618-1524

For Existing Resellers:

Cory Fortune: 1-800-456-4822, ext. 494560

Jennifer McEachern 1-800-456-4822, ext. 494079

Website: <http://www.synnexcorp.com/us/govsolv/ncpa/>



POS Reporting

Authorized Dealer must provide a POS of their sales under this contract to NCPA@synnex.com no later than the 5th day following the end of the preceding month using the template below. (SYNNEX is required to provide a monthly POS to NCPA by the 15th to reporting@ncpa.us.)

Contract Fees

Authorized Dealer is responsible for the payment of the **Contract Fee to SYNNEX, by the 15th day of the month.**

Contract fee: 0.80% or 80 bps for Commodity Products
2.00% for Enterprise Products

The Contract Fee is calculated off the Dealer's combined monthly POS based on the total pricing charged to the NCPA members. Participating manufacturers are encouraged to provide special pricing that offsets this Contract Fee.

Payment should be sent to the following address:

SYNNEX Corporation
c/o Cory Fortune
39 Pelham Ridge Drive
Greenville, SC 29615

Marketing

There are no restrictions in the marketing of this contract directly to the cooperative membership. The NCPA Program Office can assist SYNNEX and our participating Dealers with their marketing efforts, training and attendance at industry events and SYNNEX GovSolv shows.

NCPA has provided a membership list to assist our dealer organization in the marketing of this contract. Reach out to ncpa@synnex.com for more information.

NCPA

Jonathan Applegate, Director, Operations
Tele: 832-477-3475
E-Mail: japplegate@ncpa.us



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Thursday, August 1st, 2019

SYNNEX Corporation
ATTN: Daniel T. Brennan
39 Pelham Ridge Drive
Greenville, SC 29615

Dear Daniel:

Region XIV Education Service Center is happy to announce that SYNNEX Corporation has been awarded an annual contract for Advanced Technology Solutions Aggregator based on the proposal submitted to Region XIV ESC.

The contract is effective immediately and will expire on July 31st, 2022. The contract can then be renewed annually for an additional two years, if mutually agreed on by Region XIV ESC and SYNNEX Corporation.

We look forward to a long and successful partnership underneath this contract.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,


A handwritten signature in blue ink, appearing to read "Shane Fields", is written over a light blue rectangular background.

Shane Fields
Region XIV, Executive Director

Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

| | |
|-----------------------|--|
| Company name | SYNNEX Corporation |
| Address | 39 Pelham Ridge Drive |
| City/State/Zip | Greenville, SC 29615 |
| Telephone No. | 864-349-4801 |
| Fax No. | 510-360-6613 |
| Email address | danielbr@synnex.com |
| Printed name | Daniel T. Brennan |
| Position with company | Vice President & Senior Counsel |
| Authorized signature |  |

Request for Proposal (RFP) for Advanced Technology Solutions Aggregator

Solicitation Number: 18-19

Publication Date: Tuesday, June 11th, 2019

Notice to Respondent:

Submittal Deadline: Tuesday, July 23rd, 2019 2:00 pm CST

Questions regarding this solicitation must be submitted to questions@ncpa.us no later than Tuesday, July 16th, 2019. All questions and answers will be posted to <http://www.ncpa.us/solicitations>.

It is the intention of Region 14 Education Service Center (herein "Region 14 ESC") to establish a Master Agreement for Advanced Technology Solutions Aggregator for use by Region 14 ESC and other public agencies supported under this contract. This Request for Proposal is issued on behalf of the National Cooperative Purchasing Alliance through a public agency clause, which provides that any county, city, special district, local government, school district, private K-12 school, higher education institution, state, other government agency, healthcare organization or nonprofit organization may purchase Products and Services through this contract. Respondents will be required to execute the NCPA Administration Agreement upon award.

This contract will allow agencies to purchase on an "as needed" basis from a competitively awarded contract. Respondents are requested to submit their total line of available products and services. While this solicitation specifically covers Advanced Technology Solutions Aggregator, respondents are encouraged to submit an offering on any or and all products and services available that they currently perform in their normal course of business.

Responses shall be received no later than the submittal deadline in the offices of Region 14 ESC at the address below:

**Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601**

Immediately following the deadline, all responses will be publicly opened and the respondents recorded. Any response received later than the specified deadline, whether delivered in person or mailed, will be disqualified. Faxed or electronically submitted responses cannot be accepted.

Responses must be sealed and plainly marked with the company name and the opening date and time. Two (2) bound and signed copies of the proposals and Two (2) electronic copies on flash drives (i.e. pin or jump drives) shall be provided.



Competitive Solicitation by
Region 14 Education Service Center

For

Advanced Technology Solutions Aggregator
On behalf of itself and other Government Agencies

And made available through the
National Cooperative Purchasing Alliance

RFP # 18-19

NCPA

National Cooperative Purchasing Alliance

Introduction / Scope

- ◆ Region 14 ESC on behalf of itself and all states, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Public Agency” or collectively “Public Agencies”) is soliciting proposals from qualified vendors to enter into a Master Agreement for a complete line of Advanced Technology Solutions Aggregator.
- ◆ Region 14 ESC, as the lead public agency, has partnered with NCPA to make the resultant contract available to all participating agencies in the United States. NCPA provides marketing and administrative support for the awarded vendor that promotes the successful vendor’s products and services to Public Agencies nationwide. The Vendor will execute the NCPA Administration Agreement (Tab 2) upon award. Vendor should thoroughly review all documents and note any exceptions to NCPA terms and conditions in their proposal.
- ◆ Awarded vendor(s) shall perform covered services under the terms of this agreement. Respondents shall provide pricing based on a discount from their standard pricing schedules for products and/or services offered. Electronic Catalog and/or price lists must accompany the proposal. Multiple percentage discount structure is also acceptable. Please specify where different percentage discounts apply. Additional pricing and/or discounts may be included.
- ◆ Each service proposed is to be priced separately with all ineligible items identified. Services may be awarded to multiple vendors. Respondents may elect to limit their proposals to a single service within any category, or multiple services within any and all categories.
- ◆ National Cooperative Purchasing Alliance (NCPA)
 - The National Cooperative Purchasing Alliance (herein “NCPA”) assists public agencies to increase their efficiency and reduce their costs when procuring goods and services. This is accomplished by awarding competitively solicited contracts that are leveraged nationally by combining the volumes and purchasing power of entities nationwide. Our contracts are available for use by any entity that must comply with procurement laws and regulations.
- ◆ It is the intention of Region 14 ESC and NCPA to achieve the following objectives through this RFP.
 - Provide a comprehensive competitively solicited Master Agreement offering Products and Services to Public Agencies;
 - Achieve cost savings of Vendors and Public Agencies through a single competitive solicitation process that eliminates the need for multiple proposals;
 - Combine the purchasing power of Public Agencies to achieve cost effective pricing;
 - Reduce the administrative and overhead costs of Vendors and Public Agencies through state of the art purchasing procedures.

Instructions to Respondents

◆ Submission of Response

- Only sealed responses will be accepted. Faxed or electronically transmitted responses will not be accepted.
- Sealed responses may be submitted on any or all items, unless stated otherwise. Region 14 ESC reserves the right to reject or accept any response.
- Deviations to the terms, conditions and/or specifications shall be conspicuously noted in writing by the respondent and shall be included with the response.
- Withdrawal of response will not be allowed for a period of 120 days following the opening. Pricing will remain firm for 120 days from submittal.

◆ Required Proposal Format

- Responses shall be provided in a three-ring binder or report cover using 8.5 x 11 paper clearly identified with the name of Respondents company and solicitation responding to on the outside front cover and vertical spine. Two (2) bound and signed copies of the proposals and Two (2) electronic copies on flash drives (i.e. pin or jump drives) shall be provided. Tabs should be used to separate the proposal into sections, as identified below. Respondents failing to organize in the manner listed may be considered non-responsive and may not be evaluated.

◆ Binder Tabs

- Tab 1 – Master Agreement / Signature Form
- Tab 2 – NCPA Administration Agreement
- Tab 3 – Vendor Questionnaire
- Tab 4 – Vendor Profile
- Tab 5 – Products and Services / Scope
- Tab 6 - References
- Tab 7 - Pricing
- Tab 8 – Value Added Products and Services
- Tab 9 – Required Documents

◆ Shipping Label

- The package must be clearly identified as listed below with the solicitation number and name of the company responding. All packaged must be sealed and delivered to the Region 14 ESC offices no later than the submittal deadline assigned for this solicitation.

From: _____
Company: _____
Address: _____
City, State, Zip: _____
Solicitation Name and Number: _____
Due Date and Time: _____

Tab 1 – Master Agreement

General Terms and Conditions

- ◆ Customer Support
 - The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

- ◆ Disclosures
 - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
 - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

- ◆ Renewal of Contract
 - Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to two (2) additional one-year terms or any combination of time equally not more than 2 years if agreed to by Region 14 ESC and the vendor.

- ◆ Funding Out Clause
 - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
 - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

- ◆ Shipments (if applicable)
 - The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

- ◆ Tax Exempt Status
 - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

◆ Payments

- The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

◆ Adding authorized distributors/dealers

- Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
- Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
- Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
- All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

◆ Pricing

- All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
- All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

◆ Warranty

- Proposals should address each of the following:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment

◆ Indemnity

- The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.

◆ Franchise Tax

- The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

◆ Supplemental Agreements

- The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

◆ Certificates of Insurance

- Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.

◆ Legal Obligations

- It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

◆ Protest

- A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
- Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the

United States or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Miscellaneous

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).
- The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ Contract Administration
 - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ Contract Term
 - The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to two (2) additional one-year terms or any combination of time equally not more than 2 years.
 - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.
- ◆ Contract Waiver
 - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ Products and Services additions
 - Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP.
- ◆ Competitive Range
 - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ Deviations and Exceptions
 - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ Estimated Quantities
 - The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is \$50 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation

- ◆ Evaluation
 - Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
- ◆ Formation of Contract
 - A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process.
- ◆ NCPA Administrative Agreement
 - The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.
- ◆ Clarifications / Discussions
 - Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondents are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.
- ◆ Multiple Awards
 - Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.
- ◆ Past Performance
 - Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.

Evaluation Criteria

- ◆ Pricing (40 points)
 - Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.

- ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
 - Product Delivery within participating entities specified parameters
 - Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - Vendor's ability to perform towards above requirements and desired specifications.
 - Past Cooperative Program Performance
 - Quantity of line items available that are commonly purchased by the entity.
 - Quality of line items available compared to normal participating entity standards.

- ◆ References (15 points)
 - A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years

- ◆ Technology for Supporting the Program (10 points)
 - Electronic on-line catalog, order entry use by and suitability for the entity's needs
 - Quality of vendor's on-line resources for NCPA members.
 - Specifications and features offered by respondent's products and/or services

- ◆ Value Added Services Description, Products and/or Services (10 points)
 - Marketing and Training
 - Minority and Women Business Enterprise (MWBE) and (HUB) Participation
 - Customer Service

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of August 1, 2019, by and between National Cooperative Purchasing Alliance (“NCPA”) and SYNNEX Corporation (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated August 1, 2019 referenced as Contract Number 01-97, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Advanced Technology Solutions Aggregator;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- The awarded vendor shall electronically provide NCPA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCPA offices at reporting@ncpa.us. Reports are due on the fifteenth (15th) day after the close of the previous month or quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

| Entity Name | Zip Code | State | PO or Job # | Sale Amount |
|-------------|----------|-------|-------------|-------------|
| | | | | |
| | | | | |
| | | | | |

Total _____

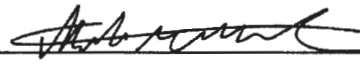
- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

| <u>Annual Sales Through Contract</u> | <u>Administrative Fee</u> |
|---|----------------------------------|
| 0 - \$30,000,000 | 2% |
| \$30,000,001 - \$50,000,000 | 1.5% |
| \$50,000,001+ | 1% |

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

| | | |
|---|---|---------------------------|
| National Cooperative Purchasing Alliance: | Vendor: | <u>SYNNEX Corporation</u> |
| Name: <u>Matthew Mackel</u> | Name: <u>Daniel Brennan</u> | |
| Title: <u>Director, Business Development</u> | Title: <u>Vice President & Senior Counsel</u> | |
| Address: <u>PO Box 701273</u> | Address: _____ | |
| <u>Houston, TX 701273</u> | _____ | |
| Signature: <u></u> | Signature: <u>E-SIGNED by Daniel Brennan on 2019-08-09 08:32:24 EST</u> | |
| Date: <u>August 1, 2019</u> | Date: <u>August 09, 2019</u> | |

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ **States Covered**

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

50 States & District of Columbia (Selecting this box is equal to checking all boxes below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Maryland | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Massachusetts | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Michigan | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> Minnesota | <input type="checkbox"/> Texas |
| <input type="checkbox"/> California | <input type="checkbox"/> Mississippi | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> Missouri | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> Montana | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> Nebraska | <input type="checkbox"/> Washington |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> Nevada | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Florida | <input type="checkbox"/> New Hampshire | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> New Jersey | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> New Mexico | |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> New York | |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> North Carolina | |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> North Dakota | |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> Ohio | |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Oklahoma | |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Oregon | |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Pennsylvania | |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Rhode Island | |

All US Territories and Outlying Areas (Selecting this box is equal to checking all boxes below)

- American Somoa
- Federated States of Micronesia
- Guam
- Midway Islands
- Northern Marina Islands
- Puerto Rico
- U.S. Virgin Islands

◆ **Minority and Women**

Business Enterprise (MWBE) and (HUB) Participation

- It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
 - **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE
 - **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB

◆ **Residency**

- Responding Company's principal place of business is in the city of Greenville, State of SC

◆ **Felony Conviction Notice**

- Please Check Applicable Box;
 - A publically held corporation; therefore, this reporting requirement is not applicable.
 - Is not owned or operated by anyone who has been convicted of a felony.
 - Is owned or operated by the following individual(s) who has/have been convicted of a felony
- If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

- Which best describes your company's position in the distribution channel:

| | |
|--|--|
| <input type="checkbox"/> Manufacturer Direct | <input type="checkbox"/> Certified education/government reseller |
| <input checked="" type="checkbox"/> Authorized Distributor | <input type="checkbox"/> Manufacturer marketing through reseller |
| <input type="checkbox"/> Value-added reseller | <input type="checkbox"/> Other: _____ |

◆ **Processing Information**

- Provide company contact information for the following:
 - **Sales Reports / Accounts Payable**

Contact Person: Jennifer McEachern

Title: Contracts Management Supervisor

Company: SYNNEX Corporation

Address: 39 Pelham Ridge Drive

City: Greenville State: SC Zip: 29615

Phone: 864-349-4079 Email: jennifermce@synnex.com

▪ **Purchase Orders**

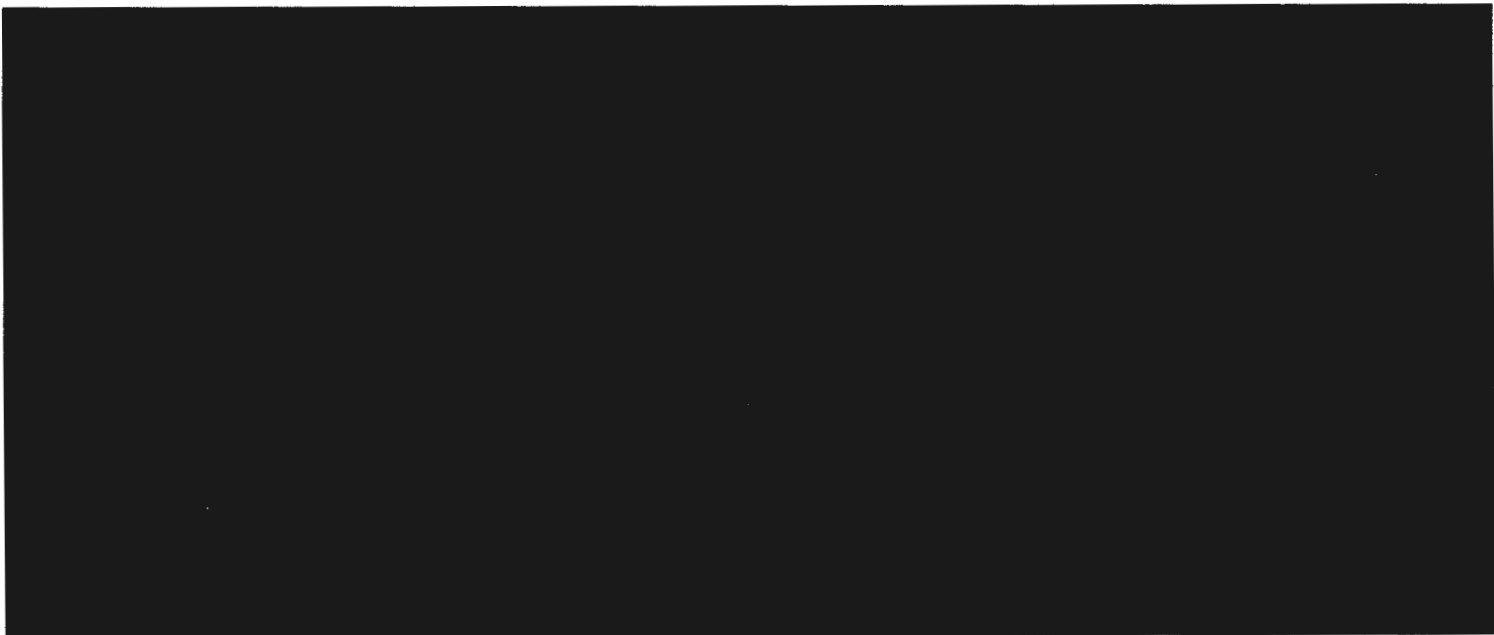
Contact Person: Cory Fortune
Title: SLED Contracts Business Development Manager
Company: SYNNEX Corporation
Address: 39 Pelham Ridge Drive
City: Greenville State: SC Zip: 29615
Phone: 864-349-4560 Email: coryf@synnex.com

▪ **Sales and Marketing**

Contact Person: Cory Fortune
Title: SLED Contracts Business Development Manager
Company: SYNNEX Corporation
Address: 39 Pelham Ridge Drive
City: Greenville State: SC Zip: 29615
Phone: 864-349-4560 Email: coryf@synnex.com

◆ **Pricing Information**

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.
 Yes No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.
 Yes No
- Vendor will provide additional discounts for purchase of a guaranteed quantity.
 Yes No



Tab 4 – Vendor Profile

Company's Official Registered Name: SYNEX Corporation

Brief History of Company:

SYNEX Corporation was formed in 1980 and is now a Fortune 158 company that offers a comprehensive range of industry-leading IT products and business services to our reseller customers. We've built a solid reputation for delivering customized, fully-integrated solutions, services, and support, including distribution, contract assembly, business process outsourcing, and logistics.

We're aligned with the top manufacturers in the IT industry to distribute products to more than 25,000 resellers throughout North America. Key suppliers include: HP Inc., Hewlett-Packard Enterprise, Cisco Systems, Juniper, Palo Alto, Samsung, Panasonic, Intel, Seagate, Microsoft, and Lenovo. Our sales staff is grouped by product segment, allowing them to focus their expertise and experience to manage all lines and provide an engaged, consultative sales approach. With 16 US distribution facilities, SYNEX gets the right products to market quickly and cost-effectively. Our model streamlines business processes to help resellers lower their costs and create greater efficiencies. We provide a variety of professional and marketing services, including: demand generation, education and training, pre- and post-sale technical support, end-user enablement, server assessment, design and integration, recycling and trade-in, and IT resource planning. SYNEX provides contract assembly services, ranging from original design and printed circuit board assembly to fully-integrated supply chain management, build-to-order (BTO) and configure-to-order (CTO), final assembly, materials management, production value-add, and logistics.

SYNEX sponsors a wide variety of programs, communities, and events to build and grow our resellers' business in specific vertical markets. For example, our Government, Education, and Healthcare programs help resellers compete in these high-growth markets, and SYNEX with our comprehensive GSA schedule, is able to simplify the complex government bidding process.

Our Services

SYNEX offers a variety of services to our customers. The three major categories of services include the following:

Distribution Services. SYNEX 's distribution services segment distributes a broad line of IT products, including IT systems, peripherals, system components, software and networking equipment for leading IT OEM suppliers, enabling us to offer comprehensive solutions to our reseller and retail customers. Our reseller customers include value-added resellers, or VARs, corporate resellers, government resellers, system integrators, direct marketers and retailers. We distribute more than 2,000,000 technology products from leading IT OEM partners to more than 25,000 resellers throughout the United States, Canada and Mexico. We combine our core strength in distribution with our service model to provide our customers greater efficiencies in time to market, cost minimization, real time linkages in the supply chain and aftermarket product support.

Contract Assembly Services. SYNEX offers contract assembly services to original equipment manufacturers (OEMs). Offerings range from original design and printed circuit board assembly

capabilities to fully-integrated supply chain management, build-to-order (BTO) and configure-to-order (CTO), final assembly, materials management, production value-add and logistics services.

Business Process Outsourcing. The BPO segment offers various services comprising customer management, software development, web hosting, hosted software, domain name registration, and back office processing. This segment delivers its services through voice, chat, Web, email, and digital print. It also sells products complementary to these service offerings in China. In addition, SYNEX Corporation offers various financial services, including net terms, third party leasing and floor plan financing, letters of credit, and arrangements to collect payments directly from the end-user; online services; and marketing services, as well as technical support services consisting of pre and post-sales support. The company serves resellers, retailers, and OEMs located worldwide.

The above major categories of services are complemented by the following:

Logistics Services. SYNEX provides logistics support such as outsourced fulfillment, virtual distribution, and direct ship to end-users to our reseller customers. Other logistics support activities we provide include generation of customized shipping documents, multi-level serial number tracking for customized, configured products, and online order and shipment tracking.

Online Services. SYNEX maintains electronic data interchange (EDI) and web-based communication links with many of our reseller customers. These links improve the speed and efficiency of our transactions with our resellers by enabling them to search for products, check inventory availability and prices, configure systems, place and track orders, receive invoices, review account status, and process returns. We also have web-based application software that allows our resellers or their end-user customers to order software and take delivery online.

Financing Services. SYNEX offers our resellers a wide range of financing options, including net terms, third party leasing, floor plan financing, letters of credit, backed financing, and arrangements where we collect payments directly from the end-user.

Technical Solutions Services. The SYNEX team is made up of highly trained and certified engineers who assist our customers and sales reps with pre sales consultation, post sales troubleshooting, and training inquiries.

Joint Supply Chain Management and Distribution Services. SYNEX provides our contract assembly customers with materials procurement and management activities including planning, purchasing, expediting, and warehousing system components and materials used in the assembly process. Because we distribute many of the system components used in our contract assembly our customers are able to minimize their inventory risk by taking advantage of the terms and conditions of our distribution relationships. In addition, we also offer increased inventory availability to our contract assembly customers because we stock items for both distribution and assembly.

Our Operations

SYNEX operates distribution facilities in the United States, Japan, England, Canada, Latin America and Mexico. Our distribution processes are highly automated to reduce errors, ensure timely order fulfillment, and enhance the efficiency of our warehouse operations and back office administration. Our distribution facilities are geographically located near reseller customers and their end-users. This

decentralized, regional strategy enables us to benefit from lower shipping costs and shorter delivery lead times to our customers. Furthermore, we track several performance measurements to continuously improve the efficiency and accuracy of our distribution operations.

Our regional locations also enable us to make local deliveries and provide will-call fulfillment to more customers than if our distribution operations were more centralized, resulting in better service to our customers. Our workforce is comprised of permanent and temporary employees, enabling us to respond to short-term changes in order activity.

SYNNEX's proprietary IT systems and processes enable us to automate many of our distribution operations. For example:

- SYNNEX uses radio frequency and bar code scanning technologies in all of our warehouse operations to maintain real-time inventory records
- We facilitate frequent cycle counts and improve the accuracy of order fulfillment
- SYNNEX uses palm readers to capture real-time labor cost data, enabling efficient management of our daily labor costs.

To increase the accuracy of our order fulfillment and protect our inventory from shrinkage, our systems also incorporate numerous controls. These controls include order weight checks, bar code scanning, and serial number profile verification to verify that the product shipped matches the customer order. We also use digital video imaging to record our small package shipping activities by order. These images and other warehouse and shipping data are available online to our customer service representatives, enabling us to quickly respond to order inquiries by our customers.

SYNNEX operates its principal contract assembly facilities in the United States and the United Kingdom. We assemble IT systems that include workstations, servers and high end storage array solutions by incorporating system components from our distribution inventory and other sources. Additionally, we perform production value-added services, including kitting, asset tagging, hard drive imaging and reconfiguration. Our contract assembly facilities are ISO 9001:2000 and ISO 14001 certified.

Sales Teams

SYNNEX Sales Team is available Mon. through Fri. 8 AM to 7 PM EST.

Additional coverage time needs can be discussed on an individual basis.

Support day-to-day activity, including but not limited to:

- Pricing and availability
- Configuration and technical support
- HP White board and Watson support
- Order entry and expediting shipments

SYNNEX sales are segmented and have a focus on top product lines with niches and/or unique products. Our sales staff members are experts in chosen customer segments. Our sales staff members are consultants as well as sales persons. We provide our customers with product offering that are unique and margin-making opportunities.

SYNNEX Technical Support Hotline: 1-800-756-2888 or Techsup@SYNNEX.com

SYNNEX Software Support Hotline: 1-800-456-4822 ext. 6939

Customer Service: 1-800-756-1888 or cshelp@SYNNEX.com



MN WNC - 114
HUB&AS-02
CERTIFICATE OF LIABILITY INSURANCE

J.JERKINS1

DATE (MM/DD/YYYY)
10/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | | |
|---|--|---|--|---|
| PRODUCER Wallstreet Group 1630 Rax Court Jefferson City, MO 65109 | | CONTACT Joe Jerkins PHONE: (A/C, No, Ext): (573) 636-3222 E-MAIL: joe@wallstreetins.com ADDRESS: | | FAX (A/C, No): (573) 636-3380 |
| INSURED Huber & Associates, Inc. 1400 Edgewood Drive Jefferson City, MO 65109 | INSURER(S) AFFORDING COVERAGE | | | NAIC # |
| | INSURER A: Great Northern Insurance Company | | | 20303 |
| | INSURER B: Federal Insurance Company | | | 20281 |
| | INSURER C: Chubb National Insurance Company | | | 10052 |
| | INSURER D: | | | |
| | INSURER E: | | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR | TYPE OF INSURANCE | ADDL SUBR | POLICY NUMBER | POLICY EFF | POLICY EXP | LIMITS |
|------|---|-----------------|---------------|--------------|--------------|---|
| LT/R | | INSD WVD | | (MM/DD/YYYY) | (MM/DD/YYYY) | |
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | 3603-67-28 | 7/13/2019 | 7/13/2020 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPO/3 AGG \$ 2,000,000 |
| B | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | 7359-45-65 | 7/13/2019 | 7/13/2020 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$ | | 7818-16-52 | 7/13/2019 | 7/13/2020 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N N/A | 71771684 | 10/22/2019 | 10/22/2020 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - FA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

| | |
|---|--|
| CERTIFICATE HOLDER Boone County Missouri 613 East Ash Street Columbia, MO 65201 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

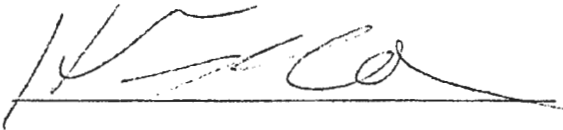
Exhibit H

WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF \$5,000.00)
Effective 1/1/2009

County of Cole)
)SS.
State of Missouri)

My name is Ken Enloe. I am an authorized agent of Huber & Associates, Inc. (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Columbia. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached to this affidavit.

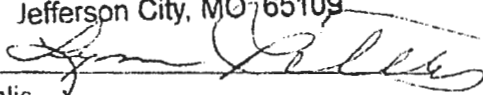
Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that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

Affiant: 

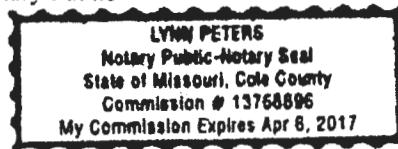
Printed Name: Ken Enloe

Subscribed and sworn to before me this 29th day of July, 2015

Huber & Associates, Inc.
1400 Edgewood Drive
Jefferson City, MO 65109



Notary Public



CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 20

County of Boone

In the County Commission of said county, on the

30th

day of

April

2020

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the utilization of the Omnia Partners/NJPA Cooperative Contract R-BB-19002 for Facilities Maintenance Products and Solutions with Cintas Corporation.

The terms of the cooperative contract are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 30th day of April 2020.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission *DKB*

Daniel Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

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



613 E. Ash St, Room 110
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, Senior Buyer
DATE: April 28, 2020
RE: Cooperative Contract R-BB-19002 Facilities Management Products and Solutions (Omnia Partners)

Purchasing requests permission to use contract R-BB-19002 for Facilities Management Products and Solutions with Cintas Corporation. The contract has been established as a cooperative contract through Omnia Partners/NJPA.

The contract has been put into place for the purchase of cleaning supplies and deep-cleaning service that County Departments may opt to conduct if a Boone County employee tests positive for Covid-19. This usage extends to the Sheriff's Department in case a detainee or new arrest tests positive.

The contract period runs May 1, 2020 through October 31, 2023. There are two subsequent two-year renewal options available.

This is a Countywide Term and Supply.

/lp

c: Contract File

**PURCHASE AGREEMENT FOR
Facilities Management Products and Solutions (Omnia Partners)**

THIS AGREEMENT dated the 30th day of April 2020 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Cintas Corporation**, herein "Vendor."

IN CONSIDERATION of the parties' performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a Term and Supply contract for **Facilities Management Products and Solutions (Omnia Partners)** in compliance with all bid specifications and any addendums issued for Omnia Partners Contract Number **R-BB-19002**, including Cintas Facilities Solution Agreement (Attachment One), and Boone County's Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with the original bid response may be permanently maintained in the County Purchasing Office and/or the Omnia Partners contract file for this contract if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement and Omnia Partners Contract Number **R-BB-19002**, including Boone County's Standard Terms and Conditions shall prevail and control over the vendor's bid response.

2. **Contract Duration** - This agreement shall commence on the **May 1, 2020 through October 31, 2023** with the option to renew the contract period for two (2) subsequent two-year periods subject to the provisions for termination specified below.

3. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with Facilities Management Products and Solutions including Deep Cleaning Services in accordance pricing specified in the contract.

4. **Billing and Payment** - All billing shall be invoiced to the County department that places the order and may only include the pricing consistent with contract **R-BB-19002**. No additional fees for delivery or extra services not included in **R-BB-19002** or taxes shall be included as additional charges in excess of the charges in contract **R-BB-19002**. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect. This Agreement shall be governed under the laws of the State of Missouri and any action relating hereto shall be brought in the Circuit Court of Boone County, Missouri.

6. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

CINTAS CORPORATION

DocuSigned by:
 By *[Signature]*
 35A102856ABD47F...
 Title Market Sales Manager

BOONE COUNTY, MISSOURI

By: Boone County Commission

DocuSigned by:
Daniel K. Atwill
 Presiding Commissioner
 BA46994CED0E4EB...

APPROVED AS TO FORM:

DocuSigned by:
[Signature]
 County Counselor
 7D71DEAE89D74DD...

ATTEST:

DocuSigned by:
Brianna L. Lennon by MT
 County Clerk
 7D82DA988BF0495...

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

County-Wide Term & Supply

DocuSigned by:
[Signature]
 4147B4E3F1C847D...
 Signature 4/24/2020 Date County-Wide Term & Supply Appropriation Account

Insurance Requirements: The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

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.

Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per occurrence/\$2,000,000 aggregate covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

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 include the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance states that the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**

Business Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

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.

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 County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

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.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.

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

STANDARD CONTRACT 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. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
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 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.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. 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.
12. 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 advertising from other vendors.
13. 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.

14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. 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.
16. **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.
17. **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.

ADDENDUM TO CINTAS SERVICE/RENTAL SERVICE AGREEMENT

This Addendum to the existing Cintas Service Agreement and/or Cintas Facility Services Rental Service Agreement (hereinafter "**Addendum**") is dated _____, 20**20** (hereinafter "**Execution Date**") between Cintas Corporation No. 2, a Nevada corporation located at 6800 Cintas Blvd., Cincinnati, Ohio 45262-5737, or any of its subsidiaries, successors, assigns, or agents (hereinafter "**Company**"), and _____ **County of Boone, Mo.** located at _____ (hereinafter "**Customer**" and collectively, with "Company," the "**Parties**"). As of this date, Customer requests that Company apply one or more sanitizers and/or disinfectants and provide associated products and services ("**Covered Services**") at one or more of Customer's properties (the "**Property**"). These Covered Services include, but are not necessarily limited to:

Application of Signet SK2 "Three Sink Sanitizer" Product ("Cintas Surface Sanitizer Spray" Service) – EPA Reg. No. 70627-63

Application of Signet DS1 Disinfectant Product ("Cintas Surface Disinfectant Spray" Service) – EPA Reg. No. 10324-141

Application of a solution of Purtabs Effervescent Disinfection Tablets ("Cintas Electrostatic Disinfectant Spray" Service) – EPA Reg. No. 71847-6

Application of Kaibosh Disinfectant ("SANIS Plus Disinfectant" Service) – EPA Reg. No. 70627-15

The Parties hereby amend and supplement the Cintas Service Agreement and/or Cintas Facility Services Rental Service Agreement between Company and Customer dated _____, 20**20** (the "**Agreement**") with respect to these Covered Services as follows:

1. Customer acknowledges, understands, and agrees that the Covered Services are limited in scope and nature to the application of one or more chemicals to specific areas of or on the Customer's Property, as identified by Customer and agreed to by Company. Company is not undertaking or performing a complete cleaning, sanitizing, and/or disinfecting of the Customer's entire Property or of any particular surface. The Covered Services anticipate that any surfaces identified will be cleaned prior to the performance of the Covered Services. Customer understands and agrees that it is responsible for any pre-treatment cleaning of the identified surfaces prior to performance of the Covered Services.

2. The Covered Services require the use of certain chemicals that may cause an unexpected reaction in certain furniture, equipment, wall, or flooring surfaces and may leave behind chemical residue. Customer further acknowledges, understands, and agrees that the results of the Covered Services may vary based upon a number of factors and conditions at the Property, including numerous factors and conditions beyond the Company's awareness and/or control, and that permanent damage to property may result from use of the chemicals and/or provision of the Covered Services. Customer is responsible for identifying and removing or covering any fixtures or other property present at the service location that need to be protected from any possible overspray or misapplication of the chemicals during the Covered Services. Customer acknowledges and agrees that Company is not responsible for any loss or damage to surfaces, objects, or materials contacted with any chemicals during the provision of the Covered Services.

3. **DISCLAIMER OF WARRANTIES AND REPRESENTATIONS.** Because of the great number and variety of applications for which Company's goods and services are purchased, Company does not design goods or services, does not recommend specific applications of goods or services, or and does not assume any responsibility for use, results obtained, or suitability for specific applications of goods or services. Customer acknowledges and agrees that Company has not made any representations or warranties to Customer regarding the Covered Services, their fitness for any purpose, or their suitability or effectiveness as designed, provided, expected, and/or utilized. Customer further acknowledges and agrees that it has the sole responsibility for determining the appropriateness of Company's goods and services for Customer's specific application(s) before ordering. Customer further understands that the chemicals identified for use during the Covered Services have certain specified efficacy claims and limitations as determined by the EPA or other regulatory bodies and that Customer has had the opportunity to review these claims and limitations and determine which of the Covered Services is appropriate for its property and customer-identified needs.

CUSTOMER ACKNOWLEDGES AND AGREES THAT COMPANY MAKES NO OTHER GUARANTEES, REPRESENTATIONS, OR OTHER WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, IN CONNECTION WITH THE PROVISION OF THE COVERED SERVICES, INCLUDING (BUT NOT LIMITED TO) ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT COMPANY MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, CONCERNING THE REDUCTION, PREVENTION, OR ELIMINATION OF ANY INFECTIOUS OR CONTAGIOUS MICROORGANISM, MOLD, VIRUS, PATHOGEN, OR CONTAMINATING ENTITY OR SUBSTANCE OF ANY TYPE OR CONCERNING THE PREVENTION, REDUCTION, OR ELIMINATION OF THE SPREAD OF ANY ILLNESS OR DISEASE, AND COMPANY HEREBY EXPRESSLY DISCLAIMS SAME. NO MODIFICATION, WAIVER, OR AMENDMENT OF THIS DISCLAIMER SHALL BE DEEMED EFFECTIVE UNLESS MADE IN A WRITING DRAFTED BY COMPANY FOR THIS EXPRESS PURPOSE THAT IS (I) SIGNED BY COMPANY, (II) EXPLICITLY USES THE TERM "WARRANTY" IN ITS TITLE, (III) SPECIFICALLY REFERENCES THIS ADDENDUM; AND (IV) EXPLICITLY AND UNAMBIGUOUSLY DESCRIBES WHAT ADDITIONAL WARRANTY(IES) ARE BEING OFFERED TO CUSTOMER. CUSTOMER FURTHER AGREES THAT THIS EXPLICITLY EXCLUDES ANY OF COMPANY'S SALES MATERIALS, CIRCULARS, WEBSITES, OR OTHER ADVERTISING MATERIALS OF ANY TYPE FROM MAKING ANY ACTIONABLE REPRESENTATIONS (FOR BREACH OF CONTRACT, NEGLIGENCE, OR OTHERWISE) AND FROM CREATING ANY WARRANTIES UNDER THIS ADDENDUM, AND CUSTOMER WARRANTS THAT IT IS NOT RELYING UPON ANY SUCH MATERIALS FOR ANY OF THESE PURPOSES.

4. **RELEASE AND INDEMNIFICATION OF COMPANY BY CUSTOMER. CUSTOMER RELEASES AND AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS COMPANY AND ANY/ALL OF ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES OF ANY TYPE FROM LIABILITY FOR ANY AND ALL LOSS, DAMAGE, OR EXPENSE OF ANY KIND OR TYPE, UNDER ANY LEGAL, EQUITABLE OR OTHER THEORY, THAT MAY OCCUR PRIOR TO, CONTEMPORANEOUSLY WITH, OR AFTER THE EXECUTION OF THIS ADDENDUM RELATED IN ANY WAY TO THE SUBJECT MATTER OF THIS ADDENDUM OR PERFORMANCE UNDER THE ADDENDUM. THIS OBLIGATION INCLUDES (BUT IS NOT LIMITED TO) ANY CLAIM, DEMAND, SUIT, LIABILITY, DAMAGE, JUDGMENT, LOSS, EXPENSES, ATTORNEY'S FEES, AND COSTS, THAT MAY BE ASSERTED AGAINST OR INCURRED BY COMPANY OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES BY CUSTOMER OR ANY PERSON OR ENTITY NOT A PARTY TO THIS AGREEMENT (INCLUDING, BUT NOT LIMITED TO, CUSTOMER'S INSURANCE COMPANY, ADMINISTRATIVE BODY OR AUTHORITY, OR CUSTOMER'S EMPLOYEES) FOR ANY EXPENSE, LOSS, OR DAMAGE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, OR ALLEGED TO BE CAUSED BY OR CONTRIBUTED TO IN ANY WAY, BY ANY ACT, OMISSION, OR FAULT OF COMPANY OR ITS SUBCONTRACTORS, AGENTS, OFFICERS, EMPLOYEES, OR OTHER REPRESENTATIVES. THIS OBLIGATION EXTENDS TO, WITHOUT LIMITATION, STATUTORY CIVIL DAMAGES, ECONOMIC DAMAGES, PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE (REAL AND PERSONAL) ARISING OUT OF OR RELATED TO THIS AGREEMENT, INCLUDING (BUT**

NOT LIMITED TO) ANY CLAIMS BASED UPON BREACH OF THE ADDENDUM, STRICT LIABILITY, REQUESTS FOR OR RIGHTS OF SUBROGATION OR CONTRIBUTION, INDEMNIFICATION, WRONGFUL DEATH, AND NEGLIGENCE (WHETHER ACTIVE OR PASSIVE, AND INCLUDING CLAIMS BASED UPON COMPANY'S SOLE, PARTIAL, OR JOINT AND SEVERAL NEGLIGENCE OF ANY TYPE OR DEGREE), AND ANY OTHER CLAIM, WHETHER BASED UPON OR ARISING UNDER CONTRACT, TORT, LAW, OR EQUITY. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE. Company reserves the right to select counsel to represent it in any such action.

5. COMPANY NOT AN INSURER; CUSTOMER'S OBLIGATION TO OBTAIN INSURANCE AS SOLE RECOVERY FOR ANY LOSS AND WARRANTY OF SAME. Customer acknowledges and agrees that neither Company nor its Subcontractors or assignees are insurers and that no insurance coverage is provided by this Addendum. Customer acknowledges that it is the specific intent of the Parties that the Customer will obtain and maintain insurance coverage, at the Customer's expense, that will cover any and all losses, damages, and expense arising out of or from, in connection with, related to, as a consequence of, or resulting from this Addendum in any way, including, but not limited to, public liability, bodily injury, sickness or death, losses for property damage, fire, water damage, and loss of property (including any third-party claims), and Customer agrees to and warrants that it will obtain and maintain such insurance coverage at all times at no cost to Company. Customer agrees that recovery for all such injuries, losses, and damages shall be limited to this insurance coverage only and that it will look exclusively to its insurer(s) to recover for any such injuries, losses, and damages. **CUSTOMER AGREES TO SHIFT THE RISK OF LOSS TO ITS INSURERS, WHICH HAVE EXPRESSLY CONTRACTED TO ACCEPT THE RISK OF LOSS TO CUSTOMER'S PROPERTY. CUSTOMER RELEASES AND AGREES TO INDEMNIFY AND HOLD HARMLESS COMPANY FROM AND AGAINST ALL COSTS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES), AND LIABILITY ARISING FROM CLAIMS REQUIRED TO BE COVERED BY INSURANCE PURSUANT TO THIS SECTION, INCLUDING ANY CLAIMS FOR DAMAGES ATTRIBUTABLE TO PUBLIC LIABILITY, BODILY INJURY, SICKNESS, OR DEATH, OR THE DESTRUCTION OF ANY REAL OR PERSONAL PROPERTY, INCLUDING, BUT NOT LIMITED TO, THOSE THAT ARE ATTRIBUTABLE TO COMPANY'S PARTIAL OR SOLE NEGLIGENCE. CUSTOMER FURTHER RELEASES AND WAIVES ANY RIGHT OF SUBROGATION THAT IT, ANY INSURER, OR ANY OTHER THIRD PARTY MAY HAVE DUE TO OR FOR ANY SUCH CLAIM, LOSS, OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, EQUITABLE, CONTRACTUAL, LEGAL, AND CONVENTIONAL SUBROGATION, AND WARRANTS THAT THIS RELEASE AND WAIVER SHALL BE BINDING ON ANY AND ALL SUBROGEEES OR ASSIGNEES OF CUSTOMER'S RIGHTS. CUSTOMER AGREES TO AND WARRANTS THAT IT WILL NOTIFY ITS INSURER(S) OF THIS RELEASE AND WAIVER. CUSTOMER AGREES TO INDEMNIFY COMPANY AGAINST ANY AND ALL SUCH CLAIMS, INCLUDING CLAIMS OF THIRD PARTIES, THAT ARE RELATED TO THE ADDENDUM OR THE PROVISION OF THE COVERED SERVICES IN ANY WAY AND THAT MAY ARISE DUE TO CUSTOMER'S BREACH OF THESE OBLIGATIONS.**

6. LIMITATION OF COMPANY'S LIABILITY; LIQUIDATED DAMAGES. Customer acknowledges that Company's service fees/purchase prices are based on the value of services or goods provided and the limited liability provided under this Addendum and not on the value of the Customer's premises or its contents, or the likelihood or potential extent or severity of injury (including death) to Customer or others. Customer further acknowledges and agrees that Company cannot predict the potential amount, extent, or severity of any damages or injuries that Customer or others may incur due to the failure of the system or services to work as intended. **IF COMPANY OR ITS REPRESENTATIVES ARE HELD LIABLE FOR ANY REASON FOR ANY LOSS, INJURY, OR DAMAGES OF ANY KIND THAT ARISES OUT OF, RESULTS FROM, OR IS RELATED TO THIS ADDENDUM (INCLUDING, WITHOUT LIMITATION, LOSSES, INJURIES OR DAMAGES RESULTING FROM COMPANY'S SOLE OR PARTIAL NEGLIGENCE, WHETHER ACTIVE OR PASSIVE), CUSTOMER AGREES AND WARRANTS THAT COMPANY'S AND ITS REPRESENTATIVE'S COLLECTIVE LIABILITY TO CUSTOMER, ITS AGENTS, OFFICERS, DIRECTORS, EMPLOYEES, INVITEES, AND ANY THIRD PARTY SHALL BE LIMITED EXCLUSIVELY TO \$1,000 AS LIQUIDATED DAMAGES.** If Customer wishes to increase the limitation of liability, Customer may, as of right, enter into a supplemental agreement with Company to obtain a higher limit by paying an additional amount consistent with the increase in liability; such a payment, however, shall in no way be interpreted to find Company or its subcontractors or representatives to be insurers. **CUSTOMER AGREES THAT THE LIMITS ON THE LIABILITY OF COMPANY AND THE WAIVERS AND INDEMNITIES SET FORTH IN THIS ADDENDUM ARE A FAIR ALLOCATION OF RISKS AND LIABILITIES BETWEEN COMPANY, CUSTOMER, AND ANY OTHER AFFECTED PARTIES. CUSTOMER ACKNOWLEDGES AND AGREES THAT WERE COMPANY TO HAVE LIABILITY GREATER THAN THAT STATED ABOVE, IT WOULD NOT PROVIDE THE SERVICES.** Neither Party shall be liable to the other or any other person for any incidental, punitive, speculative, or consequential damages of any type, including, but not limited to, loss of profits or business opportunity.

7. To the greatest extent permitted by law, the Parties agree that this Addendum and any claims related to the Covered Services (including, but not limited to, any claims for indemnification) shall be governed by the laws of the State of Ohio, and it explicitly excludes any reference or resort to any other choice of law rules. Capitalized terms used but not otherwise defined herein shall have the respective meanings given to them in the Agreement. The Parties agree that if any of the terms of this Addendum conflict with the terms of the Agreement, the terms of this Addendum shall be controlling. This Addendum may be executed in any number of counterparts.

BY SIGNING THIS DOCUMENT, CUSTOMER EXPLICITLY ACKNOWLEDGES AND ACCEPTS THE TERMS OF THIS ADDENDUM, WHICH DISCLAIM WARRANTIES AND REPRESENTATION, RELEASE COMPANY FROM ANY LIABILITY RELATED IN ANY WAY TO THE COVERED SERVICES, AND REQUIRE CUSTOMER TO INDEMNIFY COMPANY FOR ANY LOSSES RELATED IN ANY WAY TO THE COVERED SERVICES. THE PERSON SIGNING THIS ADDENDUM ON BEHALF OF CUSTOMER EXPRESSLY REPRESENTS AND WARRANTS THAT HE OR SHE HAS ALL THE AUTHORITY NECESSARY TO BIND CUSTOMER TO ITS TERMS.

Customer:

Company:

Cintas Corporation No. 2

By: _____

By: _____

Name: _____

Name: Zackery Young

Title: _____

Title: Market Sales Manager

- ____ _____ Initial and check box if Unilease. All Garments will be cleaned by customer
Date _____
- ____ _____ Initial and check box if receiving Linen Service. Company will take periodic physical inventories of items in possession or under control customer.
Date _____
- ____ _____ Initial and check box if receiving direct embroidery. If service is discontinued for any employee or Customer deletes any of the garments direct embroidery for any reason, or terminates this agreement for any reason or fails to renew this agreement, Customer will purchase all direct embroidered garments at the time they are removed from service at the then current replacement values.
Date _____

Cintas Loc. No: _____ CUSTOMER:
Please Sign Name _____

By: _____ Please Print Name _____

Title: _____ Please Print Title _____

Accepted-GM: _____ Email _____

Omnia Partners Public Sector Participating Public Agencies Terms

1. Participating Public Agencies: Supplier agrees to extend the same terms, covenants agreed to under the Master Agreement with Lead Public Agency Prince William County Public Schools to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each participating Public Agency will be exclusively responsible and deal directly with Supplier on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. Any disputes between a Participating Public Agency and Supplier will be resolved directly between them in accordance with and governed by the laws of the State in which the Participating Public Agency exists.
2. Master Agreement available at <https://www.omniapartners.com/publicsector>

Supplier General Service Terms Section

3. Prices Customer agrees to rent from Company, and Company agrees to provide to Customer, the Merchandise, inventory and services described on Exhibit A, "Merchandise & Pricing" at the prices set forth in Exhibit A. There will be a minimum charge of thirty-five dollars (\$35.00) per week for each Customer location required to purchase its rental services from Company as set forth in this Agreement.
4. Buyback of Non-Standard Garments Customer has ordered from Company a garment rental service requiring embroidered garments that may not be standard to Company's normal rental product line. Those non-standard products will be designated as such under-Garment Description in Exhibit C. In the event Customer deletes a non-standard product, alters the design of the non-standard product, fails to renew the Agreement, or terminates the Agreement for any reason other than documented quality of service reasons which are not cured, Customer agrees to buy back all remaining non-standard products allocated to Customer that the Company has in service and out of service at the then current Loss/Damage Replacement Values.
5. Service Guarantee: Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.
6. Garments' Lack of Flame Retardant or Acid Resistant Features Unless specified otherwise in writing by the Company, the garments supplied under this Agreement are not flame retardant or acid resistant and contain no special flame retardant or acid resistant features. They are not designed for use in areas of flammability risk or where contact with hazardous materials is possible. Flame resistant and acid resistant garments are available from Company upon request. Customer warrants that none of the employees for whom garments are supplied pursuant to this Agreement require flame retardant or acid resistant clothing.
7. Logo Mats In the event that Customer decides to delete any mat bearing the Customer's logo (Logo Mat) from the rental program, changes the design of the Logo Mats, terminates this agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change or termination, all remaining Logo mats that the Company has in service and out of service held in inventory at the then current Loss/Damage Replacement Value.

8. Adding Employees Additional employees and Merchandise may be added to this Agreement at any time upon written or oral request by the Customer to the Company. Any such additional employees or Merchandise shall automatically become a part of and subject to the terms of this Agreement. If such employees are employed at a Customer location that is then participating under this Agreement, the Customer shall pay Company the one-time preparation fee indicated on Exhibit A. Customer shall not pay Company any one-time preparation fee for garments for employees included in the initial installation of a Customer location. There will be a one-time charge for name and/or company emblems when employees are added to the program in garments requiring emblems.
9. Emblem Guarantee Customer has requested that Company supply emblems designed exclusively for Customer featuring Customer's logo or other specific identification (hereinafter "Customer Emblems"). Company will maintain a sufficient quantity of Customer Emblems in inventory to provide for Customer's needs and maintain a low cost per emblem through quantity purchases.
10. In the event Customer decides to discontinue the use of Customer Emblems, changes the design of the Customer Emblems, terminates this Agreement for any reason or fails to renew this Agreement, the Customer will purchase at the time of deletion, design change, termination or expiration, all remaining Customer Emblems that the Company allocated to Customer at the price indicated on Exhibit A of this Agreement. In no event shall the number of Customer Emblems allocated to Customer exceed the greater of (a) twelve (12) months' volume for each unique Customer Emblem or (b) a quantity agreed to by Company and Customer and noted on Exhibit A.
11. Terminating Employees Subject to the provisions of this Agreement, the weekly rental charge attributable to any individual leaving the employ of the Customer, or on a temporary leave of absence of three (3) weeks or more, shall be terminated upon oral or written notice by the Customer to the Company but only after all garments issued to that individual, or value of same at the then current Loss/Damage Replacement Values, are returned to Company.
12. Replacement In the event any Merchandise is lost, stolen or is not returned to Company, or is destroyed or damaged by fire, welding damage, acid, paint, ink, chemicals, neglect or otherwise, the Customer agrees to pay for said Merchandise at the then current Loss/Damage Replacement Values.
13. Indemnification To the fullest extent permitted by law, Company agrees to defend, indemnify, pay on behalf of and save harmless the Participating Public Agency, its elected and appointed officials, agents, employees and authorized volunteers against any and all claims, liability, demands, suits or loss, including reasonable attorneys' fees and all other costs connected therewith, arising out of or connected to the services provided by Company under this Contract, but only to the extent of Company's negligence.
14. Additional Items: Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof and all of its provisions. If this agreement is terminated early for convenience, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reason other than documented quality of service reasons which are not cured, or terminated by Company for non-payment by Customer at any time Customer will pay to Company, as termination charges and not as a penalty based upon the following schedule:

If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as termination charges equal to 50 weeks of rental service.

If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as termination charges equal to 36 weeks of rental service.

If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as termination charges equal to 23 weeks of rental service.

If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as termination charges of 10 weeks of rental service.

Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.

ATTACHMENT ONE - Final Page



Multiple Location Addendum

This addendum attaches the below locations to agreement signed between Cintas Corporation and _____ on Date:_____.

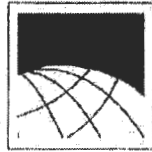
| Facility Name | Address |
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Cintas Representative

Sign: _____ Date: _____

Approved Signer

Sign: _____ Date: _____



Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

CONTRACT MODIFICATION

MODIFICATION #2

ISSUE DATE: December 12, 2019

REFERENCE: Title: Facilities Management Products and Solutions
Contract #: R-BB-19002
Contractor: Cintas Corporation No. 2
Period of Contract: December 13, 2019 through October 31, 2023

Modify the above referenced contract as follows:

1. PWCS authorizes a 1.8% increase to all contracted items per the attached.
2. All non-contracted items are priced pursuant to the structure detailed in the contract R-BB-19002 and through the contract percentage discounts.

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

Brian Burtner, CPPB, VCO
Buyer

CINTAS CORPORATION NO. 2

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

Signature

Name and Title

Date

12/23/19

Signature

Anthony Crosby, CPPO
Supervisor of Purchasing

Date

1.2/20

PURCHASING OFFICE



Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

CONTRACT NUMBER: R-BB-19002

This Contract entered into this 13th day December, 2018 by, Cintas Corporation No. 2 (or any of its subsidiaries and affiliates), 6800 Cintas Blvd., Mason OH 45040, hereinafter referred to as the "Contractor" and Prince William County School Board, P.O. Box 389, Manassas, VA 20108, hereinafter referred to as the "Prince William County Public Schools", "Purchasing Agency" or "PWCS".

WITNESSETH that the Contractor and PWCS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1. **SCOPE OF CONTRACT:** Contractor shall provide Facilities Management Products and Solutions for Prince William County Schools, Virginia on behalf of all states, local governments, school districts, and higher education institutions in the United States of America, and other governmental agencies and nonprofit organizations.
2. **CONTRACT DOCUMENTS:** The contract documents shall consist of the following:
 - 2.1. This signed Contract document;
 - 2.2. Memorandum of Negotiations dated November 1, 2018 (Attachment A)
3. **CONTRACT TERM AND RENEWAL:**
 - 3.1. The initial term of this contract shall be from December 13, 2018 through October 31, 2023, with the option to renew for two (2) additional two (2) year periods, upon mutual written consent of the parties to the contract. Proposed prices shall remain firm for the initial term of the contract.
 - 3.2. The products and services which are the subject of this Master Agreement may be covered by a service or maintenance agreement. The term of the service or maintenance agreement shall be governed by that document and may survive the expiration of this Master Agreement.
4. **CONTRACT ADMINISTRATOR:** As the Contract Administrator, the following individual, or his designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance.

Brian Burtner, CPPB, Buyer, (703) 791-8736, burtneba@pwcs.edu
5. **PRICING:** In accordance with applicable percentage discounts and prices, per attached Contractor's response dated September 25, 2018 and negotiated prices/rates negotiated September 25, 2018 (see attached).
6. **PAYMENT TERMS:** 2% Discount Net 15, Standard terms are Net 30 days

7. TERMINATION FOR CONVENIENCE:

- 7.1. If this agreement is cancelled for convenience in the first twelve months of the term, Customer shall pay as a termination fee equal to 50 weeks of rental service.
- 7.2. If this agreement is cancelled for convenience in months thirteen (13) through eighteen (18) of the term, Customer shall pay as a termination fee equal to 36 weeks of rental service.
- 7.3. If this agreement is cancelled for convenience in months nineteen (19) through twenty-four (24) of the term, Customer shall pay as a termination fee equal to 23 weeks of rental service.
- 7.4. If this agreement is cancelled for convenience after 24 months of service, Customer shall pay as a termination fee of 10 weeks of rental service.
- 7.5. Customer shall also be responsible to return all of the Merchandise allocated to such Customer locations terminating this Agreement or pay for any damaged, lost or unreturned goods at the then current Loss/Damage Replacement Values and for any unpaid charges on Customer's account prior to termination.

Prince William County does not discriminate against faith-based organizations in accordance with the Code of Virginia, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

This contract shall constitute the whole agreement between the parties. There are no promises, terms and conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto related to the provision of goods (including leases thereof), services and/or insurances described herein.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by the following duly authorized officials:

CONTRACTOR: Cintas Corporation No. 2



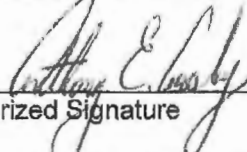
 Authorized Signature
 Chris Jackson

 Type Name
 National Director - Contract

 Title
 12/19/18

 Date

PURCHASING AGENCY:

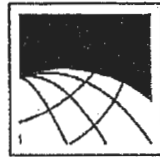


 Authorized Signature
 Anthony Crosby, CPPO, CPPB

 Type Name
 Supervisor of Purchasing

 Title
 12/11/18

 Date



Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

MEMORANDUM OF NEGOTIATIONS
R-BB-19002

Dated: November 13, 2018

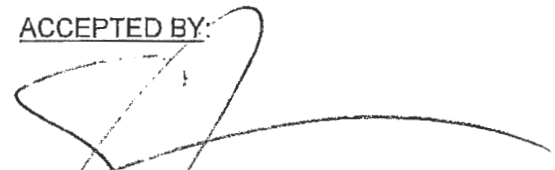
Prince William County Schools (hereinafter called PWCS) and Cintas Corporation No. 2 (hereinafter called the Contractor) hereby agree to the following in the execution of Contract R-BB-19002 for Facilities Management Products and Solutions. The final Contract contains the following documents:

- a. PWCS's Request for Proposal, R-BB-19002, dated July 17, 2018 and Addendum #1, dated August 8, 2018;
- b. Contractor's proposal dated August 13, 2018;
- c. Contractor's responses to Clarification Questions and Negotiations dated September 25, 2018, attached;
- d. Contractor's best and Final Offer, dated October 5, 2018;
- e. PWCS RFP R-BB-19002, General Terms and Conditions, Paragraph 30, Indemnification, is hereby modified to include "to the fullest extent permitted by applicable law".
- f. This Memorandum of Negotiations;
- g. Any subsequent modifications to the Contract.
- h. For FRC garments: Customer agrees it bears sole responsibility for selecting the flame-resistant clothing and fabrics ("FRC") under this Agreement determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). **CUSTOMER ACKNOWLEDGES THAT COMPANY HAS MADE NO REPRESENTATION, WARRANTY, OR COVENANT WITH RESPECT TO THE FLAME-RESISTANT QUALITIES OR OTHER CHARACTERISTICS OF THE FRC OR WITH RESPECT TO THEIR FITNESS OR SUITABILITY FOR THIS OR ANY OTHER PURPOSE. COMPANY MAKES NO REPRESENTATION WHETHER THE FRC CONSTITUTES APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE FRC'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH.** Customer agrees to notify all employees and other agents of Customer who may wear or will be wearing the FRC that it is not designed for substantial heat exposure or for use around open flames. Customer acknowledges that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment is the sole responsibility of Customer. Further, Customer releases Company from any and all liability that results or may result from the use of the garments, including but not limited to any alleged

failure of the FRC to function as flame-resistant or provide protection against fire and/or heat. Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this Agreement or resulting from Customer's or its employees' use of the FRC.

- i. For high visibility garments: Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value. Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.

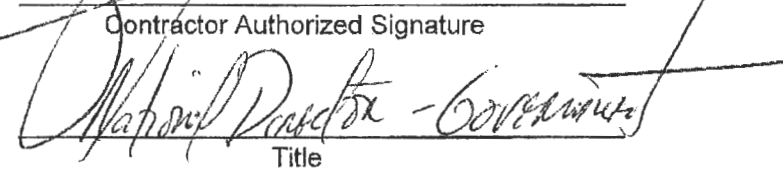
ACCEPTED BY:



Contractor Authorized Signature

12/9/18

Date



Title



Anthony Crosby
Supervisor of Purchasing

12/21/18

Date

Attachment A

1. How often do you update your inventory? Are all new deployments brand new uniforms or are they recycled from past agencies?

All rental uniforms are put through quality inspection weekly when turned in for laundry. If it is determined that a garment needs replaced due to normal wear, it will be upgraded. Age of garment is not a factor as QA is graded upon condition. New wearers could get new uniform if not available in the local stockroom. However, if stock is available, uniforms can be recycled if they are in "like-new" graded condition. Customer can request all new hires get new uniforms, however the lead time to install would be extended.

2. Are your vending options available as a part of this proposal (for scrubs or other uniforms)? If these are available, what is the cost? Yes.

| Item Code | Description | List Price | USC Pricing |
|-----------|-------------------|------------|-------------|
| D10 | Small Dispenser | \$ 370.00 | \$ 310.00 |
| D16 | Medium Dispenser | \$ 416.00 | \$ 345.00 |
| D20 | Large Dispenser | \$ 462.00 | \$ 385.00 |
| R110 | Return Unit | \$ 104.00 | \$ 90.00 |
| RX | Wall Mounted Unit | \$ 93.00 | \$ 90.00 |

The use of scrub dispensing units is increasing all over college campus' and other public entities. Cintas will continue to focus its sales efforts in this space to also include units that dispense lab coats and other clothing items.

3. Do you offer dielectric testing on your gloves? If so, what would be the cost for this service?

Yes, this is one of Cintas' newest offerings. Please see attached for both additional information about the service and the pricing available.

4. Do you offer wet mats that would be appropriate for showers and locker rooms?

Yes, we offer Drainage Mats which can be used in wet areas. The pricing for this item is \$2.19.

5. Do you offer calibration on the chemical dilution centers free of charge? Are these installed free of charge?

Yes. Yes

6. Do you work on Halon fire suppression systems?

Yes, Cintas provides this service only in certain markets. Because it is not a nationwide service, it is priced locally to with a 10% discount, per the US Communities contract.

7. What is the price for the training programs you offer?

The pricing file for Training is attached.

8. What is the process for coil and carpet cleaning? How do you meet environmental regulations for public agencies (such as MS4) for these types of services? Which public agencies have you provided these types of services for in the past?

Attachment A

We have attached the scope of work for both Coil Cleaning and our process for Tile and Carpet Cleaning. As the work of both services is proprietary, we would ask that the attached relative to those services be redacted. While we do have experience with regulations like MS4. We have also attached our protocol for the discharge of both liquid and solid wastes incurred in the performance of these services. Cintas' Deep Clean Technician, Ultraclean SSR, or Coil Cleaning Technician must sign this document stating that he/she will adhere not only to local, state, and national regulations, but also the procedures set forth in that document. Any violations of the tenets set forth in that document is grounds for the dismissal of the employee.

9. Two of your references were not willing to provide a reference per their statutes and the other three were not responsive. Do you have any other references who could provide feedback on their experience?

Bonnie Sietman
Sr. Procurement Agent
Manatee County Government, BCC
Procurement Division
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Bradenton, FL 34205
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MitchellK@lackawannacounty.org
www.lackawannacounty.org

Joseph Patterson, MPA, VCO
Department of Purchasing
Chesterfield County
Phone: 804.717.6307
Pattersonjo@chesterfield.gov

Attachment A

10. How long has the TruCount system been in place? If public agencies are having issues with their uniforms being returned in a timely fashion, what steps can be taken to make sure this doesn't affect the agency's ability to work?
Since 2016, Fulling implemented across all sites for about a year.
11. What is the lead time for new employees to be fit with uniforms?
Fitting within a week of notice. New site estimated at 4 weeks. New employee at existing site is 2-4 weeks from sizing. Can be 1 week turn if sizes are in stock at local Cintas.
12. What is the lead time for embroidery of new uniforms?
About 2 weeks. Stocked garments purchased directly are embroidered on demand and can be shipped in about a week.
13. What efforts can you make to simplify the invoicing process and make this less hands-on?
We are in the process of scheduling with the EC a demonstration of the www.myCintas-ebilling and servicing platform.
14. Is there a reason that you do not offer volume discounts or ecommerce rebates?
Volume discounts would generally be for direct purchase only. Our local reps have the freedom to price lower than the ceiling price of the agreement so volume discounts for direct purchase items is available.
15. Do you offer prompt payment discounts?
Yes, we can offer 2% Net 15 and Net 30 as standard payment terms
16. Why does California have different pricing for fire and safety?
It cost more to do business in California due to regulatory policies, labor laws, etc.
17. On page 142 you mention "minimal" charges for lockers, rolling racks and soiled hampers. Can these be provided at no charge? Can these be repaired or replaced as needed at no charge?
Yes, these will be No Charge.
18. Please explain the additional charges on page 31 for Garment Rental.
Minimum stop Charge: \$35.00-this is the minimum a site can average for Cintas to stop the truck. Agency pays the difference to make the service at least \$35.00. Ex: Actual weekly rental is \$30.00 for uniforms and mats. Customer is charged \$5.00 as the "min stop charge" on top of the \$30. To reach a total of \$35. We normally suggest product additions to equal a min stop so the customer is paying for products/services.
- Lockers: No charge
- Make-up Waived on initial installation and for 30 days of service: this is industry standard charge to set up new uniform wearer after initial install. This covers the cost

Attachment A

on the plant to order, prep, set up the system and sew in the ID tag with the employee information. One-time fee per garment. Ceiling priced.

Emblem-Waived on initial installation and for the first 30 days of service: Local Cost (depending on company name and type of emblem ordered) This is the cost of the actual company emblem that is applied when adding new employee after the initial install.

Name tag- \$1.50: The cost to set up a name to rental uniform. Normally embroidery. Ceiling Priced.

Size premium per Garment: \$1.50 this is the price for extended sizes, starting at 2xl and up, there is an addition charge per garment. Ceiling priced.

19. Minimum Order size charges for Garment Rental are not acceptable. Is this negotiable?
Minimum Order charges are fully described as the minimum amount charged to the client for stopping the Cintas vehicle and delivering the product or service contracted by the client. Under the pricing file offered in our proposal, the Minimum Order charge is \$35.00. Cintas is willing to entertain changing the nomenclature on the contract for this charge to something else that would be acceptable to the EC.

20. What is the cost for tailoring (ex. Shortening of pants)?
No charge

21. Do you offer "tall/Long" sizes?
We do offer tall/long sizes. The charge for shirts in the extended sizes are the same as for size premiums detailed in the Cintas proposal. There are no additional charges for pants for tall sizes.

22. Do you offer summer internships or student programs for college students?
Cintas would be interested in creating with USC members opportunities for internships that coincide with our normal hiring practices for these positions:

23. In Tab 7, Exceptions, the fee for termination for convenience: Is it acceptable to substitute "termination fee" for "liquidated damages"?
Yes, this is negotiable with the contract.

24. Fire Protection sales team: 6 of the states where you have no representation are in U.S. Communities' top 25 states (AL, IA, MN, NC, OR, TN) - are there plans to expand into these states?

Yes, Cintas is striving to grow the division to \$1 billion in 10 years.

25. Should Brent Schafer be listed as the Executive?

Yes, we can update.

26. What is the Lost Replacement charge for items not listed in the market basket?

The L/R charge will also be reduced by 10%. See link below to Cintas full catalog:
www.shopcintas.com

27. Page 85, #7: What happens if a public agency is not able to accommodate net 15 or net 30 payment terms? Is it possible to make the standard payment terms for all product lines Net 30?

Yes; Net 30 is Standard term.

28. Rubber Glove Addendum:

a. What company will be required to purchase from?

Relative to the addendum, the Cintas Head/Hand electrical PPE program is considered a lease only option.

This program is based on Cintas using National Safety Apparel for all PPE items listed as well as inspection/certification of voltage rated gloves being leased.

b. No information listed in Schedule A. No pricing, etc.

See attached excel document with pricing. The addendum was a blank template.

c. Will they test gloves already in use or do we have to purchase the gloves new from them to get the testing completed.

No, this program is based on Cintas setting up a new rental solution for Head/Hand PPE.

29. Classroom Safety Training Cost Breakdown:

d. Line 65906 – Is 10 people a minimum or maximum per class? If multiple classes are needed, is the charge of the instructor per class or one time charge for multiple classes? The class size listed on the price file is the max size per class. This varies per type of class, from 10-25. The charge for the instructor is per class.

e. Line 65908 – What are normal hours and excess hours?

Monday-Friday 8am-5:00pm

Referencing Cintas' response to the initial EC questions/clarifications:

30. Item 15 – Do you offer prompt payment discounts? **This was discussed on the teleconference on September 13. We discussed 2% Net 15 and Net 30 as the standard payment. This needs to be clarified that this is your understanding as well.**

Yes, 2% Net 15 and Net 30 for standard local payment. Updated document.

31. Item 17 – On page 142 you mention "minimal" charges for lockers, rolling racks and soiled hampers. Can you provide these at no charge? Can these be repaired or replaced as needed at no charge? **This was discussed on the teleconference on September 13. This was agreed that these would be at no charge and not that this would be negotiated. Please clarify.**

Yes, No Charge for these items. Updated document.

Attachment A

32. Item 18 – Please explain additional charges on page 31 for Garment Rental. This was discussed on the teleconference on September 13. See question 17, this charge should be removed.

Yes, No Charge. Updated document.

33. Item 19 – Stop charges for Garment Rental are not acceptable. Is this negotiable? This should be called minimum order size, not minimum stop charge.

Changed language to Minimum Order Size and updated document.

34. Item 26 – What is the Lost Replacement charge for Items not listed in the market basket? Please provide us with a full catalog that the discount by category will be taken from.

Catalog is online and can be accessed with link: www.shopcintas.com Updated document with the link as well.

35. Item 27 – Page 85, #7: What happens if a public agency is not able to accommodate Net 15 or Net 30 payment terms? Is it possible to make the standard payment terms for all product lines to be Net 30? This was discussed on the teleconference on September 13. We agreed on Net 30 as standard terms. This needs to be clarified that this is your understanding as well.

Yes, Net 30 is standard term. Updated document.

**Contract #R-BB-19002 - FACILITIES MAINTENANCE SOLUTIONS
DISCOUNT BY PRODUCT CATEGORY**

| Category | Discount (% from published/ book rate) | Comments |
|------------------------------|---|--|
| 1 Uniform Rental | 10%-32% | Cintas has committed to US Communities participating public agencies a 10% discount off of National Account Book Pricing for all items. National Account book pricing is, generally, 20%-25% off of local pricing structure. |
| 2 Uniform Leasing | 10% | |
| 3 Uniform Purchase | 10%-50% | |
| 4 Shoe Purchase | 10% | |
| 5 Mat/Mop Rental | 10%-56% | |
| 6 Mat/Mop Leasing | 10% | |
| 7 Mat/Mop Purchase | 10% | |
| 8 Restroom Supplies | 10% | |
| 9 Restroom Services | 10% | |
| 10 Deep Cleaning Services | 10% | |
| 11 First Aid/Safety Supplies | 10%-60% | Can Vary by product. Minimum savings listed |
| 12 AEDs | 10% | |
| 13 Fire Protection Services | 10% | |
| 14 Promotional Products | 10% | Can Vary by product. Minimum savings listed |
| 15 Miscellaneous | 10% | |
| 16 Other | 10% | |

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING WHERE NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE NOT-TO-EXCEED RATES.

Contract #R-BB-19002 - FACILITIES MAINTENANCE SOLUTIONS
ADDITIONAL CHARGES

Deep Clean

| | | | |
|----------------------------------|---|-------------------|--|
| Set Up Charge | Anytime we have to use the truck to clean a customer | \$50 per Service | |
| Truck Movement Charge | Anytime we have to move the truck during a service | \$50 per Movement | |
| Floor Change Charge per Floor | Anytime/All times we have to change floors during a service | \$50 per floor | |
| Furniture Moving Charge per Hour | Used if we have to move an excessive amount of furniture that adds up to at least an hour | \$200 per hour | |
| Spotting Price per Hour | Used if we are asked to spot only during a service | \$200 per hour | |
| Mileage Charge | Charge per Mile Outside of 60 Minutes from the Location | \$.75 per mile | |
| Minimum Stop Charge | Minimum amount we have to invoice to service the account | \$500 per Stop | |
| Wait Charge | Used anytime the customer is not prepared to start their cleaning and we have to wait more than an hour | \$80 per hour | |
| Cancellation Charge | Used anytime the customer cancels less than 24 hours before the service | 25% per invoice | |

Garment Rental

| | | |
|--|------|-------|
| Minimum Order Size | \$ | 35.00 |
| Lockers | \$ | - |
| Make Up -Waived on initial installation and for the 1st 30 days of service | \$ | 1.50 |
| Emblem -Waived on initial installation and for the 1st 30 days of service | Cost | |
| Name Tag | \$ | 1.50 |
| Size Premium (starting at 2XL) | \$ | 1.50 |

| DEEP CLEANING | | | |
|---------------------------------------|--|--------------------------|---|
| Service Description | Description | Price | Pricing Detail |
| Carpet | | | |
| VCT Restoration | Used any time we do a restoration VCT Job, which means stripping the floor all the way down and reapplying 4 coats of finish | \$50 sq ft | |
| VCT Maintenance | Used any time we do a maintenance VCT job, which means top scrubbing the floor down 1-2 coats and reapplying 2 coats of finish | \$60 sq ft | |
| VCT Maintenance | Used any time we do a cleaning VCT Job, which means cleaning the floor with a Pad and Cleaner and NOT reapplying any finish | \$32 sq ft | |
| Standard Carpet Cleaning | 5 Step - PARR Process plus Protectant - Truck Mount | \$29 Sq Ft | |
| Standard Carpet Cleaning | 4 Step - PARR Process - Truck Mount | \$22 Sq Ft | |
| Standard Carpet Cleaning | 2 Step - PreSpray and Rinse - Truck Mount | \$14 Sq Ft | |
| Standard Carpet Cleaning | 5 Step - PARR Process plus Protectant - Portable | \$22 Sq Ft | |
| Standard Carpet Cleaning | 4 Step - PARR Process - Portable | \$14 Sq Ft | |
| Standard Carpet Cleaning | 2 Step - PreSpray and Rinse - Portable | \$09 Sq Ft | |
| Wool Carpet Cleaning | 2 Step - PreSpray and Rinse | \$28 Sq Ft | |
| Carpeted Steps | Cleaning Only | \$4.50 per standard step | If step is determined to be nonstandard, the price is decided locally |
| Carpet Protectant | If not included with 5 Step | \$20 Sq Ft | |
| Carpet Sanitizer | Used anytime we apply a sanitizer after the cleaning | \$05 Sq Ft | |
| Carpet Deodorizer | Used anytime we apply a deodorizer after the cleaning | \$05 Sq Ft | |
| Low Moisture Process | PrePhotoScrub, PreSpray, Agitate, Respray Spots (No Vacuuming) | \$14 Sq Ft | Any vacuuming required is in addition to the sq ft price |
| TILE | | | |
| Standard Tile | 5 Step - PARR Process plus Sealer - Truck Mount | \$1.89 Sq Ft | |
| Standard Tile | 5 Step - PARR Process 2" or Less - Truck Mount | \$2.50 Sq Ft | |
| Standard Tile | 4 Step - PARR Process >2" - Truck Mount | \$1.75 Sq Ft | |
| Standard Tile | 4 Step - PARR Process 2" or Less - Truck Mount | \$1.99 Sq Ft | |
| Sealer (After Cleaning) | Used anytime we apply an impregnating sealer after the cleaning | \$1.60 Sq Ft | |
| Color Seal (After Cleaning) | Color Seal < 2" Tile | \$5.80 Sq Ft | |
| Color Seal (After Cleaning) | Color Seal 2" - 6" Tile | \$2.70 Sq Ft | |
| Color Seal (After Cleaning) | Color Seal > 6" Tile | \$1.80 Sq Ft | |
| Kitchen Cleaning | Used anytime we clean a Kitchen, does not include Sealer | \$1.25 Sq Ft | |
| Standard Tile | 5 Step - PARR Process plus Sealer - Portable | \$1.30 Sq Ft | |
| Standard Tile | 5 Step - PARR Process 2" or Less - Portable | \$2.05 Sq Ft | |
| Standard Tile | 4 Step - PARR Process >2" - Portable | \$1.35 Sq Ft | |
| Standard Tile | 4 Step - PARR Process 2" or Less - Portable | \$1.60 Sq Ft | |
| Concrete Cleaning | Interior - Truck Mount Only | \$1.25 Sq Ft | |
| Concrete Cleaning | Exterior - Truck Mount Only | \$1.70 Sq Ft | |
| Set Up Charge | Anytime we have to use the truck to clean a customer | \$50 per service | |
| Truck Movement Charge | Anytime we have to move the truck during a service | \$50 per Movement | |
| Floor Change Charge per Floor | Anytime/All times we have to change floors during a service | \$50 per floor | |
| Furniture Moving Charge per Hour | Used if we have to move an excessive amount of furniture that adds up to at least an hour | \$200 per hour | |
| Spotting Price per Hour | Used if we are asked to spot only during a service | \$200 per hour | |
| Mileage Charge | Charge per Mile Outside of 60 Minutes from the Location | \$1.75 per mile | |
| Minimum Stop Charge | Minimum amount we have to invoice to service the account | \$600 per stop | |
| Wait Charge | Used anytime the customer is not prepared to start their cleaning and we have to wait more than an hour | \$80 per hour | |
| Cancellation Charge | Used anytime the customer cancels less than 24 hours before the service | 25% per invoice | |
| Restroom Cleaning | | | |
| Restroom Cleaning - Sanit. UltraClean | Touchless Restroom Cleaning that sanitizes and removes spots from all surfaces, floors & fixtures | \$1.20 Sq Ft | Base Charge - Weekly and Every Other Week \$35.00; Monthly \$55.00 |

ANY ITEM NOT INCLUDED ON THE PRICE SHEET SHALL BE PRICED AT 10% OFF NATIONAL VOLUNTARY BOOK PRICING (OR 10% OFF LOCAL BOOK PRICING WHERE NATIONAL BOOK PRICING IS NOT AVAILABLE). ALL PRICES LISTED ARE NOT-TO-EXCEED RATES.

Uniform Rental Items

Discounts range from 10% to 32% of National Book Rate.

All Prices shown are not-to-exceed rates

| Item Number | Make | Supplier/Item Number | UCM | Description | Discount (percentage from Discount Rate by Category) | Price for weekly lease (no cleaning) | Price for weekly rental (with cleaning) | L/R Charge |
|-------------|------------|----------------------|-----|--|--|--------------------------------------|---|------------|
| 1 | Cintas | 995 | EA | Comfort Work Shirts 65/35 Poly Cotton | 10% | \$ 0.15 | \$ 0.17 | \$ 15.00 |
| 2 | Cintas | 279 | EA | High Image Work Shirt 65/35 Poly Cotton | 10% | \$ 0.19 | \$ 0.25 | \$ 23.00 |
| 3 | Cintas | 66273 | EA | High Image Womens Work Shirt 65/35 Poly Cotton | 10% | \$ 0.19 | \$ 0.25 | \$ 23.00 |
| 4 | Cintas | 945 | EA | Comfort Work Pants 65/35 Poly Cotton | 10% | \$ 0.16 | \$ 0.19 | \$ 18.00 |
| 5 | Cintas | 863 | EA | Pleated Comfort Work Pants 65/35 Poly Cotton | 10% | \$ 0.20 | \$ 0.27 | \$ 22.00 |
| 6 | Cintas | 270 | EA | Comfort Work Cargo Pants 65/35 Poly Cotton | 10% | \$ 0.25 | \$ 0.33 | \$ 27.00 |
| 7 | Cintas | 370 | EA | Comfort Work Cargo Short 65/35 Poly Cotton | 10% | \$ 0.24 | \$ 0.31 | \$ 27.00 |
| 8 | Cintas | 205 | EA | Womens Comfort Work Shirt w Pocket 65/35 Poly Cotton | 10% | \$ 0.13 | \$ 0.17 | \$ 17.00 |
| 9 | Cintas | 330 | EA | Cotton Work Shirt 100% Cotton | 10% | \$ 0.19 | \$ 0.25 | \$ 18.00 |
| 10 | Cintas | 340 | EA | Cotton Work Pants 100% Cotton | 10% | \$ 0.25 | \$ 0.34 | \$ 23.50 |
| 11 | Cintas | 394 | EA | Jean Pant 100% Cotton | 10% | \$ 0.21 | \$ 0.29 | \$ 20.00 |
| 12 | Cintas | 82670 | EA | Chef Coat 65/35 Poly Cotton | 10% | \$ 0.18 | \$ 0.24 | \$ 23.00 |
| 13 | Cintas | 71125 | EA | Elastic Waist Chef Pants w Drawstring 65/35 Poly Cotton | 10% | \$ 0.25 | \$ 0.32 | \$ 26.00 |
| 14 | Cintas | 893 | EA | Food Processing Shirt Whites/Blue (no pockets, grippers) 65/35 Poly Cotton | 10% | \$ 0.12 | \$ 0.17 | \$ 13.50 |
| 15 | Cintas | 974 | EA | Executive Dress Shirt 57/43 Poly Cotton | 10% | \$ 0.19 | \$ 0.25 | \$ 22.00 |
| 16 | Cintas | 275 | EA | High Image Performance Polo Shirt 100% Microfiber Poly | 10% | \$ 0.25 | \$ 0.34 | \$ 28.00 |
| 17 | Cintas | 66275 | EA | Womens High Image Performance Polo Shirt 100% Microfiber Poly | 10% | \$ 0.25 | \$ 0.34 | \$ 28.00 |
| 18 | Cintas | 390 | EA | Womens Fit Comfort Work Pant (skin) | 10% | \$ 0.20 | \$ 0.27 | \$ 21.00 |
| 19 | Cintas | 395 | EA | Womens Fit Comfort Work Pant | 10% | \$ 0.20 | \$ 0.27 | \$ 21.00 |
| 20 | Cintas | 259 | EA | Pro-Knit Polo Shirts Moisture Wicking 100% Poly | 10% | \$ 0.17 | \$ 0.23 | \$ 20.00 |
| 21 | Cintas | 288 | EA | Pro-Knit Tee Shirt 100% Poly | 10% | \$ 0.13 | \$ 0.17 | \$ 16.00 |
| 22 | Cintas | 970 | EA | Uned Service Jacket 65/35 Poly Cotton | 10% | \$ 0.30 | \$ 0.40 | \$ 31.00 |
| 23 | Cintas | 366 | EA | High Image Jacket 65/35 Poly Cotton | 10% | \$ 0.26 | \$ 0.35 | \$ 45.00 |
| 24 | Cintas | 912 | EA | Coverall 7.5 oz 65/35 Poly Cotton | 10% | \$ 0.19 | \$ 0.25 | \$ 30.00 |
| 25 | Cintas | 925 | EA | White Lab Coat 80/20 Poly Cotton | 10% | \$ 0.28 | \$ 0.24 | \$ 25.00 |
| 26 | Cintas | 82497 | EA | White Polyester Butcher Coat 100% Poly | 10% | \$ 0.19 | \$ 0.25 | \$ 24.00 |
| 27 | Carhartt | 384 | EA | Carhartt Shirt 100% Cotton | 10% | \$ 0.25 | \$ 0.33 | \$ 25.00 |
| 28 | Carhartt | 381 | EA | Carhartt 5 Pocket Jeans 100% Cotton | 10% | \$ 0.28 | \$ 0.37 | \$ 27.00 |
| 29 | Carhartt | 382 | EA | Carhartt Carpenter Jeans 100% Cotton | 10% | \$ 0.28 | \$ 0.37 | \$ 30.00 |
| 30 | Carhartt | 383 | EA | Carhartt Work Pants 100% Cotton | 10% | \$ 0.32 | \$ 0.42 | \$ 25.00 |
| 31 | Carhartt | 280 | EA | Flame Resistant Jean | 10% | N/A | \$ 0.55 | \$ 49.00 |
| 32 | Carhartt | 290 | EA | Flame Resistant Carpenter Jean | 10% | N/A | \$ 0.55 | \$ 49.00 |
| 33 | Carhartt | 294 | EA | Flame Resistant Work Shirt | 10% | N/A | \$ 0.42 | \$ 49.00 |
| 34 | Carhartt | 371 | EA | Flame Resistant Work Pant | 10% | N/A | \$ 0.42 | \$ 44.00 |
| 35 | Carhartt | 391 | EA | Flame Resistant Coverall | 10% | N/A | \$ 0.88 | \$ 84.00 |
| 36 | Happy Chef | 517 | EA | Food Service, Chef Coat XS-XL | 10% | \$ 0.39 | \$ 0.44 | \$ 25.00 |
| 37 | Happy Chef | 67627 | EA | Food Service, V-Neck Apron One Size | 10% | \$ 0.51 | \$ 0.41 | \$ 14.00 |
| 38 | Happy Chef | 317 | EA | Food Service, Female Chef Coat, XS-XL | 10% | \$ 0.53 | \$ 0.44 | \$ 25.00 |
| 41 | Cintas | 10195 | EA | 3x5 Traffic Mat | 10% | N/A | \$ 2.00 | \$ 46.00 |
| 42 | Cintas | 1801 | EA | 2x3 Spring Mat | 10% | N/A | \$ 1.50 | \$ 52.00 |
| 43 | Cintas | 1802 | EA | 3x3 Spring Mat | 10% | N/A | \$ 2.25 | \$ 65.00 |
| 44 | Cintas | 84302 | EA | 3x5 Safety Mat | 10% | N/A | \$ 3.25 | \$ 65.00 |
| 45 | Cintas | 84301 | EA | 3x5 Logo Mat | 10% | N/A | \$ 2.40 | \$ 88.00 |
| 46 | Cintas | 6913 | EA | 24 oz Synth Wet Mop | 10% | N/A | \$ 1.50 | \$ 15.00 |
| 47 | Cintas | 9582 | EA | Pulse Mop | 10% | N/A | \$ 1.75 | \$ 110.00 |
| 48 | Cintas | 9581 | EA | Dual Chamber Mop Bucket | 10% | N/A | \$ 2.50 | \$ 125.00 |
| 49 | Cintas | 7116 | EA | 12" Microfiber Mop Head | 10% | N/A | \$ 0.18 | \$ 5.00 |
| 50 | Cintas | 7001 | EA | 86" Microfiber Mop Head | 10% | N/A | \$ 0.45 | \$ 12.00 |
| 51 | Cintas | 7245 | EA | Microfiber Mop Handle | 10% | N/A | \$ 0.80 | \$ 10.00 |

| Nationwide Usage | | | | | Proposed Price/Equipment | | | | |
|------------------|------------|----------------------|-----|---|---|----------------|-----------------------|--|--|
| Item Number | Make | Supplier Item Number | UOM | Description | Discount (percentage from Discount by Category) | Purchase Price | Current CEILING Price | Make/Model of Quoted Item (if different) | Description of Quoted Item (if different) |
| 1 | Cintas | 935 | EA | Comfort Work Shirt 65/35 Poly/Cotton | 30% | \$15.99 | \$17.59 | | |
| 2 | Cintas | 273 | EA | High Image Work Shirt 65/35 Poly/Cotton | 10% | \$26.99 | \$29.69 | | |
| 3 | Cintas | 66273 | EA | High Image Womens Work Shirt 65/35 Poly/Cotton | 10% | \$26.99 | \$29.69 | | |
| 4 | Cintas | 945 | EA | Comfort Work Pant 65/35 Poly/Cotton | 36% | \$17.99 | \$19.79 | | |
| 5 | Cintas | 865 | EA | Pleated Comfort Work Pant 65/35 Poly/Cotton | 36% | \$17.99 | \$19.79 | | |
| 6 | Cintas | 270 | EA | Comfort WorkCargo Pant 65/35 Poly/Cotton | 24% | \$24.99 | \$27.49 | | |
| 7 | Cintas | 370 | EA | Comfort WorkCargo Short 65/35 Poly/Cotton | 29% | \$19.99 | \$21.99 | | |
| 8 | Cintas | 205 | EA | Womens Comfort Work shirt W/Pocket 65/35/ Poly Cot | 10% | \$21.59 | \$23.75 | | |
| 9 | Cintas | 330 | EA | Cotton Work Shirt 100% Cotton | 39% | \$19.99 | \$21.99 | | |
| 10 | Cintas | 340 | EA | Cotton Work Pant 100% Cotton | 33% | \$21.99 | \$24.19 | | |
| 11 | Cintas | 354 | EA | Jeans Pant 100% Cotton | 10% | \$25.19 | \$27.71 | | |
| 12 | ChefWorks | 82670 | EA | ChefWorks Chef Coat 65/35 Poly Cotton Rental Only | 10% | \$29.69 | \$32.66 | 65375 | ChefWorks Cool Vent Chef Coat 65/35 Poly Cotton LS Direct Sale |
| 13 | ChefWorks | 71125 | EA | Elastic Waist Chef Pant W/Drawstring 65/35 Poly/Cotton | 36% | \$17.99 | \$19.79 | 86550 | Boggy Chef Pant 65/35 Poly/Cotton Direct Sale |
| 14 | Cintas | 833 | EA | Food Processing Shirt White/Blue (no pockets, grippers) | 10% | \$20.69 | \$22.76 | | |
| 15 | Cintas | 374 | EA | Executive Dress Shirt 57/43 Poly/Cotton | 36% | \$17.99 | \$19.79 | | |
| 16 | Cintas | 275 | EA | High Image Performance Polo Shirt 100% Microfiber Pol | 10% | \$29.69 | \$32.66 | | |
| 17 | Cintas | 66275 | EA | Womens High Image Performance Polo Shirt 100% Micro | 10% | \$29.69 | \$32.66 | | |
| 18 | Cintas | 390 | EA | Womens Fit Comfort Work pant 65/35 Poly/Cotton (Slim | 36% | \$17.99 | \$19.79 | | |
| 19 | Cintas | 395 | EA | Womens Fit Comfort Work pant 65/35 Poly/Cotton | 36% | \$17.99 | \$19.79 | | |
| 20 | Cintas | 259 | EA | Pre-Knit Polo Shirts Moisture Wicking 100% Poly | 29% | \$19.99 | \$21.99 | | |
| 21 | Cintas | 258 | EA | Pre-Knit Polo Shirts 100% Poly | 10% | \$16.19 | \$17.81 | | |
| 22 | Cintas | 970 | EA | Lined Service Jacket 65/35 Poly/Cotton | 35% | \$27.99 | \$30.79 | | |
| 23 | Cintas | 366 | EA | High Image Jacket 65/35 Poly/Cotton | 12% | \$59.99 | \$65.99 | | |
| 24 | Cintas | 912 | EA | Coverall 7.5 oz 65/35 Poly/Cotton | 32% | \$25.99 | \$28.59 | | |
| 25 | Cintas | 925 | EA | White Lab Coat 80/20 Poly/Cotton Rental Only | 35% | \$14.99 | \$16.49 | 59925 | White Lab Coat 80/20 Poly/Cotton LS Direct Sale |
| 26 | Cintas | 82497 | EA | White Polyester Butcher Coat 100% Poly | 10% | \$25.19 | \$27.71 | | |
| 27 | Carhartt | 384 | EA | Carhartt Shirt 100% Cotton Rental Only | 10% | \$27.89 | \$30.68 | 332 | Cintas Woven Chambray Direct Sale |
| 28 | Carhartt | 381 | EA | Carhartt Pocket Jeans 100% Cotton Rental Only | 10% | \$38.69 | \$42.56 | 74307 | Carhartt Pocket Jeans 100% Cotton Direct Sale |
| 29 | Carhartt | 382 | EA | Carhartt Carpenter Jeans 100% Cotton Rental Only | 10% | \$43.19 | \$47.51 | 74308 | Carhartt Carpenter Jeans 100% Cotton Direct Sale |
| 30 | Carhartt | 383 | EA | Carhartt Work Pants 100% Cotton Rental Only | 10% | \$47.69 | \$52.46 | 74309 | Carhartt Work Pants 100% Cotton Direct Sale |
| 31 | Carhartt | 280 | EA | Carhartt FR Jean Rental Only | 10% | \$74.69 | \$82.16 | 63869 | Carhartt Carvers Jean Direct Sale |
| 32 | Carhartt | 290 | EA | Carhartt FR Carpenter Jean Rental Only | 10% | \$70.19 | \$77.21 | 70610 | Carhartt FR Carpenter Jean Direct Sale |
| 33 | Carhartt | 294 | EA | Carhartt FR Work Shirt Rental Only | 10% | \$65.69 | \$72.26 | 60087 | Carhartt FR Work Shirt Direct Sale |
| 34 | Carhartt | 371 | EA | Carhartt FR Work Pant Rental Only | 10% | \$47.69 | \$52.46 | 70644 | UltraSoft FR Pant Direct Sale |
| 35 | Carhartt | 391 | EA | Carhartt FR Coverall Rental Only | 10% | \$110.69 | \$121.76 | 8773 | Tecasafe Plus FR Coverall Direct Sale |
| 36 | Happy Chef | 8841 | EA | Happy Chef Food Service, Polo Shirt S-XL | 10% | \$20.69 | \$22.76 | 65493 | Cintas Gripper Snap Polo Direct Sale |
| 37 | Happy Chef | 517 | EA | Happy Chef Food Service, Chef Coat S-XL | 10% | \$35.99 | \$39.59 | 106452 | Cintas Classic Chef Coat Direct Sale |
| 38 | Happy Chef | 67627 | EA | Happy Chef Food Service, V-Neck Apron, One Size | 50% | \$4.99 | \$5.49 | 82976 | Cintas Bib Apron Direct Sale |
| 39 | Happy Chef | 317 | EA | Happy Chef Food Service, Female Chef Coat S-XL | 10% | \$35.99 | \$39.59 | 106943 | Cintas Classic Che Coat Womens Direct Sale |
| 40 | Happy Chef | 48480 | EA | Happy Chef Food Service, Chef Hat, Student (Beret) | 44% | \$4.99 | \$5.49 | | |
| 41 | Happy Chef | 100445 | EA | Happy Chef Food Service, Skull Cap, Flat Top-Chicago | 30% | \$6.99 | \$7.69 | | |

| Hand & Head Protection Program Options | | | |
|---|--|-------------------|-----------------|
| Cintas Item Number | Hand Protection Program | Lease/Week | LR Rates |
| 869320700 | 11" Class 00 Rubber Insulating Gloves - Yellow | | \$ 55.25 |
| 869320350 | 11" Class 00 Rubber Insulating Gloves - Black | | \$ 55.25 |
| 754910300 | ARC Guard FR Knlt Glove | | \$ 21.75 |
| 869380000 | 10" Leather Protectors | | \$ 21.00 |
| 601960600 | Canvas Glove Bag | | \$ 21.00 |
| | Hand Protection Weekly Cost | \$ 8.07 | |
| | Head Protection Program | | |
| 601940000 | Clear Safety Glass | | \$ 4.00 |
| 745030300 | 12cal PureView Faceshield | | \$ 105.00 |
| 745010000 | MSA Slotted Hard Hat - White | | \$ 21.00 |
| 823370200 | 12cal Balaclava - NAVY | | \$ 17.00 |
| 744370260 | Electric Gear Bag | | \$ 30.00 |
| | Head Protection Weekly Cost | \$ 3.93 | |
| | Total Progam Weekly Cost | \$ 12.00 | |

Available Glove Sizes 8-12

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SAFETY ITEMS

All Prices shown are not-to-exceed rates

| Item Number | Make | Supplier Item Number | Description | UOM | Quantity per UOM | | |
|-------------|--------|----------------------|---------------------|-----|----------------------|---------|---------|
| 1 | CINTAS | 280020 | LENS/SCREEN PADS | EA | 100 | -59.354 | \$8.63 |
| 2 | CINTAS | 163050 | BURN RELIEF PACKET/ | BAG | 6 packets | -70.913 | \$3.95 |
| 3 | CINTAS | 1030300 | WOUNDSEAL POUR | EA | 2 | -52.026 | \$11.25 |
| 4 | CINTAS | 119260 | ALLERGY RELIEF | BOX | 2/1Dent blister paks | -57.794 | \$8.48 |
| 5 | CINTAS | 121220 | ALEVE SMALL | BAG | 5 packs | -61.797 | \$3.13 |
| 6 | CINTAS | 573772 | DAYQUIL SEVERE | BAG | 5 packets | -63.703 | \$4.45 |
| 7 | CINTAS | 79191 | MUCINEX SMALL | BAG | 3 packets | -43.260 | \$7.45 |
| 8 | CINTAS | 111929 | IBUPROFEN TABS | BOX | 20 packets | -76.419 | \$2.95 |
| 9 | CINTAS | 112039 | COLD RELIEF | BOX | 40 packets | -66.441 | \$7.45 |
| 10 | CINTAS | 12221 | LIQUID BANDAGE | BAG | 5 pipettes | -49.924 | \$6.60 |
| 11 | CINTAS | 111989 | IBUPROFEN TABS | BOX | 50 packets | -68.944 | \$6.00 |
| 12 | CINTAS | 111999 | IBUPROFEN TABS LRG | BOX | 125 packets | -65.093 | \$13.28 |
| 13 | CINTAS | 150110 | TWEEZERS METAL | PAC | 3 tweezers | -59.780 | \$3.48 |
| 14 | CINTAS | 51030 | HAND SANITIZER | BAG | 10 packets | -79.193 | \$1.63 |
| 15 | CINTAS | 130479 | EYEWASH, 1/2OZ | BOX | 5 bottles | -55.874 | \$7.48 |
| 16 | CINTAS | 122249 | GLUCOSE, SMALL | PAC | 2 packs | -38.430 | \$8.28 |
| 17 | CINTAS | 102435 | LIP Aid SMALL | BAG | 10 packets | -73.490 | \$1.98 |
| 18 | CINTAS | 102640 | BIOFREEZE MUSCLE | BAG | 5 packets | -67.697 | \$4.03 |
| 19 | CINTAS | 119250 | ANTI-DIARRHEAL | BOX | 12 caplets | -61.153 | \$5.63 |
| 20 | CINTAS | 43729 | X-LONG BANDAGE | BOX | 25 bandages | -60.032 | \$5.00 |
| 21 | CINTAS | 164010 | COOL&SOOTHE | BOX | 6 packets | -61.043 | \$9.23 |
| 22 | CINTAS | 111529 | PAIN AWAY X- | BAG | 25 packets | -79.664 | \$2.30 |
| 23 | CINTAS | 43658 | WATERPROOF CLEAR | BOX | 30 bandages | -52.885 | \$4.90 |
| 24 | CINTAS | 44269 | ELASTIC STRIP | BOX | 50 bandages | -62.848 | \$3.88 |
| 25 | CINTAS | 111180 | ASPIRIN ORG ST 50CT | BOX | 25 packets | -74.674 | \$3.50 |
| 26 | CINTAS | 130000 | THERA TEARS, SMALL | PAC | 4 vials | -65.585 | \$3.50 |
| 27 | CINTAS | 100019 | TRIPLE ANTIBIOTIC | BOX | 20 packets | -71.360 | \$4.15 |
| 28 | CINTAS | 112029 | COLD RELIEF | BAG | 25 packets | -69.365 | \$4.20 |
| 29 | CINTAS | 44429 | LARGE PATCH 2"X3" | BOX | 15 bandages | -66.848 | \$3.65 |



| Item | Description | Comment | Qty | California | USC Pricing |
|--|--|--|-----|------------|-------------|
| | | | | Price | (from PDP) |
| Services: | | | | | |
| SC | Minimum Order Size per stop | Per stop. | ea | \$55.00 | \$45.00 |
| IN | Portable Extinguisher Annual Maintenance Inspection Hand Portable Stored Pressure and CO2 Fire Extinguishers - up to 20# | Per unit. | ea | \$10.00 | \$5.25 |
| Unit Test, Recharge and Repair Parts: | | | | | |
| NSDC2.5 | 2.5# Stored pressure Dry Chemical - Six Year Test | Includes O-Ring, V-Stem, Service Collar, and Six Year Internal Maintenance labor; Does not include parts not specifically listed or applicable Inspection (IN) Price. | ea | \$30.00 | \$30.00 |
| NSDC5 | 5# Stored pressure Dry Chemical - Six Year Test | | ea | \$40.00 | \$31.00 |
| NSDC10 | 10# Stored pressure Dry Chemical - Six Year Test | | ea | \$33.00 | \$43.00 |
| NSDC20 | 20# Stored pressure Dry Chemical - Six Year Test | | ea | \$70.00 | \$68.00 |
| NHDC2.5 | 2.5# Stored pressure Dry Chemical - Hydrostatic Test | Includes O-Ring, V-Stem, Service Collar and Hydrostatic Test labor; Does not include parts not specifically listed or applicable Inspection (IN) Price. | ea | \$30.00 | \$28.00 |
| NHDC5 | 5# Stored pressure Dry Chemical - Hydrostatic Test | | ea | \$40.00 | \$33.00 |
| NHDC10 | 10# Stored pressure Dry Chemical - Hydrostatic Test | | ea | \$33.00 | \$35.00 |
| NHDC20 | 20# Stored pressure Dry Chemical - Hydrostatic Test | | ea | \$60.00 | \$97.00 |
| NRDC2.5 | 2.5# Stored pressure Dry Chemical - Recharge | Includes Recharge Labor, Agent and Service Collar; Does not include parts not specifically listed or applicable Inspection (IN) Price. | ea | \$30.00 | \$28.00 |
| NRDC5 | 5# Stored pressure Dry Chemical - Recharge | | ea | \$40.00 | \$33.00 |
| NRDC10 | 10# Stored pressure Dry Chemical - Recharge | | ea | \$33.00 | \$35.00 |
| NRDC20 | 20# Stored pressure Dry Chemical - Recharge | | ea | \$60.00 | \$37.00 |
| EELIN | Pull Pin | Per unit. | ea | \$3.25 | \$2.75 |
| New Extinguishers: | | | | | |
| 5# ABC Ext | 5# ABC Dry Chemical Fire Extinguisher | Per unit. | ea | \$65.00 | \$59.00 |
| 10# ABC Ext | 10# ABC Dry Chemical Fire Extinguisher | Per unit. | ea | \$88.00 | \$83.00 |
| 2.5# ABC Ext | 2 1/2# ABC Dry Chemical Fire Extinguisher | Per unit. | ea | \$42.00 | \$42.00 |
| 20# ABC Ext | 20# ABC Dry Chemical Fire Extinguisher | Per unit. | ea | \$195.00 | \$195.00 |
| Emergency Light Parts and Services: | | | | | |
| INPTT | E-Light Push Test Button - 30 Seconds | Per unit. | ea | \$10.00 | \$4.35 |
| INEL | Emergency Exit Light Inspection (Load Test) | Per unit. | ea | \$18.00 | \$12.00 |
| EXB64 | E-Light Battery, 6V, 4A | Per unit. | ea | \$29.00 | \$29.00 |
| EXB67 | E-Light Battery, 6V, 7A | Per unit. | ea | \$37.50 | \$37.50 |
| EXB610 | E-Light Battery, 6V, 10A | Per unit. | ea | \$39.00 | \$39.00 |
| EXB612 | E-Light Battery, 6V, 12A | Per unit. | ea | \$45.00 | \$45.00 |
| EXL15T6 | E-Light Bulb, 145V, 15W | Per unit. | ea | \$9.00 | \$8.00 |
| EXL20 | E-Light Bulb, 120V, 20W | Per unit. | ea | \$9.00 | \$8.00 |

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| Item | Description | Comment | Qty | US Price | California | | % Savings from US |
|-------------------------------|---|----------------------|-----|----------|------------|-------------|----------------------|
| | | | | | Price | USC Pricing | |
| Inspection & Parts | | | | | | | |
| INKS | Kitchen System Inspection - single or first tank | Per system. | ea | \$125.00 | \$125.00 | \$105.00 | 16.00% |
| INKST | Kitchen System Inspection - remote or additional tank | Per additional tank. | ea | \$95.00 | \$95.00 | \$85.00 | 10.53% |
| EELINK | Fusible Link | Per unit. | ea | \$12.00 | \$15.00 | \$9.80 | 18.33% |



| | | | | California | |
|-------------------------------|--|------------|-----|------------|-----------|
| Item | Description | Comment | Qty | Price | USC Price |
| Inspection & Parts | | | | | |
| INSPW | Annual Sprinkler Inspection Wet - Initial Riser | Per riser. | ea | \$295.00 | \$265.00 |
| INSPR | Annual Sprinkler Inspection Wet - Additional Riser | Per riser. | ea | \$150.00 | \$105.00 |
| INSPBFIRE | Fire line backflow test per valve | Per unit. | ea | \$175.00 | \$185.00 |
| INSPD | Sprinkler Inspection (Dry) | Per riser. | ea | \$325.00 | \$275.00 |
| INSPBFDO | Inspection Back Flow - Domestic or Irrigation (per | Per unit. | ea | \$135.00 | \$110.00 |

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| Item | Description | Comment | Qty | California | |
|-------------------------------|--|-------------|-----|------------|-------------|
| | | | | Price | USC Pricing |
| Inspection & Parts | | | | | |
| INFA | Annual Fire Alarm System Inspection | Per panel. | ea | \$300.00 | \$235.00 |
| INFAID | Devices Per Device (somke det. bell, horn, strobe, pull station) | Per device. | ea | \$10.00 | \$8.50 |
| INFADD | Duct Detectors | Per unit. | ea | \$35.00 | \$28.50 |

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| FIRE LABOR RATES | | | |
|-------------------------|-------------|-----------------|------------------|
| ITEM | Unit | CA Price | USC Price |
| Labor - Regular | ea | \$150.00 | \$105.00 |
| Labor - Overtime | ea | \$200.00 | \$157.50 |
| Labor - Weekend/Holiday | ea | \$300.00 | \$210.00 |
| Emergency Service Call | ea | \$350.00 | \$275.00 |

**Cintas First Aid Training List
for U.S. Communities
#R-BB-19002**

| Course Mater[al] # (SAP) | Course Description | Class Duration | Duration Type | Expiration | Expiration Type | Certification | Class Size | US Communities Contract Ceiling Price | Price Per |
|--------------------------|--|----------------|---------------|------------|-----------------|---------------|------------|---------------------------------------|------------|
| 65001 | CPR/FIRST AID/AED COURSE (HeartSaver First Aid with CPR & AED) | 7 | Hours | 2 | Years | AHA | 9 | \$ 666.48 | Per Class |
| 65013 | CPR/FIRST AID/AED/BBP COURSE | 1 | Days | 2 | Years | AHA | 9 | \$ 809.52 | Per Class |
| 65008 | BBP AWARENESS CLASS | 1 | Hours | 1 | Years | CLMI | 0 | \$ 401.72 | Per Class |
| 65004 | PEDIATRIC FIRST AID COURSE | 3 1/2 | Hours | 2 | Years | AHA | 9 | \$ 503.42 | Per Class |
| 65009 | FIRST AID COURSE | 3.5 | Hours | 2 | Years | AHA | 9 | \$ 457.65 | Per Class |
| 65013 | INFANT CHILD SUPPLEMENT (CPR/AED) | 1 | Hours | 2 | Years | AHA | 9 | \$ 101.70 | Per Class |
| 65016 | CPR/FIRST AID/AED (PER STUDENT) | 7 | Hours | 2 | Years | AHA | min 8 | \$ 76.28 | Per Person |
| 65017 | FIRST AID COURSE (PER STUDENT) | 3 1/2 | Hours | 2 | Years | AHA | min 8 | \$ 50.85 | Per Person |
| 650010 | CPR/AED COURSE (PER STUDENT) | 4 | Hours | 2 | Years | AHA | min 8 | \$ 50.85 | Per Person |
| 65019 | BLS HCP (PER STUDENT) | 5 | Hours | 2 | Years | AHA | min 8 | \$ 55.94 | Per Person |
| 65021 | CPR/AED COURSE | 4 | Hours | 2 | Years | AHA | 9 | \$ 457.65 | Per Class |
| 65022 | BLS HEALTHCARE PROVIDER | 8 | Hours | 2 | Years | AHA | 8 | \$ 538.98 | Per Class |
| 65023 | OXYGEN AWARENESS CLASS | 1 | Hours | 1 | Years | COAST | 25 | \$ 398.32 | Per Class |
| 65024 | AHA HEART SAVER PEDIATRIC 3 HO | 9 | Hours | 2 | Years | AHA | 9 | \$ 40.68 | Per Person |

***CPR/First Aid uses the Heartsaver First Aid with CPR & AED student manuals but teach only the First Aid and CPR sections of the course.*

****Course hours are based on adult only courses and will be longer if pediatric training is done.*

*****Open Enrollment classes are based on local schedules and availability.*

******Additional charges apply for remote class locations and classes outside of normal business hours.*

ONLINE CPR, FIRST AID & AED TRAINING:

| | | | | | | | | | |
|--------|---|-------|---------|---|-------|-----|---|----------|------------|
| 650311 | HEARTSAVER FIRST AID, CPR & AED ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW) | 2 1/2 | Hours | 2 | Years | AHA | 1 | \$ 39.66 | Per Person |
| 650143 | HEARTSAVER FIRST AID, CPR & AED SKILLS CHECK (CAN DO UP TO 2 PEOPLE AT A TIME) | 45 | Minutes | 2 | Years | AHA | 1 | \$ 41.70 | Per Person |
| 650301 | HEARTSAVER FIRST AID ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW) | 2 | Hours | 2 | Years | AHA | 1 | \$ 27.40 | Per Person |
| 650142 | HEARTSAVER FIRST AID SKILLS CHECK (CAN DO UP TO 2 PEOPLE AT A TIME) | 50 | Minutes | 2 | Years | AHA | 1 | \$ 35.60 | Per Person |
| 650323 | HEARTSAVER CPR & AED ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW) | 1 1/2 | Hours | 2 | Years | AHA | 1 | \$ 22.97 | Per Person |
| 650141 | HEARTSAVER CPR SKILLS CHECK | 20 | Minutes | 2 | Years | AHA | 1 | \$ 35.60 | Per Person |

CLASSROOM SAFETY TRAINING

| | | | | | | | | | |
|--------|-------------------------------------|----|---------|---|-------|-------|-------|-----------|------------|
| 65205 | CONFINED SPACE CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$ 401.72 | Per Class |
| 65206 | FALL PROTECTION CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$ 401.72 | Per Class |
| 65207 | AERIAL LIFT SAFETY CLASS | 2 | Hours | 0 | None | CLMI | 10 | \$ 401.72 | Per Class |
| 65208 | FORKLIFT CERTIFICATION CLASS | 4 | Hours | 1 | Years | CLMI | 10 | \$ 401.72 | Per Class |
| 65209 | FORKLIFT CERTIFICATION (PER PERSON) | 4 | Hours | 1 | Years | CLMI | MIN 5 | \$ 76.28 | Per Person |
| 652091 | FORKLIFT SKILLS TEST (PER PERSON) | 20 | Minutes | 3 | Years | CLMI | MIN 5 | \$ 35.60 | Per Person |
| 65211 | CRANE SAFETY CLASS | 2 | Hours | 0 | None | CLMI | 10 | \$ 505.42 | Per Class |
| 652111 | CRANE SAFETY TESTING | 15 | Minutes | 0 | None | CLMI | 10 | \$ 25.43 | Per Person |
| 65212 | SAFETY COMMITTEE CLASS | 2 | Hours | 1 | Years | CINTS | 15 | \$ 401.72 | Per Class |
| 65214 | BACK SAFETY CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65216 | ERGONOMICS CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65218 | EMERGENCY PREPAREDNESS CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65220 | EYE PROTECTION CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65221 | SLIPS TRIPS & FALLS CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65222 | FIRE SAFETY CLASS | 2 | Hours | 1 | Years | CINTS | 25 | \$ 401.72 | Per Class |
| 65226 | HAZARD COMMUNICATION CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65230 | HEARING SAFETY CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65231 | HEAT INJURY PREVENTION CLASS | 1 | Hour | 1 | Years | CLMI | 25 | \$ 401.72 | Per Class |
| 65232 | HOUSEKEEPING CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65234 | LOCKOUT TAGOUT CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$ 401.72 | Per Class |
| 65236 | MACHINE GUARDING CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$ 401.72 | Per Class |
| 65240 | PPE CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$ 401.72 | Per Class |
| 65252 | RESPIRATORY SAFETY CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65254 | SAFETY PROGRAM MGMT CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$ 401.72 | Per Class |
| 65260 | GENERAL SAFETY TOPICS CLASS | 2 | Hours | 1 | Years | CINTS | 0 | \$ 355.95 | Per Class |
| 65290 | WRITTEN COMPLIANCE PROGRAM | 4 | Hours | 1 | Years | CINTS | 0 | \$ 401.72 | Per Class |
| 65400 | OSHA 10 HOUR GENERAL INDUSTRY | 2 | Days | 3 | Years | OSHA | 0 | \$ 300.02 | Per Person |
| 65402 | OSHA 30 HOUR GENERAL INDUSTRY | 4 | Days | 3 | Years | OSHA | 0 | \$ 788.18 | Per Person |
| 65404 | OSHA 10 HOUR CONSTRUCTION CLAS | 2 | Days | 3 | Years | OSHA | 0 | \$ 300.02 | Per Person |
| 65406 | OSHA 30 HOUR CONSTRUCTION CLAS | 4 | Days | 3 | Years | OSHA | 0 | \$ 788.18 | Per Person |

| | | | | | | | | | | |
|-------|--|----|---------|---|-------|-------|----|----|--------|------------|
| 65500 | RESPIRATOR FIT TESTING | 20 | Minutes | 1 | Years | CINTS | 0 | \$ | 85.60 | Per Person |
| 65501 | RESPIRATORY SAFETY CLASS WITH FIT TEST | 4 | Hours | 1 | Years | CINTS | 12 | \$ | 485.08 | Per Class |
| 65502 | SAFETY AUDIT | 2 | Hours | 1 | Years | CINTS | 0 | \$ | 401.72 | Per Class |
| 65503 | EMERGENCY RESPONSE TRAINING CL | 4 | Hours | 1 | Years | CINTS | 0 | \$ | 401.72 | Per Class |
| 65504 | WRITTEN SAFETY & HEALTH PROGRAM | 1 | Days | 1 | Years | CINTS | 1 | \$ | 401.72 | Per Person |
| 65905 | CLASS CANCELLATION FEE | 0 | None | 0 | None | CINTS | | \$ | - | |
| 65906 | INSTRUCTOR TRAVEL FEE | 0 | None | 0 | None | CINTS | | \$ | 50.85 | Per Class |
| 65908 | AFTER HOURS FEE | 0 | None | 0 | None | CINTS | | \$ | 101.70 | Per Class |

| Service Description | Description | OMNIA Ceilin Price | NEW Ceiling price | Pricing Detail |
|-----------------------------|--|--------------------------|-------------------|---|
| VCT Restoration | Used any time we do a restoration VCT job, which means stripping the floor all the way down and reapplying 4 coats of finish | \$.90 sq ft | \$ 0.92 | |
| VCT Maintenance | Used any time we do a maintenance VCT job, which means top scrubbing the floor down 1-2 coats and reapplying 2 coats of finish | \$.60 sq ft | \$ 0.61 | |
| VCT Maintenance | Used any time we do a cleaning VCT job, which means cleaning the floor with a Pad and Cleaner and NOT reapplying any finish | \$.32 sq ft | \$ 0.33 | |
| Standard Carpet Cleaning | 5 Step - PARR Process plus Protectant - Truck Mount | \$.29 Sq Ft | \$ 0.30 | |
| Standard Carpet Cleaning | 4 Step - PARR Process - Truck Mount | \$.22 Sq Ft | \$ 0.22 | |
| Standard Carpet Cleaning | 2 Step - Prespray and Rinse - Truck Mount | \$.14 Sq Ft | \$ 0.14 | |
| Standard Carpet Cleaning | 5 Step - PARR Process plus Protectant - Portable | \$.22 Sq Ft | \$ 0.22 | |
| Standard Carpet Cleaning | 4 Step - PARR Process - Portable | \$.14 Sq Ft | \$ 0.14 | |
| Standard Carpet Cleaning | 2 Step - Prespray and Rinse - Portable | \$.09 Sq Ft | \$ 0.09 | |
| Wool Carpet Cleaning | 2 Step - Prespray and Rinse | \$.29 Sq Ft | \$ 0.30 | |
| Carpeted Steps | Cleaning Only | \$4.50 per standard step | \$ 4.58 | If step is determined to be nonstandard, the price is decided locally |
| Carpet Protectant | If not included with 5 Step | \$.10 Sq Ft | \$ 0.10 | |
| Carpet Sanitizer | Used anytime we apply a sanitizer after the cleaning | \$.05 Sq Ft | \$ 0.05 | |
| Carpet Deodorizer | Used anytime we apply a deodorizer after the cleaning | \$.05 Sq Ft | \$ 0.05 | |
| Low Moisture Process | PreRotoScrub, Prespray, Agitate, Respray Spots (No Vacuuming) | \$.14 Sq Ft | \$ 0.14 | Any vacuuming required is in addition to the sq ft price |
| Standard Tile | 5 Step - PARR Process plus Sealer - Truck Mount | \$1.35 Sq Ft | \$ 1.37 | |
| Standard Tile | 5 Step - PARR Process 2" or Less - Truck Mount | \$2.50 Sq Ft | \$ 2.54 | |
| Standard Tile | 4 Step - PARR Process >2" - Truck Mount | \$.75 Sq Ft | \$ 0.76 | |
| Standard Tile | 4 Step - PARR Process 2" or Less - Truck Mount | \$1.95 Sq Ft | \$ 1.99 | |
| Sealer (After Cleaning) | Used anytime we apply an impregnating sealer after the cleaning | \$.60 Sq Ft | \$ 0.61 | |
| Color Seal (After Cleaning) | Color Seal < 2" Tile | \$3.60 Sq Ft | \$ 3.66 | |
| Color Seal (After Cleaning) | Color Seal 2" - 8" Tile | \$2.70 Sq Ft | \$ 2.75 | |
| Color Seal (After Cleaning) | Color Seal > 8" Tile | \$1.80 Sq Ft | \$ 1.83 | |
| Kitchen Cleaning | Used anytime we clean a Kitchen. Does not include Sealer | \$1.15 Sq Ft | \$ 1.17 | |
| Standard Tile | 5 Step - PARR Process plus Sealer - Portable | \$1.10 Sq Ft | \$ 1.12 | |
| Standard Tile | 5 Step - PARR Process 2" or Less - Portable | \$2.05 Sq Ft | \$ 2.09 | |
| Standard Tile | 4 Step - PARR Process >2" - Portable | \$.55 Sq Ft | \$ 0.56 | |
| Standard Tile | 4 Step - PARR Process 2" or Less - Portable | \$1.50 Sq Ft | \$ 1.53 | |
| Concrete Cleaning | Interior - Truck Mount Only | \$.35 Sq Ft | \$ 0.36 | |

| | | | | |
|--------------------------------------|---|--------------------------|------------------|--|
| Concrete Cleaning | Exterior - Truck Mount Only | \$.70 Sq Ft | \$ 0.71 | |
| Set Up Charge | Anytime we have to use the truck to clean a customer | \$50 per Service | \$ 50.90 | |
| Truck Movement Charge | Anytime we have to move the truck during a service | \$50 per Movement | \$ 50.90 | |
| Floor Change Charge per Floor | Anytime/All times we have to change floors during a service | \$50 per floor | \$ 50.90 | |
| Furniture Moving Charge per Hour | Used if we have to move an excessive amount of furniture that adds up to at least an hour | \$200 per hour | \$ 203.60 | |
| Spotting Price per Hour | Used if we are asked to spot only during a service | \$200 per hour | \$ 203.60 | |
| Mileage Charge | Charge per Mile Outside of 60 Minutes from the Location | \$.75 per mile | \$ 0.76 | |
| Minimum Stop Charge | Minimum amount we have to invoice to service the account | \$500 per Stop | \$ 509.00 | |
| Wait Charge | Used anytime the customer is not prepared to start their cleaning and we have to wait more than an hour | \$80 per hour | \$ 81.44 | |
| Restroom Cleaning - Sanis UltraClean | Touchless Restroom Cleaning that sanitizes and removes soils from all surfaces, floors & fixtures | \$.20 Sq Ft | \$ 0.20 | Base Charge - Weekly and Every Other Week \$35.00; Monthly \$55.00 |

ANY ITEM NOT INCLUDED ON THE PRICE SHEET MAY BE ADDED TO A CLIENT'S PROGRAM AT 10% OFF NATIONAL VOLUNTARY BOOK PRICING. WHERE NO VOLUNTARY BOOK PRICING EXISTS, OUR LOCATIONS CAN TAKE 10% OFF LOCAL BOOK PRICING. ITEMS CAN BE ADDED LOCALLY. NO NEED TO REQUEST THROUGH THE REQUEST FORM PROCESS OR HAVE IT KEYED IN THE MLRA SYSTEM.

| PORT and LIGHT PRICE | | | | | | | |
|--|--|---|-----|--------------------------------|------------------------------|-----------------------|-------------------|
| Item | Description | Comment | Qty | OMNIA Current California Price | Omnia California NEW Pricing | Omnia Current Pricing | Omnia NEW Pricing |
| Services: | | | | | | | |
| SC | Service Charge per stop | Per stop. | ea | \$55.00 | \$55.99 | \$45.00 | \$45.81 |
| IN | Portable Extinguisher Annual Maintenance Inspection Hand Portable Stored Pressure and CO2 Fire Extinguishers - up to 20# | Per unit. | ea | \$10.00 | \$10.18 | \$5.25 | \$5.34 |
| Unit Test, Recharge and Repair Parts: | | | | | | | |
| NSDC2.5 | 2.5# Stored pressure Dry Chemical - Six Year Test | Includes O-Ring, V-Stem, Service Collar and Six Year Internal Maintenance labor; Does not include parts not specifically listed or applicable Inspection (IN) Price | ea | \$30.00 | \$30.54 | \$30.00 | \$30.54 |
| NSDC5 | 5# Stored pressure Dry Chemical - Six Year Test | | ea | \$40.00 | \$40.72 | \$31.00 | \$31.56 |
| NSDC10 | 10# Stored pressure Dry Chemical - Six Year Test | | ea | \$33.00 | \$33.59 | \$43.00 | \$43.77 |
| NSDC20 | 20# Stored pressure Dry Chemical - Six Year Test | | ea | \$70.00 | \$71.26 | \$68.00 | \$69.22 |
| NHDC2.5 | 2.5# Stored pressure Dry Chemical - Hydrostatic Test | Includes O-Ring, V-Stem, Service Collar and Hydrostatic Test labor; Does not include parts not specifically listed or applicable Inspection (IN) Price | ea | \$30.00 | \$30.54 | \$28.00 | \$28.50 |
| NHDC5 | 5# Stored pressure Dry Chemical - Hydrostatic Test | | ea | \$40.00 | \$40.72 | \$33.00 | \$33.59 |
| NHDC10 | 10# Stored pressure Dry Chemical - Hydrostatic Test | | ea | \$33.00 | \$33.59 | \$35.00 | \$35.63 |
| NHDC20 | 20# Stored pressure Dry Chemical - Hydrostatic Test | | ea | \$60.00 | \$61.08 | \$37.00 | \$37.67 |
| NRDC2.5 | 2.5# Stored pressure Dry Chemical - Recharge | Includes Recharge Labor, Agent and Service Collar; Does not include parts not specifically listed or applicable Inspection (IN) Price | ea | \$30.00 | \$30.54 | \$28.00 | \$28.50 |
| NRDC5 | 5# Stored pressure Dry Chemical - Recharge | | ea | \$40.00 | \$40.72 | \$33.00 | \$33.59 |
| NRDC10 | 10# Stored pressure Dry Chemical - Recharge | | ea | \$33.00 | \$33.59 | \$35.00 | \$35.63 |

| | | | | | | | |
|--|---|-------------------------------|-----------------------------------|----------------------|--------------------------|----------|----------|
| NRDC20 | 20# Stored pressure Dry Chemical - Recharge | | ea | \$60.00 | \$61.08 | \$37.00 | \$37.67 |
| EEPIN | Pull Pin | Per unit. | ea | \$3.25 | \$3.31 | \$2.75 | \$2.80 |
| New Extinguishers: | | | | | | | |
| 5# ABC Ext | 5# ABC Dry Chemical Fire Extinguisher | Per unit. | ea | \$65.00 | \$66.17 | \$59.00 | \$60.06 |
| 10# ABC Ext | 10# ABC Dry Chemical Fire Extinguisher | Per unit. | ea | \$88.00 | \$89.58 | \$83.00 | \$84.49 |
| 2.5# ABC Ext | 2 1/2# ABC Dry Chemical Fire Extinguisher | Per unit. | ea | \$42.00 | \$42.76 | \$42.00 | \$42.76 |
| 20# ABC Ext | 20# ABC Dry Chemical Fire Extinguisher | Per unit. | ea | \$195.00 | \$198.51 | \$195.00 | \$198.51 |
| Emergency Light Parts and Services: | | | | | | | |
| INPTT | E-Light Push Test Button - 30 Seconds | Per unit. | ea | \$10.00 | \$10.18 | \$4.35 | \$4.43 |
| INEL | Emergency Exit Light Inspection (Load Test) | Per unit. | ea | \$18.00 | \$18.32 | \$12.00 | \$12.22 |
| EXB64 | E-Light Battery, 6V, 4A | Per unit. | ea | \$29.00 | \$29.52 | \$29.00 | \$29.52 |
| EXB67 | E-Light Battery, 6V, 7A | Per unit. | ea | \$37.50 | \$38.18 | \$37.50 | \$38.18 |
| EXB610 | E-Light Battery, 6V, 10A | Per unit. | ea | \$39.00 | \$39.70 | \$39.00 | \$39.70 |
| EXB612 | E-Light Battery, 6V, 12A | Per unit. | ea | \$45.00 | \$45.81 | \$45.00 | \$45.81 |
| EXL15T6 | E-Light Bulb, 145V, 15W | Per unit. | ea | \$9.00 | \$9.16 | \$8.00 | \$8.14 |
| EXL20 | E-Light Bulb, 120V, 20W | Per unit. | ea | \$9.00 | \$9.16 | \$8.00 | \$8.14 |
| LABOR | | | | | | | |
| ITEM | Unit | Omnia California Price | NEW Omnia California Price | Omnia Pricing | NEW Omnia Pricing | | |
| Labor - Regular | ea | \$150.00 | \$152.70 | \$105.00 | \$106.89 | | |
| Labor - Overtime | ea | \$200.00 | \$203.60 | \$157.50 | \$160.34 | | |
| Labor - Weekend/Holiday | ea | \$300.00 | \$305.40 | \$210.00 | \$213.78 | | |
| Emergency Service Call | ea | \$350.00 | \$356.30 | \$275.00 | \$279.95 | | |
| PRE-ENGINEERED | | | | | | | |

| Item | Description | Comment | Qty | Omnia California Price | NEW Omnia California Price | Omnia Pricing | NEW Omnia Pricing | | |
|-------------------------------|--|--------------|-----|------------------------|----------------------------|---------------|-------------------|--|--|
| Inspection & Parts | | | | | | | | | |
| INKS | Kitchen System Inspection - single or first tank | Per system. | ea | \$125.00 | \$127.25 | \$105.00 | \$106.89 | | |
| INKST | Kitchen System Inspection - remote or additional tank | Per addition | ea | \$95.00 | \$96.71 | \$85.00 | \$86.53 | | |
| EELINK | Fusable Link | Per unit. | ea | \$15.00 | \$15.27 | \$9.80 | \$9.98 | | |
| SPRINKLER | | | | | | | | | |
| Item | Description | Comment | Qty | Omnia California Price | NEW Omnia California Price | Omnia Price | NEW Omnia Price | | |
| Inspection & Parts | | | | | | | | | |
| INSPW | Annual Sprinkler Inspection Wet - In | Per riser. | ea | \$295.00 | \$300.31 | \$265.00 | \$269.77 | | |
| INSPR | Annual Sprinkler Inspection Wet - A | Per riser. | ea | \$150.00 | \$152.70 | \$105.00 | \$106.89 | | |
| INSPBFIRE | Fire line backflow test per valve | Per unit. | ea | \$175.00 | \$178.15 | \$185.00 | \$188.33 | | |
| INSPD | Sprinkler Inspection (Dry) | Per riser. | ea | \$325.00 | \$330.85 | \$275.00 | \$279.95 | | |
| INSPBFDO | Inspection Back Flow - Domestic or | Per unit. | ea | \$135.00 | \$137.43 | \$110.00 | \$111.98 | | |
| ALARM | | | | | | | | | |
| Item | Description | Comment | Qty | Omnia California Price | NEW Omnia California Price | Omnia Pricing | NEW Omnia Pricing | | |
| Inspection & Parts | | | | | | | | | |
| INFA | Annual Fire Alarm System Inspection | Per panel. | ea | \$300.00 | \$305.40 | \$235.00 | \$239.23 | | |
| INFAID | Devices Per Device (somke det. bell, horn, strobe, pull station) | Per device. | ea | \$10.00 | \$10.18 | \$8.50 | \$8.65 | | |
| INFADD | Duct Detectors | Per unit. | ea | \$35.00 | \$35.63 | \$28.50 | \$29.01 | | |

| MERCHANDISE & PRICING EXHIBIT A | | # R-BB-19002 | | | | | |
|---------------------------------|---|--------------------------------------|---|------------|-----------------|------------------|----------------|
| Supplier/Item Number | Description | Price for weekly Lease (no cleaning) | Price for weekly rental (with cleaning) | L/R Charge | NEW Price Lease | NEW Price Rental | NEW L/R Charge |
| Garments | | | | | | | |
| 205 | Womens Comfort Work Shirt w Pocket 65/35 Poly Cotton | \$ 0.130 | \$ 0.170 | \$ 17.00 | \$ 0.132 | \$ 0.173 | \$ 17.31 |
| 259 | Pro-Knit Polo Shirts Moisture Wicking 100% Poly | \$ 0.170 | \$ 0.230 | \$ 20.00 | \$ 0.173 | \$ 0.234 | \$ 20.36 |
| 268 | Pro-Knit Tee Shirt 100% Poly | \$ 0.130 | \$ 0.170 | \$ 16.00 | \$ 0.132 | \$ 0.173 | \$ 16.29 |
| 270 | Comfort Work Cargo Pants 65/35 Poly Cotton | \$ 0.250 | \$ 0.330 | \$ 27.00 | \$ 0.255 | \$ 0.336 | \$ 27.49 |
| 273 | High Image Work Shirt 65/35 Poly Cotton | \$ 0.190 | \$ 0.250 | \$ 23.00 | \$ 0.193 | \$ 0.255 | \$ 23.41 |
| 275 | High Image Performance Polo Shirt 100% Microfiber Poly | \$ 0.250 | \$ 0.340 | \$ 28.00 | \$ 0.255 | \$ 0.346 | \$ 28.50 |
| 280 | Flame Resistant Jean | N/A | \$ 0.550 | \$ 49.00 | N/A | \$ 0.560 | \$ 49.88 |
| 290 | Flame Resistant Carpenter Jean | N/A | \$ 0.550 | \$ 49.00 | N/A | \$ 0.560 | \$ 49.88 |
| 294 | Flame Resistant Work Shirt | N/A | \$ 0.420 | \$ 49.00 | N/A | \$ 0.428 | \$ 49.88 |
| 317 | Food Service, Female Chef Coat, XS-XL | \$ 0.330 | \$ 0.440 | \$ 25.00 | \$ 0.336 | \$ 0.448 | \$ 25.45 |
| 330 | Cotton Work Shirt 100% Cotton | \$ 0.190 | \$ 0.250 | \$ 18.00 | \$ 0.193 | \$ 0.255 | \$ 18.32 |
| 340 | Cotton Work Pants 100% Cotton | \$ 0.250 | \$ 0.340 | \$ 23.50 | \$ 0.255 | \$ 0.346 | \$ 23.92 |
| 366 | High Image Jacket 65/35 Poly Cotton | \$ 0.260 | \$ 0.350 | \$ 45.00 | \$ 0.265 | \$ 0.356 | \$ 45.81 |
| 370 | Comfort Work Cargo Short 65/35 Poly Cotton | \$ 0.240 | \$ 0.310 | \$ 27.00 | \$ 0.244 | \$ 0.316 | \$ 27.49 |
| 371 | Flame Resistant Work Pant | N/A | \$ 0.420 | \$ 44.00 | N/A | \$ 0.428 | \$ 44.79 |
| 374 | Executive Dress Shirt 57/43 Poly Cotton | \$ 0.190 | \$ 0.250 | \$ 22.00 | \$ 0.193 | \$ 0.255 | \$ 22.40 |
| 381 | Carhartt 5 Pocket Jeans 100% Cotton | \$ 0.280 | \$ 0.370 | \$ 27.00 | \$ 0.285 | \$ 0.377 | \$ 27.49 |
| 382 | Carhartt Carpenter Jeans 100% Cotton | \$ 0.280 | \$ 0.370 | \$ 30.00 | \$ 0.285 | \$ 0.377 | \$ 30.54 |
| 383 | Carhartt Work Pants 100% Cotton | \$ 0.320 | \$ 0.420 | \$ 25.00 | \$ 0.326 | \$ 0.428 | \$ 25.45 |
| 384 | Carhartt Shirt 100% Cotton | \$ 0.250 | \$ 0.330 | \$ 25.00 | \$ 0.255 | \$ 0.336 | \$ 25.45 |
| 390 | Womens Fit Comfort Work Pant (slim) | \$ 0.200 | \$ 0.270 | \$ 21.00 | \$ 0.204 | \$ 0.275 | \$ 21.38 |
| 391 | Flame Resistant Coverall | N/A | \$ 0.880 | \$ 84.00 | N/A | \$ 0.896 | \$ 85.51 |
| 394 | Jean Pant 100% Cotton | \$ 0.210 | \$ 0.290 | \$ 20.00 | \$ 0.214 | \$ 0.295 | \$ 20.36 |
| 395 | Womens Fit Comfort Work Pant | \$ 0.200 | \$ 0.270 | \$ 21.00 | \$ 0.204 | \$ 0.275 | \$ 21.38 |
| 517 | Food Service, Chef Coat XS-XL | \$ 0.330 | \$ 0.440 | \$ 25.00 | \$ 0.336 | \$ 0.448 | \$ 25.45 |
| 833 | Food Processing Shirt White/Blue (no pockets, grippers) 65/35 Poly Cotton | \$ 0.120 | \$ 0.170 | \$ 13.50 | \$ 0.122 | \$ 0.173 | \$ 13.74 |
| 865 | Pleated Comfort Work Pants 65/35 Poly Cotton | \$ 0.200 | \$ 0.270 | \$ 22.00 | \$ 0.204 | \$ 0.275 | \$ 22.40 |
| 912 | Coverall 7.5 oz 65/35 Poly Cotton | \$ 0.190 | \$ 0.250 | \$ 30.00 | \$ 0.193 | \$ 0.255 | \$ 30.54 |
| 925 | White Lab Coat 80/20 Poly Cotton | \$ 0.180 | \$ 0.240 | \$ 25.00 | \$ 0.183 | \$ 0.244 | \$ 25.45 |
| 935 | Comfort Work Shirts 65/35 Poly Cotton | \$ 0.150 | \$ 0.170 | \$ 15.00 | \$ 0.153 | \$ 0.173 | \$ 15.27 |
| 945 | Comfort Work Pants 65/35 Poly Cotton | \$ 0.160 | \$ 0.190 | \$ 18.00 | \$ 0.163 | \$ 0.193 | \$ 18.32 |
| 970 | Lined Service Jacket 65/35 Poly Cotton | \$ 0.300 | \$ 0.400 | \$ 31.00 | \$ 0.305 | \$ 0.407 | \$ 31.56 |
| 8841 | Food Service Polo Shirt S-XL | N/A | | | N/A | N/A | N/A |
| 66273 | High Image Womens Work Shirt 65/35 Poly Cotton | \$ 0.190 | \$ 0.250 | \$ 23.00 | \$ 0.193 | \$ 0.255 | \$ 23.41 |

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|-----------|--|----------|----------|-----------|------------------------|----------------------|----------|
| 66275 | Womens High Image Performance Polo Shirt 100% Microfiber Poly | \$ 0.250 | \$ 0.340 | \$ 28.00 | \$ 0.255 | \$ 0.346 | \$ 28.50 |
| 67627 | Food Service, V-Neck Apron One Size | \$ 0.310 | \$ 0.410 | \$ 14.00 | \$ 0.316 | \$ 0.417 | \$ 14.25 |
| 71125 | Elastic Waist Chef Pants w Drawstring 65/35 Poly Cotton | \$ 0.250 | \$ 0.320 | \$ 26.00 | \$ 0.255 | \$ 0.326 | \$ 26.47 |
| 82497 | White Polyester Butcher Coat 100% Poly | \$ 0.190 | \$ 0.250 | \$ 24.00 | \$ 0.193 | \$ 0.255 | \$ 24.43 |
| 82670 | Chef Coat 65/35 Poly Cotton | \$ 0.180 | \$ 0.240 | \$ 23.00 | \$ 0.183 | \$ 0.244 | \$ 23.41 |
| | | | | | | | |
| | | | | | | | |
| | NON-Garments | | | | New Price | New L/R Price | |
| 1801 | 2x3 Spring Mat | N/A | \$ 1.500 | \$ 52.00 | \$ 1.53 | \$ 52.94 | |
| 1802 | 3x5 Spring Mat | N/A | \$ 2.250 | \$ 65.00 | \$ 2.29 | \$ 66.17 | |
| 6913 | 24 oz Synth Wet Mop | N/A | \$ 1.500 | \$ 15.00 | \$ 1.53 | \$ 15.27 | |
| 7001 | 36" Microfiber Mop Head | N/A | \$ 0.450 | \$ 12.00 | \$ 0.46 | \$ 12.22 | |
| 7116 | 12" Microfiber Mop Head | N/A | \$ 0.180 | \$ 5.00 | \$ 0.18 | \$ 5.09 | |
| 7245 | Microfiber Mop Handle | N/A | \$ 0.800 | \$ 10.00 | \$ 0.81 | \$ 10.18 | |
| 9313 | Moisturizing Soap Refill - 1000ml | N/A | \$ 2.000 | N/A | \$ 2.04 | N/A | |
| 9314 | Heavy Duty Soap Scrub Service - 1000ml | N/A | \$ 2.000 | \$ 25.00 | \$ 2.04 | \$ 25.45 | |
| 9332 | Antibacterial Gel Soap Service - 1000ml | N/A | \$ 1.500 | \$ 25.00 | \$ 1.53 | \$ 25.45 | |
| 9581 | Dual Chamber Mop Bucket | N/A | \$ 2.500 | \$ 125.00 | \$ 2.55 | \$ 127.25 | |
| 9582 | Pulse Mop | N/A | \$ 1.750 | \$ 110.00 | \$ 1.78 | \$ 111.98 | |
| 10196 | 3x5 Traffic Mat | N/A | \$ 2.000 | \$ 46.00 | \$ 2.04 | \$ 46.83 | |
| 843XX | 3x5 Logo Mat | N/A | \$ 2.400 | \$ 83.00 | \$ 2.44 | \$ 84.49 | |
| 84302 | 3x5 Safety Mat | N/A | \$ 3.250 | \$ 65.00 | \$ 3.31 | \$ 66.17 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Head & Hand Protection Program (signed addendum required) | | | | NEW Lease Price | NEW L/R Price | |
| 869320700 | 11" CLASS 00 RUBBER INSULATING GLOVES-YELLOW | \$ 2.11 | | \$ 55.25 | \$ 2.15 | \$ 56.24 | |
| 869320350 | 11" CLASS 00 RUBBER INSULATING GLOVES-BLACK | \$ 2.11 | | \$ 55.25 | \$ 2.15 | \$ 56.24 | |
| 754910300 | ARC GUARD FR KNIT GLOVE | \$ 0.84 | | \$ 21.75 | \$ 0.86 | \$ 22.14 | |
| 869380000 | 10" LEATHER PROTECTORS | \$ 0.75 | | \$ 21.00 | \$ 0.76 | \$ 21.38 | |
| 601960600 | CANVAS GLOVE BAG | \$ 0.57 | | \$ 21.00 | \$ 0.58 | \$ 21.38 | |
| | SIZES AVAILABLE 8-12 | | | | | \$ - | |
| | OPTIONAL HAND PROTECTION ITEMS | | | | | \$ - | |
| 869320150 | 11" CLASS 00 RUBBER INSULATING GLOVES-RED | \$ 2.11 | | \$ 55.25 | \$ 2.15 | \$ 56.24 | |
| 869330700 | 11" CLASS 0 RUBBER INSULATING GLOVES-YELLOW | \$ 2.26 | | \$ 61.53 | \$ 2.30 | \$ 62.64 | |
| 869330350 | 11" CLASS 0 RUBBER INSULATING GLOVES-BLACK | \$ 2.36 | | \$ 61.53 | \$ 2.40 | \$ 62.64 | |
| 869330150 | 11" CLASS 0 RUBBER INSULATING GLOVES-RED | \$ 2.26 | | \$ 61.53 | \$ 2.30 | \$ 62.64 | |
| 869350700 | 14" CLASS 2 RUBBER INSULATING GLOVES-YELLOW | \$ 4.43 | | \$ 120.90 | \$ 4.51 | \$ 123.08 | |

| | | | | | | |
|-----------|--|----------|----------------------------------|---|------------------|-----------|
| 869350350 | 14" CLASS 2 RUBBER INSULATING GLOVES-BLACK | \$ 4.43 | | \$ 120.90 | \$ 4.51 | \$ 123.08 |
| 869350150 | 14" CLASS 2 RUBBER INSULATING GLOVES-RED | \$ 4.43 | | \$ 120.90 | \$ 4.51 | \$ 123.08 |
| 869390000 | 12" LEATHER PROTECTORS | \$ 0.88 | | \$ 24.05 | \$ 0.90 | \$ 24.48 |
| | INCREASED GLOVE TESTING FREQUENCY PER SET | \$ 1.00 | | | \$ 1.02 | |
| | HEAD PROTECTION PROGRAM | | | | | |
| 601940000 | CLEAR SAFETY GLASSES | \$ 0.10 | | \$ 4.00 | \$ 0.102 | \$ 4.07 |
| 745030300 | 12 CAL PUREVIEW FACESHIELD | \$ 2.49 | | \$ 105.00 | \$ 2.53 | \$ 106.89 |
| 745010000 | MSA SLOTTED HARD HAT-WHITE | \$ 0.44 | | \$ 21.00 | \$ 0.448 | \$ 21.38 |
| 823370200 | 12 CAL BALACLAVA-NAVY | \$ 0.35 | | \$ 17.00 | \$ 0.356 | \$ 17.31 |
| 668940000 | HARD HAT/FACE SHIELD KNIT BAG | \$ 0.34 | | \$ 15.28 | \$ 0.346 | \$ 15.56 |
| | OTHER CHARGES | | | | NEW PRICE | |
| 15 | Service Charge | \$ - | | | | |
| 15 | NYC Service Charge | | NYC Locations 11F, 790, 62 & 15F | | | |
| 106 | Service Charge | \$ - | | | | |
| 106 | NYC Service Charge | | NYC Locations 11F, 790, 62 & 15F | | | |
| 125 | Make Up Charge Per Garment | \$ 1.50 | | | \$ 1.53 | |
| | Make Up/Emblems Waived on Install? | YES | for the first 30 days | | | |
| | Minimum Stop Charge | \$ 35.00 | | | | |
| | NYC Minimum Stop Charge | | NYC Locations 11F, 790, 62 & 15F | | | |
| 7329 | Non-Standard Special Cut - Non-FRC | \$ 0.15 | (Size Premium Charge) | Shirts starting at 2XL and pants starting at size 34" inseam per garment | \$ 0.153 | |
| 5329 | Non-Standard Special Cut - FRC COVERALL | \$ 0.15 | (Size Premium Charge) | | \$ 0.153 | |
| 5330 | Non-Standard Special Cut - FRC PTS/SHIRTS | \$ 0.15 | (Size Premium Charge) | | \$ 0.153 | |
| 2 | Uniform Advantage | | *Price Local | | | |
| 13 | Premium Uniform Advantage | | *Price Local | | | |
| 14 | Emblem Advantage | | *Price Local | | | |
| 7074 | Prep (Makeup) Advantage | | *Price Local | | | |
| 8874 | Mat Advantage | | *Price Local | | | |

| ITEM # | Description | OMNIA Ceiling Price | NEW Ceiling Price |
|---------------|---|--------------------------------|------------------------------|
| 205 | Womens Comfort Work Shirt W/Pocket 65/35/ Poly Cotton | \$21.59 | \$21.98 |
| 259 | Pro-Knit Polo Shirts Moisture Wicking 100% Poly | \$19.99 | \$20.35 |
| 268 | Pro-Knit Polo Shirts 100% Poly | \$16.19 | \$16.48 |
| 270 | Comfort WorkCargo Pant 65/35 Poly/Cotton | \$24.99 | \$25.44 |
| 273 | High Image Work Shirt 65/35 Poly/Cotton | \$26.99 | \$27.48 |
| 275 | High Image Performance Polo Shirt 100% Microfiber Poly | \$29.69 | \$30.22 |
| 330 | Cotton Work Shirt 100% Cotton | \$19.99 | \$20.35 |
| 332 | Cintas Woven Chambray | \$27.89 | \$28.39 |
| 340 | Cotton Work Pant 100% Cotton | \$21.99 | \$22.39 |
| 366 | High Image Jacket 65/35 Poly/Cotton | \$59.99 | \$61.07 |
| 370 | Comfort WorkCargo Short 65/35 Poly/Cotton | \$19.99 | \$20.35 |
| 374 | Executive Dress Shirt 57/43 Poly/Cotton | \$17.99 | \$18.31 |
| 390 | Womens Fit Comfort Work pant 65/35 Poly/Cotton (Slim Fit) | \$17.99 | \$18.31 |
| 394 | Jean Pant 100% Cotton | \$25.19 | \$25.64 |
| 395 | Womens Fit Comfort Work pant 65/35 Poly/Cotton | \$17.99 | \$18.31 |
| 833 | Food Processing Shirt White/Blue (no pockets, grippers) 65/35 Poly/Cotton | \$20.69 | \$21.06 |
| 865 | Pleated Comfort Work Pant 65/35 Poly/Cotton | \$17.99 | \$18.31 |
| 912 | Coverall 7.5 oz 65/35 Poly/Cotton | \$25.99 | \$26.46 |
| 935 | Comfort Work Shirt 65/35 Poly/Cotton | \$15.99 | \$16.28 |
| 945 | Comfort Work Pant 65/35 Poly/Cotton | \$17.99 | \$18.31 |
| 970 | Lined Service Jacket 65/35 Poly/Cotton | \$27.99 | \$28.49 |
| 8723 | Tecasafe Plus FR Coverall | \$110.69 | \$112.68 |
| 36550 | Baggy Chef Pant 65/35 Poly/Cotton | \$17.99 | \$18.31 |
| 48480 | Happy Chef Food Service, Chef Hat, Student (Beret) | \$4.99 | \$5.08 |
| 59925 | White Lab Coat 80/20 Poly/Cotton LS | \$14.99 | \$15.26 |
| 60087 | Carhartt FR Work Shirt | \$65.69 | \$66.87 |
| 63869 | Carhartt Canvas Jean | \$74.69 | \$76.03 |
| 65375 | ChefWorks Cool Vent Chef Coat 65/35 Poly Cotton LS | \$29.69 | \$30.22 |
| 65493 | Cintas Gripper Snap Polo | \$20.69 | \$21.06 |
| 66273 | High Image Womens Work Shirt 65/35 Poly/Cotton | \$26.99 | \$27.48 |
| 66275 | Womens High Image Performance Polo Shirt 100% Microfiber Poly | \$29.69 | \$30.22 |
| 70610 | Carhartt FR Carpenter Jean | \$70.19 | \$71.45 |

| | | | |
|--------|--|---------|---------|
| 70644 | UltraSoft FR Pant | \$47.69 | \$48.55 |
| 74307 | Carhartt Pocket Jeans 100% Cotton | \$38.69 | \$39.39 |
| 74308 | Carhartt Carpenter Jeans 100% Cotton | \$43.19 | \$43.97 |
| 74309 | Carhartt Work Pants 100% Cotton | \$47.69 | \$48.55 |
| 82497 | White Polyester Butcher Coat 100% Poly | \$25.19 | \$25.64 |
| 82976 | Cintas Bib Apron | \$4.99 | \$5.08 |
| 100446 | Happy Chef Food Service, Skull Cap, Flat Top-Chicago | \$6.99 | \$7.12 |
| 106452 | Cintas Classic Chef Coat | \$35.99 | \$36.64 |
| 106943 | Cintas Classic Che Coat Womens | \$35.99 | \$36.64 |

| Supplier Item Number | Description | UOM | Quantity per UOM | Current Unit Ceiling Price | NEW Unit Ceiling Price |
|----------------------|---------------------------|-----|------------------|----------------------------|------------------------|
| 280020 | LENS/SCREEN PADS 100/BX | EA | 100 | \$8.63 | \$8.78 |
| 163050 | BURN RELIEF PACKET/ 6 PK | BAG | 6 packets | \$3.95 | \$4.02 |
| 1030300 | WOUNDSEAL POUR PACK (2) | EA | 2 | \$11.25 | \$11.45 |
| 119260 | ALLERGY RELIEF TABLET MED | BOX | 2/1Dent | \$8.48 | \$8.63 |
| 121220 | ALEVE SMALL | BAG | 5 packs | \$3.13 | \$3.18 |
| 573772 | DAYQUIL SEVERE SMALL | BAG | 5 packets | \$4.45 | \$4.53 |
| 79191 | MUCINEX SMALL | BAG | 3 packets | \$7.45 | \$7.58 |
| 111929 | IBUPROFEN TABS SMALL | BOX | 20 | \$2.95 | \$3.00 |
| 112039 | COLD RELIEF MAX/STR MED | BOX | 40 | \$7.45 | \$7.58 |
| 12221 | LIQUID BANDAGE SMALL | BAG | 5 | \$6.60 | \$6.72 |
| 111989 | IBUPROFEN TABS MEDIUM | BOX | 50 | \$6.00 | \$6.11 |
| 111999 | IBUPROFEN TABS LRG | BOX | 125 | \$13.28 | \$13.51 |
| 150110 | TWEEZERS, METAL IND/3PK | PAC | 3 | \$3.48 | \$3.54 |
| 51030 | HAND SANITIZER SMALL | BAG | 10 | \$1.63 | \$1.65 |
| 130479 | EYEWASH, 1/2OZ MEDIUM | BOX | 5 bottles | \$7.48 | \$7.61 |
| 122249 | GLUCOSE, SMALL | PAC | 2 packs | \$8.28 | \$8.42 |
| 102435 | LIPAID SMALL | BAG | 10 | \$1.98 | \$2.01 |
| 102640 | BIOFREEZE MUSCLE RLF SM | BAG | 5 packets | \$4.03 | \$4.10 |
| 119250 | ANTI-DIARRHEAL CAPLETS SM | BOX | 12 | \$5.63 | \$5.73 |
| 43729 | X-LONG BANDAGE MEDIUM | BOX | 25 | \$5.00 | \$5.09 |
| 164010 | COOL&SOOTHE 6/BOX | BOX | 6 packets | \$9.23 | \$9.39 |
| 111529 | PAIN AWAY X-STRENGTHSM | BAG | 25 | \$2.30 | \$2.34 |
| 43658 | WATERPROOF CLEAR STRIPS | BOX | 30 | \$4.90 | \$4.99 |
| 44269 | ELASTIC STRIP MEDIUM | BOX | 50 | \$3.88 | \$3.94 |
| 111180 | ASPIRIN ORG ST 50CT | BOX | 25 | \$3.50 | \$3.56 |
| 130000 | THERA TEARS, SMALL | PAC | 4 vials | \$3.50 | \$3.56 |
| 100019 | TRIPLE ANTIBIOTIC OINT MD | BOX | 20 | \$4.15 | \$4.22 |
| 112029 | COLD RELIEF MAX/STR SM | BAG | 25 | \$4.20 | \$4.28 |

| | | | | | |
|-------|------------------------|-----|----|--------|--------|
| 44429 | LARGE PATCH 2"X3", MED | BOX | 15 | \$3.65 | \$3.72 |
|-------|------------------------|-----|----|--------|--------|

| Course Item # (Falcon) | Course Material # (SAP) | Course Description | Class Duration | Duration Type | Expiration | Expiration Type | Certification | Class Size | Price | Price Per | NEW Price |
|------------------------|-------------------------|--|----------------|---------------|------------|-----------------|---------------|------------|----------|------------|-----------|
| 650011 | 650011 | CPR/FIRST AID/AED COURSE (HeartSaver First Aid with CPR & AED) | 7 | Hours | 2 | Years | AHA | 9 | \$686.48 | Per Class | \$698.84 |
| 650013 | 650013 | CPR/FIRST AID/AED/BBP COURSE | 1 | Days | 2 | Years | AHA | 9 | \$808.52 | Per Class | \$823.07 |
| 65003 | 65003 | BBP AWARENESS CLASS | 1 | Hours | 1 | Years | CLMI | 0 | \$401.72 | Per Class | \$408.95 |
| 65004 | 65004 | PEDIATRIC FIRST AID COURSE | 3 1/2 | Hours | 2 | Years | AHA | 9 | \$503.42 | Per Class | \$512.48 |
| 65009 | 65009 | FIRST AID COURSE | 3.5 | Hours | 2 | Years | AHA | 9 | \$457.65 | Per Class | \$465.89 |
| 65013 | 65013 | INFANT CHILD SUPPLEMENT (CPR/AED) | 1 | Hours | 2 | Years | AHA | 9 | \$101.70 | Per Class | \$103.53 |
| 65016 | 65016 | CPR/FIRST AID/AED (PER STUDENT) | 7 | Hours | 2 | Years | AHA | min 8 | \$76.28 | Per Person | \$77.65 |
| 65017 | 65017 | FIRST AID COURSE (PER STUDENT) | 3 1/2 | Hours | 2 | Years | AHA | min 8 | \$50.85 | Per Person | \$51.77 |
| 65018 | 65018 | CPR/AED COURSE (PER STUDENT) | 4 | Hours | 2 | Years | AHA | min 8 | \$50.85 | Per Person | \$51.77 |
| 65019 | 65019 | BLS HCP (PER STUDENT) | 5 | Hours | 2 | Years | AHA | min 8 | \$55.94 | Per Person | \$56.95 |
| 65021 | 65021 | CPR/AED COURSE | 4 | Hours | 2 | Years | AHA | 9 | \$595.00 | Per Class | \$605.71 |
| 65022 | 65022 | BLS HEALTHCARE PROVIDER | 8 | Hours | 2 | Years | AHA | 8 | \$533.93 | Per Class | \$543.54 |
| 65023 | 65023 | OXYGEN AWARENESS CLASS | 1 | Hours | 1 | Years | COAST | 25 | \$198.32 | Per Class | \$201.89 |
| 65024 | 65024 | AHA HEART SAVER PEDIATRIC 3 HO | 3 | Hours | 2 | Years | AHA | 9 | \$40.68 | Per Person | \$41.41 |

*CPR/First Aid uses the Heartsaver First Aid with CPR & AED student manuals but teach only the First Aid and CPR sections of the course.

**Course hours are based on adult only courses and will be longer if pediatric training is done.

***Open Enrollment classes are based on local schedules and availability.

****Additional charges apply for remote class locations and classes outside of normal business hours.

ONLINE CPR, FIRST AID & AED TRAINING

| | | | | | | | | | | | |
|--------|--------|---|-------|---------|---|-------|-----|---|---------|------------|---------|
| 650311 | 650311 | HEARTSAVER FIRST AID, CPR & AED ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW) | 2 1/2 | Hours | 2 | Years | AHA | 1 | \$39.66 | Per Person | \$40.37 |
| 650143 | 650143 | HEARTSAVER FIRST AID, CPR & AED SKILLS CHECK (CAN DO UP TO 2 PEOPLE AT A TIME) | 45 | Minutes | 2 | Years | AHA | 1 | \$41.70 | Per Person | \$42.45 |
| 650301 | 650301 | HEARTSAVER FIRST AID ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW) | 2 | Hours | 2 | Years | AHA | 1 | \$27.46 | Per Person | \$27.95 |
| 650142 | 650142 | HEARTSAVER FIRST AID SKILLS CHECK (CAN DO UP TO 2 PEOPLE AT A TIME) | 30 | Minutes | 2 | Years | AHA | 1 | \$35.60 | Per Person | \$36.24 |
| 650321 | 650321 | HEARTSAVER CPR & AED ONLINE CLASS (SKILLS CHECK SEPARATE, SEE BELOW) | 1 1/2 | Hours | 2 | Years | AHA | 1 | \$22.37 | Per Person | \$22.77 |
| 650141 | 650141 | HEARTSAVER CPR SKILLS CHECK | 20 | Minutes | 2 | Years | AHA | 1 | \$35.60 | Per Person | \$36.24 |

CLASSROOM SAFETY TRAINING

| | | | | | | | | | | | |
|-------|-------|-------------------------------------|---|-------|---|-------|------|-------|----------|------------|----------|
| 65205 | 65205 | CONFINED SPACE CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$401.72 | Per Class | \$408.95 |
| 65206 | 65206 | FALL PROTECTION CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$401.72 | Per Class | \$408.95 |
| 65207 | 65207 | AERIAL LIFT SAFETY CLASS | 2 | Hours | 0 | None | CLMI | 10 | \$401.72 | Per Class | \$408.95 |
| 65208 | 65208 | FORKLIFT CERTIFICATION CLASS | 4 | Hours | 1 | Years | CLMI | 10 | \$401.72 | Per Class | \$408.95 |
| 65209 | 65209 | FORKLIFT CERTIFICATION (PER PERSON) | 4 | Hours | 1 | Years | CLMI | MIN 5 | \$76.28 | Per Person | \$77.65 |

| | | | | | | | | | | | |
|--------|--------|--|----|---------|---|-------|-------|-------|----------|------------|----------|
| 652091 | 652091 | FORKLIFT SKILLS TEST (PER PERSON) | 20 | Minutes | 3 | Years | CLMI | MIN 5 | \$35.60 | Per Person | \$36.24 |
| 65211 | 65211 | CRANE SAFETY CLASS | 2 | Hours | 0 | None | CLMI | 10 | \$503.42 | Per Class | \$512.48 |
| 652111 | 652111 | CRANE SAFETY TESTING | 15 | Minutes | 0 | None | CLMI | 10 | \$25.43 | Per Person | \$25.89 |
| 65212 | 65212 | SAFETY COMMITTEE CLASS | 2 | Hours | 1 | Years | CINTS | 15 | \$401.72 | Per Class | \$408.95 |
| 65214 | 65214 | BACK SAFETY CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65216 | 65216 | ERGONOMICS CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65218 | 65218 | EMERGENCY PREPAREDNESS CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65220 | 65220 | EYE PROTECTION CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65221 | 65221 | SLIPS TRIPS & FALLS CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65222 | 65222 | FIRE SAFETY CLASS | 2 | Hours | 1 | Years | CINTS | 25 | \$401.72 | Per Class | \$408.95 |
| 65226 | 65226 | HAZARD COMMUNICATION CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65230 | 65230 | HEARING SAFETY CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65231 | 65231 | HEAT INJURY PREVENTION CLASS | 1 | Hour | 1 | Years | CLMI | 25 | \$401.72 | Per Class | \$408.95 |
| 65232 | 65232 | HOUSEKEEPING CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65234 | 65234 | LOCKOUT TAGOUT CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$401.72 | Per Class | \$408.95 |
| 65236 | 65236 | MACHINE GUARDING CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$401.72 | Per Class | \$408.95 |
| 65240 | 65240 | PPE CLASS | 2 | Hours | 1 | Years | CLMI | 10 | \$401.72 | Per Class | \$408.95 |
| 65252 | 65252 | RESPIRATORY SAFETY CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65254 | 65254 | SAFETY PROGRAM MGMT CLASS | 2 | Hours | 1 | Years | CLMI | 15 | \$401.72 | Per Class | \$408.95 |
| 65260 | 65260 | GENERAL SAFETY TOPICS CLASS | 2 | Hours | 1 | Years | CINTS | 0 | \$355.95 | Per Class | \$362.36 |
| 65290 | 65290 | WRITTEN COMPLIANCE PROGRAM | 4 | Hours | 1 | Years | CINTS | 0 | \$401.72 | Per Class | \$408.95 |
| 65400 | 65400 | OSHA 10 HOUR GENERAL INDUSTRY | 2 | Days | 3 | Years | OSHA | 0 | \$300.02 | Per Person | \$305.42 |
| 65402 | 65402 | OSHA 30 HOUR GENERAL INDUSTRY | 4 | Days | 3 | Years | OSHA | 0 | \$788.18 | Per Person | \$802.37 |
| 65404 | 65404 | OSHA 10 HOUR CONSTRUCTION CLAS | 2 | Days | 3 | Years | OSHA | 0 | \$300.02 | Per Person | \$305.42 |
| 65406 | 65406 | OSHA 30 HOUR CONSTRUCTION CLAS | 4 | Days | 3 | Years | OSHA | 0 | \$788.18 | Per Person | \$802.37 |
| 65500 | 65500 | RESPIRATOR FIT TESTING | 20 | Minutes | 1 | Years | CINTS | 0 | \$35.60 | Per Person | \$36.24 |
| 65501 | 65501 | RESPIRATORY SAFETY CLASS WITH FIT TEST | 4 | Hours | 1 | Years | CINTS | 12 | \$483.08 | Per Class | \$491.78 |
| 65502 | 65502 | SAFETY AUDIT | 2 | Hours | 1 | Years | CINTS | 0 | \$401.72 | Per Class | \$408.95 |
| 65503 | 65503 | EMERGENCY RESPONSE TRAINING CL | 4 | Hours | 1 | Years | CINTS | 0 | \$401.72 | Per Class | \$408.95 |
| 65504 | 65504 | WRITTEN SAFETY & HEALTH PROGRAM | 1 | Days | 1 | Years | CINTS | 1 | \$401.72 | Per Person | \$408.95 |
| 65905 | 65905 | CLASS CANCELLATION FEE | 0 | None | 0 | None | CINTS | | | | |
| 65906 | 65906 | INSTRUCTOR TRAVEL FEE | 0 | None | 0 | None | CINTS | | \$50.85 | Per Class | \$51.77 |
| 65908 | 65908 | AFTER HOURS FEE | 0 | None | 0 | None | CINTS | | \$101.70 | Per Class | \$103.53 |

| SAP Material Number | Item Description | OMNIA Contract Ceiling Price | NEW Ceiling Price |
|----------------------------|--|-------------------------------------|--------------------------|
| DEDCFC2310EN | ReviveR VIEW AED Package (includes AED, standard battery, 1 set pad package, user manual, quick-use card) | \$1,695.00 | \$1,725.51 |
| AED_LEASE | ReviveR AED Service Agreement (36-month agreement includes includes ReviveR AED Package, Alarmed Wall Cabinet, 3-yr Medical Direction) Raplacement of Battery and Pads, Software upgrades, AED Training with purchase of FA/CPR class, renewal at \$59/month). | \$79/month | \$80.42 |
| AED_LEASE_VIEW | ReviveR VIEW AED Service Agreement (36-month agreement includes includes VIEW AED Package, Alarmed Wall Cabinet, 3-yr Medical Direction) Raplacement of Battery and Pads, Software upgrades, AED Training with purchase of FA/CPR class, renewal at \$59/month). | \$99/month | \$100.78 |
| dedcfc200 | Battery Pack, 6-yr battery,VIEW AED | \$182.02 | \$185.30 |
| DEDDP2001 | Adult Defibrillation Pads,VIEW AED | \$59.98 | \$61.06 |
| DEDDC2001 | Standard data card, VIEW AED | \$80.32 | \$81.77 |
| 21780 | Soft Carry Case,VIEW | \$35.57 | \$36.22 |
| 576394 | Quick Use Card, VIEW AED | \$8.12 | \$8.26 |
| 8311534 | User's Manual,VIEW AED, Eng | \$8.12 | \$8.26 |
| 576395 | Adapter, Physio Quick-Combo Pad,VIEW AED | \$100.68 | \$102.50 |
| 8312823 | Adapter, Zoll M-Series Pad,VIEW AED | \$100.68 | \$102.50 |
| DEDDP2002 | Pediatric Defib Pads,VIEW AED | \$100.66 | \$102.47 |
| 21820 | Grab N Run Kit,VIEW,empty | \$163.72 | \$166.66 |
| 21790 | Grab N Run Kit,VIEW,with trauma fill | \$245.08 | \$249.49 |
| 21900 | Hard Shell Carry Case,VIEW AED | \$195.24 | \$198.76 |
| | | | |
| SAP Material Number | Additional items | ceiling price | |
| 4002Z | ZOLL AED PLUS-SEMI-AUTO. | \$1,695.00 | \$1,725.51 |
| 4001Z | ZOLL AED PLUS-AUTO. | \$1,695.00 | \$1,725.51 |

205 -2020

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 20

County of Boone

In the County Commission of said county, on the

30th

day of

April

2020

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby re-appoint the following:

| Name | Board | Period |
|-------------------|------------------------------|---------------------------------|
| Don Bormann | Board of Equalization | May 1, 2020 thru April 30, 2024 |
| Dr. Willey Miller | Children Services Board | May 1, 2020 thru April 30, 2023 |
| Boyd Harris | Planning & Zoning Commission | May 1, 2020 thru April 30, 2024 |
| Rhonda Proctor | Planning & Zoning Commission | May 1, 2020 thru April 30, 2024 |

Done this 30th day of April 2020.

ATTEST:

Brianna L. Lennon
 Brianna L. Lennon
 Clerk of the County Commission *BKB*

Daniel Atwill

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
 Fred J. Parry
 District I Commissioner

Janet M. Thompson
 Janet M. Thompson
 District II Commissioner

Past Community Service: Centralia Chamber of Commerce

References: _____

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Donald E. An
Applicant Signature

4/27/2020

Return Application
To:

Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201
Fax: 573-886-4311

An Affirmative Action/Equal Opportunity Institution



*Approved
4-21-17*

Boone County Commission *sent to Mike 4.24.*

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Children's Services Board Term: 3 yrs.

Current Township: Columbia Today's Date: April 12, 2017

Name: Wiley Miller

Home Address: 1911 Dartmouth

City: Columbia Zip Code: 65203

Business Address: 515 Hickman Ave.

City: Columbia Zip Code: 65201

Home Phone: 573-445-5147 Work Phone: 573-864-8574

Fax: _____ E-mail: Millerwa.miller39@gmail.com

Qualifications: Psychologist. Licensed to practice in the state of Missouri

University of Missouri graduate: Ph.D. in Counseling Psychology

MU retiree: Served as Psychologist and Adjunct Asst. Prof.

Served as Interim Director, Counseling Center

Managed Biofeedback & Stress Management Clinic

Served on Psychology Intern Training Committee

Engaged in Private Practice of Psychology for more than 30 years

Past Community Service: Served on Board of Directors, Family Counseling Center
Served on Board of Directors, MO. Symphony Society
Member and Treasurer, Minority Men's Network
Served on City of Columbia's 2011 Ward Reapportionment Committee
Past Chair, Social Action Committee, Unitarian Universalist Church

References: Dr. Richard B. Caple Mr. Steve Calloway
2555 E. Cheavens Road 3900 Sherman Ct.
Columbia, MO 65201 Columbia, MO 65203
Ph: 573-443-5104 Ph: 573-445-8272
Dr. Allen Hahn Dr. Andrew C. Twaddle
3711 Woodridge Ct. 919 Edgewood
Columbia, MO 65201 Columbia, MO 65203
Ph: 573-268-8464 Ph: 573-449-4407

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.

Applicant Signature

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Past Community Service: Served on Board of Directors, Family Counseling Center

Served on Board of Directors, MO. Symphony Society

Member and Treasurer, Minority Men's Network

Served on City of Columbia's 2011 Ward Reapportionment Committee

Past Chair, Social Action Committee, Unitarian Universalist Church

References: Dr. Richard B. Caple
2555 E. Cheavens Road
Columbia, MO 65201
Ph: 573-443-5104

Mr. Steve Calloway
3900 Sherman Ct.
Columbia, MO 65203
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Dr. Allen Hahn
3711 Woodridge Ct.
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Dr. Andrew C. Twaddle
919 Edgewood
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Applicant Signature

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Fax: 573-886-4311**

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Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Planning & Zoning Term: 2020

Current Township: Centralia Today's Date: 4-28-2020

Name: Boyd L. Harris

Home Address: 19570 N. Drew Rd

City: Centralia Zip Code: 65240

Business Address: 1397 E. Hwy 22

City: Centralia Zip Code: 65240

Home Phone: 573-682-5467 Work Phone: 573-682-6500

Fax: _____ E-mail: boyd@agrilandappraisals.com

Qualifications: Business Owner in Real Estate services

Subdivision development

Farm owner/operator

Past Community Service: Member - MO. Real Estate Appr. Comm - 11 yrs
member - Boone City P&Z - 12+ yrs - Chair 8+ yrs
Board member - former Centralia Golf & Social Club
Centralia First Baptist Church

+ References: Staw Shawver
Ralph Gates
David Knight -

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.


Applicant Signature

Return Application
To:

Boone County Commission Office
Boone County Government Center
801 East Walnut, Room 333
Columbia, MO 65201
Fax: 573-886-4311

An Affirmative Action/Equal Opportunity Institution

Dan Atwill, Presiding Commissioner
Fred J. Parry, District I Commissioner
Janet Thompson, District II Commissioner



Boone County Government Center
801 E. Walnut, Room 333
Columbia, MO 65201
573-886-4305 - FAX 573-886-4311
E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: Planning & Zoning Commission

Name: Rhonda Stone Proctor

Home Address: 2541 W. Dripping Springs Road

City: Columbia **Zip Code:** 65202

Business Address: _____

City: _____ **Zip Code:** _____

At which address would you prefer to be contacted? ___

E-mail: RStone0115@gmail.com

Phone (Home): (573)823-8018 **Phone (Work):** _____

Fax: _____

Qualifications:

Presently serving as the P&Z commissioner for Perche Township. Degree in Cartographic Sciences for MU, former Public Works employee for City of Greenville (TX), former Disaster manager for the American Red Cross.

Past Community Service:

Boone County Bicentennial Planning Committee, Boone County Board of Adjustments, Order of the Eastern Star member, Harrisburg Bicentennial Planning Committee, Kiwanis, Twisters Hockey Club,

References:

Todd Culey CEO/GM Boone Electric Cooperative 573-449-4181 Andrew Petri Manager of Engineering Services Boone Electric Cooperative 573-449-4181 Gary Blakemore OH Field Supervisor Boone Electric Cooperative 573-449-4181

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.



Applicant Signature

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Columbia, MO 65201
Fax: 573-886-4311**

An Affirmative Action/Equal Opportunity Institution

Diane Buchmann

From: Michelle Thompson
Sent: Wednesday, April 29, 2020 10:14 AM
To: Owenetta Murray; Diane Buchmann
Subject: RE: Commission Agenda

Will do.

Michelle Thompson

Deputy County Clerk
573-886-4297
mcthompson@boonecountymo.org

From: Owenetta Murray <OMurray@boonecountymo.org>
Sent: Tuesday, April 28, 2020 4:37 PM
To: Diane Buchmann <DBuchmann@boonecountymo.org>
Cc: Michelle Thompson <MCThompson@boonecountymo.org>
Subject: Commission Agenda

Please add these board appointees to the next available Commission agenda for approval.

| | | | |
|-------------------|------------------------------|----------------------------|---------------------------------|
| Don Bormann | Board of Equalization | Re-appointment 4 Year Term | May 1, 2020 thru April 30, 2024 |
| Dr. Willey Miller | Childrens Services Board | Re-appointment 3 Year Term | May 1, 2020 thru April 30, 2023 |
| Boyd Harris | Planning & Zoning Commission | Re-appointment 4 Year Term | May 1, 2020 thru April 30, 2024 |
| Rhonda Proctor | Planning & Zoning Commission | Re-appointment 4 Year Term | May 1, 2020 thru April 30, 2024 |

Thank you! O

Owenetta Murray
Boone County Commission
Sr. Administrative Assistant
801 E Walnut Room 333
Columbia, MO 65201
Phone 573-886-4307
Fax 573-886-4311
omurray@boonecountymo.org