

CERTIFIED COPY OF ORDER**STATE OF MISSOURI**

} ca.

July Session of the July Adjourned

Term. 2020

County of Boone

In the County Commission of said county, on the

28th

day of

July

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 request by E. Dale and Patricia Layos, on behalf of Katina Anderson, to allow an Equine Boarding and Training Facility in the A-1 zoning district located at 8101 E. Highway WW, Columbia, with the following conditions:

- a) The number of horses boarded at this facility shall be limited to 12. This number does not include horses owned by the operators. Expansion of the boarding space will require the services of a design professional to design the structure.
- b) Hours of operation of the riding school shall be limited to 12:00 noon to 7:15 pm, Monday through Friday. On the weekend, the riding school will be limited to daytime hours only (6:00 am to 9:00 pm Central Daylight Time, April through October & 6:00 am to 7:00 pm Central Standard Time, November through March).
- c) When the proposed covered riding arena is constructed a dust control plan shall be implemented addressing the approach to WW and first 100' of the driveway off of Highway WW. The plan shall require a dust-free standard which may include the regular use of magnesium chloride or other dust control measures.
- d) When the proposed covered riding arena is constructed, a sufficient number of dust-free parking spaces, minimum chip & seal, as necessary to comply with the Americans with Disabilities Act shall be constructed as part of the project.
- e) A waste handling plan shall be submitted to the Director of Resource Management to ensure waste material shall be disposed of in an appropriate manner so as to create no impact to adjacent properties.

Done this 28th day of July 2020.

ATTEST:



Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

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

Now on this day the County Commission of the County of Boone does hereby approve the request by Bruce and Kathleen Maier to revise a previously approved Review Plan for Lot C-4 of Newtown Subdivision, Block 4 on 1.35 acres located at 1850 W Route K, Columbia, with the following conditions:

1. The building construction materials are to meet a quality minimum of masonry.
2. All lighting on the property is required to be shielded or oriented in such a manner as to minimize glare or light trespass off the property.
3. It is recognized that the Director of Resource Management can approve minor alterations in the approved plan administratively if the Director believes that the change is not substantive. Determination of whether a proposed change is substantive is solely the discretion of the Director.

Done this 28th day of July 2020.

ATTEST:

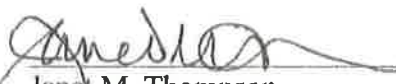

Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

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July Session of the July Adjourned

Term. 2020

County of Boone

In the County Commission of said county, on the

28th

day of

July

2020

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

Now on this day, the County Commission of the County of Boone does hereby award Contract 21-02.JUN20 – Security System and Monitoring Services to Alarm Communications Center, 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 28th day of July 2020.

ATTEST:


Brianna L. Lennon
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Purchasing

Robert Wilson
Buyer



613 E. Ash St., Room 109
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Robert Wilson, Buyer
DATE: July 27, 2020
RE: RFP Award Recommendation: *21-02JUN20 -Security System and Monitoring Services*

Request for Proposal *21-02JUN20 – Security System and Monitoring Services* closed on June 2, 2020. Four proposal responses were received.

The evaluation committee consisted of the following:

Greg Edington, Road & Bridge Director
Trevor Bulgin, Security Technician
Gary German, Captain

The evaluation committee recommends award to Alarm Communications Center, Inc. of Columbia, Missouri per the attached Evaluation Report. This is a term & supply contract through December 31, 2020. The budgeted amount for this contract is \$4,800 and will be paid from 1171 – Facilities Security, 60050 – Equipment Service Contract.

The contract includes monitoring of current Boone County security and fire alarm systems, including replacements for failing or obsolete panels and equipment.

The contract is through December 31, 2020 and has four one-year renewal periods.

ATT: Evaluation Report

cc: Proposal File

6.1 Pricing

	Midwest Electronic Systems	Security Equipment Inc	Hackett Security	Alarm Communications Center
Labor Cost per hour (Estimated 4 labor hours)	\$560.00	\$440.00	\$420.00	\$300.00
Alarm Monitoring				
Annual Service Cost (20 panels x service/month x 12 months)	\$5,640.00	\$7,200.00	\$7,014.00	\$6,000.00
Annual Supervised Closing Cost	\$0.00	\$180.00	\$0.00	\$60.00
Annual Open/Close Report Cost	\$0.00	\$120.00	\$0.00	\$60.00
	\$6,200.00	\$7,940.00	\$7,434.00	\$6,420.00
Installation				
Installation Rate per Hour (Estimated 4 hours)	\$500.00	\$396.00	\$420.00	\$300.00
	\$6,700.00	\$8,336.00	\$7,854.00	\$6,720.00
Equipment				
DMP XT50	Bosch B4412	XT50	XT50DNSG	XT50DNSG
	\$420.00		\$99.30	\$298.76
GE Concord	Interlogix Concord	Concord 4	Interlogix 600-1021-952	DMP XR150 NLG
	\$400.00		\$179.27	\$148.26
DMP XR500N	Bosch B4412	XR550N	XR550DNLG	XR550DNLG
	\$420.00		\$443.57	\$657.38
DMP XR200	Bosch B4412	XR550N	XR150DNLG	XR550DNLG
	\$420.00		\$443.57	\$449.44
Bosch D7412GV4	Bosch D7412GV4	Bosch D7412GV4	Bosch B8512G	DMP PKG-XR550 DNFC
	\$450.00		\$240.00	\$617.72
	\$2,110.00	\$1,405.71	\$2,171.56	\$2,527.80
	\$8,810.00	\$9,741.71	\$10,025.56	\$9,247.80
Percent off List	33%	15%	15%	45%

EVALUATION REPORT FORM


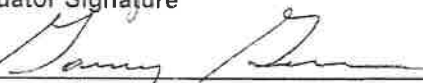
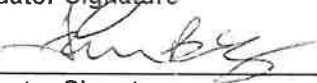
PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI

REQUEST FOR PROPOSAL (RFP) #21-02JUN20 - Security System and Monitoring Services

Robert Wilson

	NAME OF OFFEROR	METHOD OF PERFORMANCE (30 Points)	EXPERIENCE & EXPERTISE (20 points)	TOTAL SUBJECTIVE POINTS (50 points)	For Purchasing Use Only	
					COST POINTS (50 points)	TOTAL POINTS (Max 100 points)
1	Midwest Electronic Systems, Inc.	0	20	20	50	70
2	Security Equipment Inc	28	20	48	45	93
3	Hackett Security, Inc.	30	20	50	44	94
4	Alarm Communications Center, Inc.	30	20	50	48	98

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.

	6/25/2020	Director	Road & Bridge
Evaluator Signature	Date	Title	Dept.
	6-25-20	Captain	Sheriff's Dept.
Evaluator Signature	Date	Title	Dept.
	6-25-2020	SECURITY TECHNICIAN	IT
Evaluator Signature	Date	Title	Dept.

Evaluation Report for Request for Proposal

21-02JUN20 – Security System and Monitoring Services

OFFEROR #1: Midwest Electronic Systems, Inc.

It has been determined that **Midwest Electronic** has submitted a **responsive** RFP response meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Midwest Electronic** has submitted a **non-responsive** proposal.

Experience/Expertise of Offeror

Strengths:

Listed two government contacts.

References are ongoing and longstanding.

Concerns:

Listed experience may not be directly comparable.

Are not a **DMP** dealer.

Method of Performance

Strengths:

Include supervised closing and open/close reports at no extra cost.

Concerns:

Because they are not a **DMP** dealer, instead of repairing current system it could mean replacing at a higher cost. The County has multiple **DMP** systems.

The County will need an E-Verify.

After clarification Midwest clarified that they cannot provide monitoring services on our current equipment.

OFFEROR #2: Security Equipment Inc.

It has been determined that **Security Equipment Inc** has submitted a **responsive** RFP response meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Security Equipment Inc** has submitted a **non-responsive** proposal.

Experience/Expertise of Offeror

Strengths:

Have experience in monitoring and using DMP systems.

Concerns:

Only list one government agency.

Are the referenced contracts ongoing or were they one-time, stand-alone projects?

Method of Performance

Strengths:

Has experience in monitoring and installing DMP systems.

Following BAFO revised service cost to \$30/month.

Concerns:

Includes \$99 trip charge on installations.

OFFEROR #3: Alarm Communications Center, Inc.

 X It has been determined that **Alarm Communications Center** has submitted a **responsive** RFP response meeting the requirements set forth in the original Request for Proposal.

 It has been determined that **Alarm Communications Center** has submitted a **non-responsive** proposal.

Experience/Expertise of Offeror

Strengths:

Has provided adequate service for Boone County for many years.

Multiple government contracts; University of Missouri and Columbia Public School District.

Concerns:

Did not list dates or length of contracts.

Method of Performance

Strengths:

Offered two-year warranty on equipment while other proposals offered one-year warranties.

Concerns:

Not a Bosch dealer and if the Bosch system would fail it would need to be replaced with the DMP PKG-XR550 DNFC at a high cost. There is only one Bosch system at the County.

Included a charge for open/close reports; the County can perform most of these open/close reports.

OFFEROR #4: Hackett Security, Inc.

It has been determined that **Hackett Security** has submitted a **responsive** RFP response meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Hackett Security** has submitted a **non-responsive** proposal.

Experience/Expertise of Offeror

Strengths:

References are ongoing and longstanding.
Has experience monitoring and installing DMP systems.

Concerns:

Listed experience may not be directly comparable.

Method of Performance

Strengths:

Proposed monthly open/close reports and code number administration at no cost.

Concerns:

Did not provide monitoring service pricing. *Following clarification Hackett provided a detailed price structure providing total monthly cost of monitoring all panels.

They proposed Bosch B8512G as a replacement, the County would not consider the D7412GV4 as obsolete. *Following clarification, the D7412GV4 is discontinued.

SUMMARY:

The evaluation committee initially met June 10, 2020. It was decided at this meeting to send a clarification and Best and Final Offer (BAFO) request to each of the 4 Offerors. There was a need for clarification that labor and installation rates included all transportation or mobilization costs. There was also a need to clarify pricing structures in order to compare all offerors.

The second evaluation meeting was June 25, 2020. The evaluation committee discussed the clarification and BAFO responses and scored the Offerors. The cost points were based on an estimated annual cost and the equipment bid totals: Service costs for all panels extended to 12 months, Open/Close and supervised closing costs extended to 12 months, and labor and installation extended to four hours.

Midwest Electronic Systems, Inc. was the lowest on cost but because they could not provide the monitoring service on DMP systems, which makes up most of Boone County alarm systems, they were scored low on method of performance.

Recommendation for Award: Alarm Communications Center, Inc.

**PURCHASE AGREEMENT FOR
SECURITY SYSTEM & MONITORING SERVICES**

THIS AGREEMENT dated the 28th day of July 2020 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and the **Alarm Communications Center, 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 Agreement for **Security System & Monitoring Services**, County of Boone Request for Proposal number **21-02JUN20**, Contractor's proposal response dated June 1, 2020, and Clarification #1 Response dated June 2, 2020, Clarification #2 Response dated June 17, 2020, all executed by William Dall on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in this Agreement shall prevail and control over the Contractor's Proposal and Best and Final Offer responses.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to furnish Alarm System Equipment and Monitoring Services, as described and in compliance with the original Request for Proposal and as presented in Contractor's response(s). Services/deliverables shall be provided as outlined in the attached proposal response. **Alarm Monitoring cost** per month shall be **\$25.00 per account** and **Equipment** shall be purchased at a **45% discount off of the manufacturer's list price**.

3. **Contract Duration** - This agreement shall commence on the **date written above and extend through December 31, 2020** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **five (5) additional one-year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not; provided, however, that from and after the expiration date of this agreement and any annual extensions thereof, Contractor shall have the right to terminate this agreement upon thirty days advance written notice of termination.

4. **Billing and Payment** - All billing shall be invoiced to the using department as outlined in the proposal specifications at the prices specified therein.

Alarm Location	Service / Item	Bill to Address
Boone County Annex, 613 E. Ash St.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Surplus Warehouse, 601 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO, 65201
Boone County Johnson Building, 601 E. Walnut (2nd floor elevator)	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Government Center, 801 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Prosecuting Attorney, 605 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201

Boone County North Facility, 5501 N. Oakland Gravel Rd.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Courthouse, 705 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Sheriff Annex and Warehouse, 2111 E. County Dr.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Road & Bridge, 5551 Tom Bass Rd.	Monitoring & Equipment	Boone County Road & Bridge, 5551 Tom Bass Rd., Columbia, MO 65201
Boone County Juvenile Justice Center, 5665 Roger I. Wilson Memorial Dr.	Equipment	Boone County Court Administration, 705 E. Walnut, Columbia, MO 65201
Boone County Joint Communications Backup Center, 609 Walnut	Monitoring	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201

Billing shall be itemized for actual work performed and submitted monthly. The County agrees to pay all monthly statements within thirty days of receipt of a correct and valid invoice/monthly statement. 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.

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

7. **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 hardware and/or service is chronically deficient such that it is unreasonable to continue services pursuant to this agreement, or
- c. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

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

ALARM COMMUNICATIONS CENTER, INC.

BOONE COUNTY, MISSOURI

DocuSigned by:
By: William Dall
FDD911DD8AF468...
Title: Vice President

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

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:
[Signature]
County Counselor

DocuSigned by:
Brianna 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 of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

DocuSigned by: <u>[Signature]</u> Signature	7/20/2020 Date	1171/ 60050 - Term & Supply Appropriation Account
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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.



6. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the Offeror named below. (Note: This form must be signed. All signatures must be original).

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.

Company Name: Alarm Communications Center, Inc.
 Address: 806 N. Providence Rd.
Columbia, MO 65203
 Telephone: 573 875-8720 Fax: _____
 Federal Tax ID (or Social Security #): 43-1288484
 Print Name: William Dall Title: V.P.
 Signature: [Signature] Date: 6-1-20
 E-Mail Address: bdallacc@gmail.com

6.1. Pricing

6.1.1. Labor Cost Per Hour (Regular Hours, Monday - Friday, 8:00 a.m. - 5:00 p.m.)	\$ <u>75.00</u>
6.1.2. Labor Cost (Nights/Weekends)	\$ <u>112.50</u>
6.1.3. Labor Cost (Holidays)	\$ <u>150.00</u>
6.1.3. <u>Alarm Monitoring</u>	
Service Cost Per Month	\$ <u>25.00</u>
Optional Monitoring Services: Supervised Closing Cost Per Month	\$ <u>5.00</u>
Monthly Open/Close Report	\$ <u>5.00</u>

Code Number Administration \$ 10.⁰⁰6.1.4. **Equipment - price must remain firm through 12/31/20**

Fire/Burglar Equipment	Manufacturer/Model	Price/each
DMP XT50		\$
GE Concord	<i>SEE Addendum #3</i>	
DMP XR500N		\$
DMP XR200		\$

Percent off List Price for any additional equipment not listed above: 48% 5 (45%)Installation Rate Per Hour, Regular Hours 8:00 a.m. - 5:00 p.m. \$ 75.⁰⁰Installation Rate: Nights and Weekends \$ 112.50Installation Rate: Holidays \$ 150.⁰⁰6.1.5. **Training** in addition to operator training as specified in Section 3.3. Scope of ServicesAdditional Training Cost Per Hour \$ 75.⁰⁰

6.2. Describe warranty on equipment and labor:

2 year manufacturer warranty on equipment
2 year warranty on labor or work
performed due to issues covered by manufacturer equipment warranty.

6.3. List any deviations to the original specifications:

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

Name: William Dall
 Organization: ACC
 Address:
 E-mail: bdallacc@gmail.com
 Phone Number: 573 808-6283
 Fax:

6.6. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? Yes No

BIDDER'S ACKNOWLEDGMENT

(Complete and fill out all parts applicable and strike out all parts not applicable.)

State of Missouri

County of Boone

On this 1 day of June, 20 2020

before me appeared William Dall V.P. of ACC to me personally known, who, being by me first duly sworn, did say that he executed the foregoing Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Bidder (including those of all partners of joint ventures if fully and correctly set out above; that all statements made therein by or for the Bidder are true; and

(if a sole individual) acknowledged that he executed the same as his free act and deed.

(if a partnership or joint venture) acknowledged that his executed same, with written authority from, and as the free act and deed of, all said partners or joint ventures.

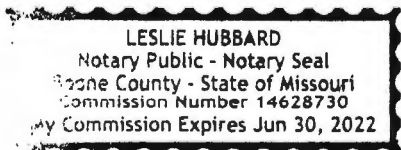
(if a corporation) that he is the V.P. President or other agent

of ACC; that the above Proposal was signed and sealed in behalf of said corporation by authority of its board of directors; and he acknowledged said proposal to be the free act and deed of said corporation.

Witness my hand and seal at June 1, 2020 the day and year first above written.

(SEAL) Leslie Hubbard Notary Public

My Commission expires June 30, 20 22.



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&vgnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

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

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

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

State of Missouri)
)SS.
County of _____)

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

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

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

Notary Public

My Commission Expires:

CERTIFICATION 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.

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


Applicant



6-1-20
Date

William Dell
Printed Name


MISSOURI

DRIVER LICENSE

John R. Mollenhauer



9 CLASS **F** 4b EXP **10/31/2020**
4d DL NO. **R211003009** 3 DOB **10/31/1966**
1 **DALL**
2 **WILLIAM CHARLES, 2ND**
8 **4600 HARVEST ROAD**
COLUMBIA, MO 65203
9a END **M**
12 RESTRICTIONS **NONE**
15 SEX **M** 17 WGT **180 lb** 4a ISS **10/16/2014**
16 HGT **6'-00"** 18 EYES **BLU**
5 DD **142112890026**

DONOR


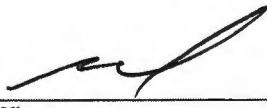
**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF \$5,000.00)**

County of Boone)
)SS.
State of Missouri)

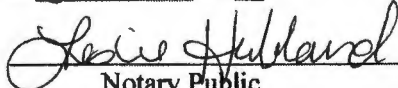
My name is William Dell am an authorized agent of ACC

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

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 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.

 6-1-20
Affiant Date
William Dell
Printed Name

Subscribed and sworn to before me this 1 day of June, 2020.


Notary Public

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.

LESLIE HUBBARD
Notary Public - Notary Seal
Boone County - State of Missouri
Commission Number 14628730
My Commission Expires Jun 30, 2022

SIGNATURE AND IDENTITY OF OFFEROR

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Offeror, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Offeror or Offerors; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

sole individual partnership joint venture
 corporation, incorporated under laws of the state of Missouri

Dated _____, 20____
Name of individual, all partners, or joint ventures:

Address of each:

Alarm Communications Center, Inc. 806 N. Providence Rd.
Columbia, MO 65203

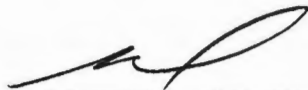
doing business under the name of:


Address of principal place of business in Missouri:

(If using a fictitious name, show this name above in addition to legal names.)

(If a corporation - show its name above)

ATTEST:


(Secretary)


(Title)

NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint ventures, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Engineer

(Please complete and return with Proposal Response)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

William Dell V.P.

Name and Title of Authorized Representative

[Handwritten Signature]

Signature

Date

6-1-20

STANDARD TERMS AND CONDITIONS

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.

ANTI-COLLUSION STATEMENT

STATE OF MISSOURI

COUNTY OF Boone

William Dall, being first duly sworn, deposes and

says that he is V.P.
(Title of Person Signing)

of Alarm Communications Center, Inc.
(Name of Bidder)

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project

By [Signature]

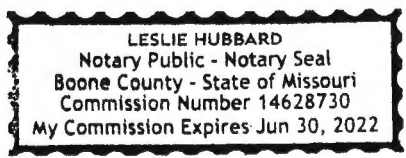
By _____

By _____

Sworn to before me this 1 day of June, 20 2020

[Signature]
Notary Public

My Commission Expires June 30, 2022



PRIOR EXPERIENCE

Include references familiar with your company's work performance. References of similar services for governmental agencies are preferred.

1. Prior Equipment and/or Services Provided for:

Organization Name: *Columbia Public School District*
Address: *1818 Worley St.*
Contact Name: *John White*
Telephone Number: *573-808-4053*

Date of Contract:
Length of Contract:

Description (include type, Mfr./Brand of equipment, service performed): *DMP XR150/550*

2. Prior Equipment and/or Services Provided for:

Organization Name: *U.M. Hospital + Clinics*
Address: *One Hospital Dr.*
Contact Name: *Calvin Hubbard*
Telephone Number: *573-884-8736*

Date of Contract:
Length of Contract:

Description (include type, Mfr./Brand of equipment, service performed): *DMP XR150/550/XT50*

3. Prior Equipment and/or Services Provided for:

Organization Name: *Hubbell Power Systems*
Address: *Centralia, MO*
Contact Name: *Bruce Kasubke*
Telephone Number: *573 473-6900*

Date of Contract:
Length of Contract:

Description (include type, Mfr./Brand of equipment, service performed): *DMP XR150/550*



"No Bid" Response Form

Boone County Purchasing
613 E. Ash Street, Room 113
Columbia, MO 65201

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

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

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

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

RFP: 21-02JUN20 – Security System and Monitoring Services

Business Name: _____

Address: _____

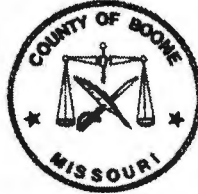
Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Submitting Proposal Response :

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
SECURITY SYSTEM AND MONITORING SERVICES**

**RFP # 21-02JUN20
Release Date: May 5, 2020**

**Submittal Deadline:
June 2, 2020
not later than 10:30 a.m. central time**

**PRE-PROPOSAL TELE-CONFERENCE:
May 12, 2020
11:00 a.m. Central Time
Call-In Phone Number: 701-801-1211
Access Code: 758-401-651**

**Boone County Purchasing
613 E. Ash Street, Room 113
Columbia, Missouri 65201**

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



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

PROPOSAL #: 21-02JUN20 – Security System and Monitoring Services

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, June 2, 2020** in the Boone County Purchasing Office, Boone County Annex Building, 613 E. Ash Street, Room 113, Columbia, MO 65201.

A **tele-conference** pre-proposal conference has been scheduled for Tuesday, May 12, 2020 at 11:00 a.m. Call-in phone number: 701-801-1211, Access code: 758-401-651. Offerors are **strongly encouraged** to attend this conference.

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

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

Robert Wilson
Buyer

Insertion: Wednesday, May 6, 2020
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals:

- a) If you have obtained this RFP document from our web page or from a source other than the Boone County Purchasing Department, please check our web site prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addendums if we do not have you on our Vendor list for this RFP. Addendums can be viewed at [www.showmeboone.com/Purchasing/Bid Opportunities/ 21-02JUN20](http://www.showmeboone.com/Purchasing/Bid%20Opportunities/21-02JUN20).
- b) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- c) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- d) No negotiations, decisions, or actions shall be initiated by any Organization as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.2. Ambiguity, Conflict, or Other Errors in the RFP:

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

1.3. Rejection of Proposals:

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

1.4. Acceptance of Proposals:

The County will accept for evaluation all proposals that are submitted properly and are responsive to the RFP. However, the County reserves the right to request clarifications or corrections to proposals.

1.5. Requests for Clarification of Proposals:

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

1.6. Validity of Proposals:

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

1.7. Receipt and Opening of Advertised, Sealed Proposals:

Due to the COVID-19 pandemic, the RFP Opening will not be open to the public. Offeror's names responding to the RFP will be posted on our web page under Purchasing / Bid Opportunities / 21-02JUN20 / RFP Opening.

- a) Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful organization's proposal will become public record after its acceptance by the County Commission or all proposal responses are rejected. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b) RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then Bid Opportunities, and then "02-21JUN20 Opening".
- c) Proposal responses are due by **Tuesday, June 2, 2020 at 10:30 a.m.** No late proposals will be accepted.

1.8. Withdrawal of Proposals:

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

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



2. INTRODUCTION AND GENERAL INFORMATION

2.1. Introduction:

2.1.1. This document constitutes a request for sealed proposals for **Security System and Monitoring Services** for a term and supply contract to provide security (burglar and fire) alarm monitoring as well as security equipment. (i.e. panic buttons, motion sensors, alarm system parts, etc.) as set forth herein.

2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Services
- 4) Contract Terms and Conditions for Awarded Contractor
- 5) Proposal Submission Information
- 6) Response/Pricing Page
- 7) Bidder's Acknowledgment
- 8) Instructions for Compliance with House Bill 1549
 - a. Individual Affidavit
 - b. Certification of Individual Bidder
 - c. Work Authorization Certification
- 9) Signature and Identity of Offeror
- 10) Debarment Certification
- 11) Standard Terms and Conditions
- 12) Anti-Collusion Statement
- 13) Affidavit of Compliance with OSHA
- 14) Prior Experience
- 15) "No Bid" Response Form
- 16) Attachment 1: Boone County Security System Billing Matrix
- 17) Response/Pricing: Product List

2.2. Guideline for Written Questions:

2.2.1. All questions regarding this Request for Proposal should be submitted in writing no later than **5:00 p.m., Tuesday, May 26, 2020**. All questions must be mailed, faxed or e-mailed to the attention of Robert Wilson, Buyer. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

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

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

2.3. Pre-Proposal Conference

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for **Tuesday, May 12, 2020 at 11:00 a.m.** Due to COVID-19 Pandemic, conference will be held as a tele-conference. **Call-in phone number is: 701-801-1211, Access code: 758-401-651.**

The purpose of the meeting will be to address any questions or concerns regarding the proposal. **If a site visit is needed by the Offeror, it may be scheduled by emailing Robert Wilson at rwilson@boonecountymo.org.**

- 2.3.2. All potential Offerors are **strongly encouraged** to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are strongly encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should have ready a copy of the RFP since it will be used as the agenda for the pre-proposal conference.

2.4. Insurance Requirements: The vendor receiving a contract award shall provide an Insurance Certificate to the Purchasing Department at time of contract execution with the following levels of insurance.

- 2.4.1. 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.
- 2.4.2. **Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.4.3. **Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per occurrence/\$2,000,000 aggregate covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 2.4.4. 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.

- 2.4.5. Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- 2.4.6. Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.4.7. 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.
- 2.5. INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.6.** 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

- 2.7.** The Offeror shall understand and agree that any person who has been convicted of a felony or a misdemeanor, or who is currently under the supervision of the federal, state or county government for any conviction(s), or under supervision of a municipal correctional agency for a conviction of moral turpitude, must be approved in writing by the County before providing services under this contract.

2.6.1. The Contractor shall be responsible for conducting a criminal history on each prospective employee providing services under the terms of this contract and provide this information to the County upon request.

2.8. Billing and Payment: All invoices must be submitted to the County department/office as outlined in *Attachment 1 – Boone County Security System Billing Matrix*. Payment will be made within 30 days after receipt of a correct and valid invoice following completion and acceptance of project. Purchase Order or contract number should appear on invoice.

2.9. Designees:

Boone County Information Technology, 801 E. Walnut Street, Room 220, Columbia, MO 65201
Boone County Court Administration, 705 E Walnut St., Columbia, MO 65201
Boone County Road & Bridge, 5551 Tom Bass Rd., Columbia, MO 65201

2.10. Proposed Solicitation/Award Schedule:

2.10.1.	May 4, 2020	Release of RFP
2.10.2.	May 6, 2020	Advertisement of RFP
2.10.3.	May 12, 2020, 11:00 a.m.	Pre-Proposal Conference
2.10.4.	May 26, 2020, 5:00 p.m.	Deadline for submitting questions
2.10.5.	June 2, 2020, 10:30 a.m.	Proposal due date and time
2.10.6.	June 2 – June 19, 2020	Proposal Response(s) Evaluation
2.10.7.	June 25, 2020	Contract Award



3. SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County or Owner*, hereby solicits formal written proposals from qualified Offerors for the monitoring and service requests for the security system.

3.2. Background Information:

3.2.1. The Boone County Commission has multiple building locations in Boone County (see attached *Boone County Security System Billing Matrix*). These buildings (or portions of them) have security and/or fire alarm systems that need to be monitored and, from time to time, repaired. Additionally, from time to time, new systems or new equipment will be required. The County intends these specifications to result in an “all or none” selection of one licensed and capable security monitoring and service company. The County intends to use the contract resulting from this bid to provide monitoring, repairs and installation services as needed.

3.2.2. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>

3.2.3. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

3.3. Scope of Services: The Offeror shall propose alarm system monitoring as described in the following specifications. For each system, contractor shall be responsible for:

3.3.2. Alarm Monitoring shall be provided for the County's existing Security System (burglar and fire.)

3.3.2.1. Monitoring service shall include the recording of all events including alarm reports, open and close reports, test reports and trouble reports. Additionally, a nightly test of the phone system that monitors the alarms will be required.

3.3.2.2. All alarms received from County sites shall be reported to the appropriate designee for the alarm location. Upon contract award, a list of numbers will be provided to the Contractor that are to be called until a live person is reached.

3.3.3. Unit Pricing

3.3.3.2. Unit prices include cost of material and delivery FOB County location with freight charges fully included and prepaid. Installation cost shall be provided at an hourly rate. Manufacturers' upgrades or replacements for items on the product list shall be provided at no additional cost to the County.

3.3.3.3. **Product List** – Items on the attached Product List may be purchased individually or as components of a complete system. Bidder must list, in the spaces provided on the Response/Price Page, the manufacturer, product number and unit price of the product(s) proposed to be furnished. All proposed equipment **MUST** be equal to or superior to those currently in use by the County.

3.3.3.4. If Offeror takes exception to any item or items specified, it is the full responsibility of the Offeror to provide all necessary documentation to determine engineer approved equal. Failure to supply the necessary supporting documentation may disqualify proposal. If no exceptions are noted, it is assumed the Offeror is supplying items as specified.

The County may require demonstration(s) of the operation of equipment that is offered as an equal as a part of the award evaluation process. Any requested samples, demonstrations, or documentation would be at no cost to the County. Offeror must provide requested information in a timely manner. Failure to meet any part of this criteria may be cause for rejection of proposal.

3.3.3.5. Contractor shall warrant fault-free performance in the processing of date and date-related data (including but not limited to calculating, comparing, and sequencing) of this equipment.

3.3.3.6. Prices shall remain firm during the initial contract period, **ending December 31, 2020** then pricing can be updated with proof of manufacturers' invoice.

3.3.3.7. At no cost to the County, Contractor shall make site visits upon request by County to assist individual department/office with determining the equipment necessary to meet their needs. Prior to issuance of a Purchase Order, the Contractor shall provide a written estimate of parts and labor costs based on contract pricing.

3.4. **Quantities** - are estimated based on anticipated requirements, and as such, do not constitute an obligation to purchase on the part of the County.

3.5. **Utilities** - The County will be responsible for bringing the necessary electrical and telephone service to the installation site and for installation of electrical circuits and conduit.

3.6. **Or Equal** – Items to be as indicated or an approved equal with regard to the specifications and engineering.

3.7. **Service Response Time** for emergencies shall be no more than two (2) hours. Service response time for normal business day non-emergencies shall be no more than four (4) hours.

3.8. **Warranty and Guarantee:** Contractor must unconditionally guarantee all items supplied under this contract against defects in material and workmanship for a period of two (2) years from date of installation and acceptance by the County. The decision of whether to replace or repair a defective product shall be agreed upon by the County and the Contractor.

3.9. **Manuals:** The Contractor must supply the user documentation/operating manuals necessary to operate the equipment/software provided.

3.10. **Delivery Terms:** Delivery shall be made within 30 days after receipt of Purchase Order. All deliveries shall be made FOB Destination with freight charges included and prepaid. The seller pays and bears the freight charges.

3.11. **Reporting:** The Contractor must supply the County with an annual inventory list of installed equipment.

3.12. OSHA: Each Contractor and Subcontractor shall file with the County, upon completion of the project and prior to final payment thereof, an affidavit stating that he has fully complied with the provisions and requirements of the **OSHA Training Requirements**.

3.12.1. OSHA PROGRAM REQUIREMENTS

The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.

3.12.2. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program.

3.12.3. The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.

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

3.14. SALES/USE TAX EXEMPTION – County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies, and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to ensure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. Not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.



4. CONTRACT TERMS AND CONDITIONS FOR AWARDED CONTRACTOR

- 4.1. **Contract Period:** The initial term of the resulting contract agreement for the proposed **Alarm Monitoring and Security Equipment** from this Request for Proposal will be from **July 1, 2020 through December 31, 2020**. The contract may be renewed for up to **six (6) additional one-year periods**, by mutual agreement of both the Contractor and the County.
- 4.2. **Contract Documents:** The successful Offeror shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If Offeror desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their response. County reserves the right to modify any proposed form agreement or withdraw its award to a successful Offeror if any proposed agreement contains terms and conditions inconsistent with its request or are unacceptable to county legal counsel.
- 4.3. **Provisions for Termination:** The contract may be terminated by the County for any of the following reasons or under any of the following circumstances.
- 4.3.1. Due to a material breach of any term or condition of this agreement.
- 4.3.2. If in the opinion of Boone County, delivery of products / services are delayed or products / services delivered are not in conformity with the contract documents.
- 4.3.3. If appropriations are not made available and budgeted for in any calendar year.
- 4.3.4. Boone County 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 County.
- 4.4. In case of any default by the Contractor, the County may procure the product or service from other sources and hold the Contractor responsible for any damages incurred including, but not limited to, excess cost or handling charge. The County shall have the right to remove any Contractor who defaults on any contract with the County from all Bidders' lists.
- 4.5. The successful Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.
- 4.6. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.
- 4.7. Award will be made by written notification from the Purchasing Department. This written notice shall be deemed to result in a binding contract which shall be governed by the laws of the State of Missouri as adopted and in force on the date of the agreement.

- 4.8. Contractor agrees to furnish services and to perform the project within the stated completion schedule, and in strict compliance with requirements stated in the RFP Document.
- 4.9. Contractor proposes and agrees to accept, as full compensation for furnished services, the prices submitted in response to the RFP document. All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within this quoted price. The county shall not pay, nor be liable for, any additional cost including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.
- 4.10. Contractor agrees that no modification of any provision contained in the contract shall be made, or construed to be made, unless such modification is mutually agreed to by both parties and incorporated in a written amendment to the contract approved by the Purchasing Director.
- 4.13. Attached Standard Terms and Conditions for Contracts shall apply to the contract award.
- 4.14. **Patents:** The Contractor shall protect the County against suits for patent infringement on material, equipment, and methods used.
- 4.15. **Legal Requirements:** The Contractor shall do all work in such manner as to comply with all County ordinances, and laws of the County, State, and Nation as apply to the work herein outlined. The Contractor shall also obtain all necessary licenses and permits and keep necessary records as required.
- 4.16. **Equal Opportunity:** The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.
- 4.17. **Domestic Purchasing Policy:** Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this contract whenever the quality and price are comparable with other goods.
- By submission of this bid, the vendor certifies that they are in compliance with section 34.353 and, if applicable, section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri, 1987.
- 4.18. If a contradiction in the contract documents occurs then the more expensive interpretation shall prevail and be inclusive in that respective contractor's proposal response.
- 4.19. **Exclusive** – This is not an exclusive contract. The County reserves the right to obtain similar products from other sources.



5. PROPOSAL SUBMISSION INFORMATION

5.1. RESPONSE TO PROPOSAL

5.1.1. Submission of Proposals:

5.1.1.1. Due to the COVID-19 pandemic, the County is allowing emailed responses to the RFP. E-mail to Robert Wilson at rwilson@boonecountymo.org. Or mail to:

a. The Offeror may mail proposal response to:

Boone County Purchasing Department
Attn: Robert Wilson, Buyer
613 E. Ash Street, Room 113
Columbia, MO 65201

b. The proposals must be delivered no later than **10:30 a.m. on May XX, 2020**. Proposals will not be accepted after this date and time.

5.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal as described in section 5.1.4.

a. Each distinctive section should be titled with paragraph number and all material related to that category should be included therein.

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

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

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

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

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

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

5.1.3. Evaluation and Award Process:

5.1.3.1. Boone County has selected an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluation team will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. Method of Performance
- b. Experience/Expertise
- c. Cost

5.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the County may request to visit sites where proposed equipment is in operation. Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

5.1.4. Evaluation:

5.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

Offerors must be directly in the business of security and/or Fire Alarm Systems. Bidders shall provide at least three references for which the Offeror has furnished and installed similar equipment within the past three (3) years. List must include company name, contact person, address and telephone numbers. Information obtained from references may be a consideration in award of contract. Attached *Prior Experience* may be used for this purpose.

- 5.1.4.2. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Exhibit A to this RFP or in a similar manner):
- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted.
 - b. Dates and locations of the service/contract; and
 - c. A brief, written description of the specific equipment installed, and prior services performed and requirements thereof.
- 5.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 5.1.4.4. Offeror shall provide a list of qualifications of the Offeror and/or the staff of the Offeror's organization who will be involved in the project. List shall include number of certified technicians and levels of experience on the proposed solution and state how many miles they are located from Boone County.
- 5.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 5.1.4.6. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Offeror's final response rating.
- 5.1.4.7. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Offeror's final response rating.
- 5.1.4.8. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

**ATTACHMENT I
BOONE COUNTY SECURITY SYSTEM BILLING MATRIX**

Alarm Location	Service / Item	Bill to Address
Boone County Annex, 613 E. Ash St.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Surplus Warehouse, 601 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO, 65201
Boone County Johnson Building, 601 E. Walnut (2nd floor elevator)	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Government Center, 801 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Prosecuting Attorney, 605 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County North Facility, 5501 N. Oakland Gravel Rd.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Courthouse, 705 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Sheriff Annex and Warehouse, 2111 E. County Dr.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Public Works, 5551 Tom Bass Rd.	Monitoring & Equipment	Boone County Road & Bridge, 5551 Tom Bass Rd., Columbia, MO 65201
Boone County Juvenile Justice Center, 5665 Roger I. Wilson Memorial Dr.	Equipment	Boone County Court Administration, 705 E. Walnut, Columbia, MO 65201
Boone County Joint Communications Backup Center, 609 Walnut	Monitoring	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201



Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Robert Wilson, Buyer

Phone: (573) 886-4393 – Fax: (573) 886-4390

rwilson@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 21-02JUN20 – Security System and Monitoring Services

ADDENDUM # 1 - Issued May 18, 2020

**Prospective offerors are hereby notified of the following revisions to
Request for Proposal 21-02JUN20:**

1. ADD Clarification of Equipment List:

Some of the panels included on the equipment list are obsolete. All panels are functional, and the County intends to use the existing equipment until they should fail and need to be replaced. Offeror is to bid an equivalent. list model name, number, and price that shall be firm through 12/31/20.

2. ADD Prevailing Wage Clarification:


2018 Changes to Prevailing Wage Law - If a quote received for a project from this Term and Supply contract is \$75,000 or less, then the Prevailing Wage Law will **NOT** apply to that project.

If a quote received for a project from this Term and Supply contract for a is greater than \$75,000, then the Prevailing Wage Law **WILL** apply to the entire project.

Special Rule for Change Orders - If the County accepts a quote for less than \$75,000 and that project is later subject to a change order that raises the total project price over \$75,000, then the vendor is responsible for identifying that portion of the work causing charges that are in excess of \$75,000 and the Prevailing Wage Law **WILL** apply to only that portion of the project that is in excess of \$75,000.

PREVAILING WAGE: With submission of a bid response, Vendor acknowledges that any project **greater than \$75,000** in this contract is subject to Missouri Prevailing Wage law. Small repairs or maintenance type work **will not** be subject to prevailing wage rates. A copy of **Annual Wage Order 26** is reproduced, verbatim, and included with these bid documents and is applicable to this contract. At any given time, the current "applicable" Prevailing Wage Order is available for review and a copy may be obtained in the office of the Director of Purchasing, 613 E. Ash, Room 111, Columbia, MO 65201; or email rwilson@boonecountymo.org, or call the Purchasing offices at 573-886-4393. With any elected renewal term of this contract, the current Prevailing Wage Order will be provided to contractor which will be used for that renewal period. **It is not anticipated that any project resulting from this term & supply contract will reach the \$75,000 limit. The County reserves the right to bid out any one project with estimated cost of \$6,000.00 or over.**

This addendum is issued in accordance with the RFP and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal response.

By: 
Robert Wilson, Director
Boone County Purchasing

The OFFEROR has examined **Addendum #1** to Request for Proposal #21-02JUN20 –**Security System and Monitoring Services** receipt of which is hereby acknowledged:

Company Name: ACC

Address: 806 N. Providence Rd.

City & State: Columbia MD 21043

Phone Number: 573 808-6283 Fax Number: _____

E-mail: bdallocc@gmail.com

Authorized Representative Signature:  Date: 6-1-20

Authorized Representative Printed Name: William Dall



Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Robert Wilson, Buyer

Phone: (573) 886-4393 – Fax: (573) 886-4390

rwilson@boonecountymo.org

BOONE COUNTY, MISSOURI

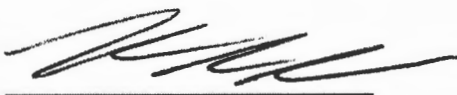
Request for Proposal 21-02JUN20 – Security System and Monitoring Services

ADDENDUM # 2 - Issued May 21, 2020

Prospective offerors are hereby notified of the following revisions to Request for Proposal 21-02JUN20:

- 1. REPLACE Equipment List with the Attached Updated Equipment List:

This addendum is issued in accordance with the RFP and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal response.

By: 
 Robert Wilson, Buyer
 Boone County Purchasing

The OFFEROR has examined **Addendum #2** to Request for Proposal #**21-02JUN20 – E-Procurement Services** receipt of which is hereby acknowledged:

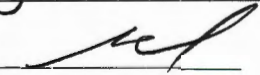
Company Name: ACC

Address: 806 N. Providence Rd

City & State: Columbia MO 65203

Phone Number: 573 808-6283 Fax Number: _____

E-mail: bdallac@gmail.com

Authorized Representative Signature:  Date: 6-1-20

Authorized Representative Printed Name: William Dail

Facility		Equipment Type	Manufacturer	Model	Ver
Boone County Annex, 613 E Ash	613 East Ash	Fire/Burqalar	DMP	XT50	
Johnson Warehouse\Public Defender\Records Storage\Surplus - 1 panel, 2 partitions	601/605 E Walnut	Fire/Burqalar	GE	Concord	
Public Defender Elevator Fire system	601 E Walnut	Fire	DMP	XR500N	
Bone County Sheriff's Department Annex - 1 panel, 7 partitions, Secure Hall	2111 E County Drive	Fire/Burqalar	DMP	XR500N	
Bone County Sheriff's Department Annex - 1 panel, 7 partitions, Clerks Warehouse	2111 E County Drive	Fire/Burqalar			
Bone County Sheriff's Department Annex - 1 panel, 7 partitions, Vehicle Processing	2111 E County Drive	Fire/Burqalar			
Bone County Sheriff's Department Annex - 1 panel, 7 partitions, Loading Dock	2111 E County Drive	Fire/Burqalar			
Bone County Sheriff's Department Annex - 1 panel, 7 partitions, Evidence	2111 E County Drive	Fire/Burqalar			
Bone County Sheriff's Department Annex - 1 panel, 7 partitions, Basement Storage	2111 E County Drive	Fire/Burqalar			
Bone County Sheriff's Department Annex - 1 panel, 7 partitions, common	2111 E County Drive	Fire/Burqalar			
Boone County Road & Bridge	5551 S Tom Bass Rd.	Fire/Burqalar	DMP	XR500N	
Prosecuting Attorney Child Support Division	605 E Walnut	Fire/Burqalar	GE	Concord	
Boone County Courthouse	705 E Walnut	Fire/Burqalar	DMP	XR500N	
Boone County North Facility	5501 N Oakland Gravel Rd.	Fire/Burqalar	DMP	XR200	
Boone County Government Center - 1 panel, 4 partitions	801 E Walnut	Fire/Burqalar	DMP	XR500N	
Boone County Government Center - Clerk	801 E Walnut	Fire/Burqalar			
Boone County Government Center - Collector	801 E Walnut	Fire/Burqalar			
Boone County Government Center - Treasurer	801 E Walnut	Fire/Burqalar			
Boone County Juvenile Justice Center	5665 Roaer I Wilson Memorial				
Boone County Joint Communications Backup Center	609 E Walnut	Fire/Burqalar	Bosch	D7412GV4	

Version	Kevoads	Doors	Glassbreak's	Motion Detectors	Heat Detectors	Smoke Detectors	Panic Buttons	Communications	Notes
106		2 4 - Wireless 4 8 - Wireless	3 - Hardwired	2 - Hardwired		4 - wireless 3 - hardwired	9 - wireless 2 - wireless	Network Telco Telco	1 Main fire alarm panel, 5 smoke detectors, 1 duct sensor, 4 pull stations. 1 control panel, 2 partitions
212		2 2 - Hardwired 1 2 - Hardwired 1 2 - Hardwired 1 3 - hardwired 1 2 - Hardwired 1 1 - hardwired 1 4 - hardwired	6 - hardwired	2 - hardwired 6 - hardwired				Network\Teclo backup Network\Teclo backup Network\Teclo backup Network\Teclo backup Network\Teclo backup Network\Teclo backup Network\Teclo backup	1 control panel, 7 partitions. 1 - hardwired water bug system, 1 - hardwired refrigerator/freezer temp monitor 3 - hardwired water bug detectors
213		2 17 - hardwired 1 2 - wireless 1 11 - hardwired 3 8 - hardwired	4 - hardwired	2 - Hardwired 11 - hardwired 1 - wireless, 1 hardwired	15+ - hardwired	2 - hardwired 3 - wireless 34 -	4 - wireless 2 - wireless	Network\Teclo backup Telco Telco Telco	2 - hardwired duct detectors, 2 - hardwired sprinkler tamper, 1 - sprinkler flow, 10 - pull stations 8 - hardwired pull stations 10 - duct detectors, 17 - pull stations
207		6 4 - hardwired, 1 - wireless 1 3 - hardwired 2 2 - hardwired 1 1 - hardwired	8 - hardwired	5 - hardwired 1 - hardwired 2 - hardwired 1 - hardwired	2 -	11 -	28 - wireless	Network\Teclo backup Network\Teclo backup Network\Teclo backup Network\Teclo backup	2 connected fire alarm panels, 2 - duct detectors, 15 - pull stations
		2 2 - hardwired	2 - hardwired	2 - hardwired				Telco, network available.	1 connected fire alarm panel.



Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Robert Wilson, Buyer

Phone: (573) 886-4393 – Fax: (573) 886-4390

rwilson@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 21-02JUN20 – Security System and Monitoring Services

ADDENDUM # 3 - Issued May 29, 2020

**Prospective offerors are hereby notified of the following revisions to
Request for Proposal 21-02JUN20:**

1. REPLACE 6.1.4. Equipment Table with:

<u>Fire/Burglar Equipment</u>	<u>Manufacturer/Model</u>	<u>Price/each</u>
DMP XT50	DMP XTSONS-G	\$ 241.45
GE Concord	Obsolete	\$
DMP XR500N	Obsolete	\$
DMP XR200	Obsolete	\$
Bosch D7412GV4	N/A	\$

2. The County received the following questions and is providing a **response**:

There are two locations listed that have a single control panel with multiple partitions. Are each of the partitions to be monitored individually/independent of each other (separate accounts) or are they considered as just one account that has multiple partitions armed at different times?

There are 3 sites with partitioned panels. Each partition is treated as its own account, some, if not all of the partitions/accounts have different call lists and necessary responses.

Can it be assumed all panels are in good working condition?

Yes, all panels are in good condition.

Some of the panels listed can be firmware updated to the most current version. Is that to be considered part of this RFP when setting up the monitoring under this RFP?

Yes, firmware updates are considered part of this scope of work.

The GE Concord panels listed are no manufactured and the company is out of business? Is there a need to plan for replacement of these panels as part of this RFP project?

Yes, obsolete equipment will need to be replaced with an equivalent when they are no longer in working condition.

Attachment 1 lists a location of 609 Walnut to be monitored. However, there is no Bosch equipment listed the detailed equipment sheet pricing submittal form. Do you need to amend the submittal pricing form to list Bosch? **This panel is armed and disarmed using access cards, any replacement would need to be able to maintain the same functionality. The Bosch panel has been added in the above replacement pricing table.**

Boone County Juvenile Justice Center is listed as equipment only in Attachment 1. There are no equipment details listed in the next sheet. Can more details be provided if this is to be monitored and serviced? **The Court Administrator has been contacted for additional details about JJC.**

Since 6.1.4 lists equipment that is no longer manufactured and/or supported, how should the replacement models and their pricing be presented or provided? Should we provide an additional attachment when we respond? **Yes, proposers should provide equipment details for proposed replacement equipment.**

Can you please designate the form of communication that each location is to be supported with to send signals? (Example: Phone (POTS), Network, Phone and Network) **This information is included in the updated equipment listing.**

Since systems are still communicating using traditional POTS phone lines, is there interest for bidders to provide Boone County pricing for cell communication and associated service fees to eliminate phone expense to save the county money? If so, how should that be provided?

Not all systems are using POTS lines as primary communications. The County is not opposed to seeing a proposal, but it will not hold bearing in an evaluation as it is not contemplated in this RFP.

Are all the associated installer, programming and lockout codes to be provided to the prevailing company of the RFP so they can program the panels for monitoring?

The current monitoring company will reset codes to factory default.

When the panels are being set up for monitoring, are there any other services to be performed like battery replacements Boone County would want performed while technicians are on-site? We recommend replacing the batteries on input devices to create a baseline starting point to reduce future service calls.

This type of maintenance is performed by the Security Technician position in IT.

Are there any features or current mass communications needs that are to be incorporated into this RFP for consideration by the county that may necessitate additional equipment or different offerings?

Not at this time.

This addendum is issued in accordance with the RFP and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal response.

By:



**Robert Wilson, Buyer
Boone County Purchasing**

The OFFEROR has examined **Addendum #3** to Request for Proposal #**21-02JUN20 – E-Procurement Services** receipt of which is hereby acknowledged:

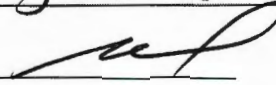
Company Name: ACC

Address: 806 N. Providence Rd.

City & State: Columbia MO 65203

Phone Number: 573 808-6283 Fax Number: _____

E-mail: bdallacc@gmail.com

Authorized Representative Signature:  Date: 6-1-20

Authorized Representative Printed Name: William Dall

BOONE COUNTY - MISSOURI

PROPOSAL NUMER AND DESCRIPTION: 21-02JUN20 – Security System and Monitoring Services

CLARIFICATION FORM #2

This Clarification is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification must be acknowledged and submitted by e-mail to rwilson@boonecountymo.org.

I. CLARIFICATION – please provide a response to the following request.

- 1) Do all of the quoted labor and installation rates include any and all mobilization or transportation costs? If not, please provide labor and installation rates including any overhead costs.

Yes, costs are included.

In compliance with this request, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFP and this clarification request and is authorized to contract on behalf of the firm. **Note:** This form must be signed. All signatures must be original and not photocopies.

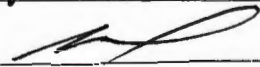
Company Name: Alarm Communication Center, Inc.

Address: 806 N. Providence Rd.
Columbia MO 65203

Telephone: 573 808-6283 Fax: _____

Federal Tax ID (or Social Security #): 43-1288484

Print Name: William Dail Title: V.P.

Signature:  Date: 6-17-20

E-mail: bdail@ccc@gmail.com

BOONE COUNTY, MISSOURI

PROPOSAL NUMER AND DESCRIPTION: *21-02JUN20 – Security System and Monitoring Services*

This BAFO is issued in accordance with the Instructions and General Conditions and is hereby incorporated into and made a part of the resulting Contract Documents for the awarded Offeror.

The Offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The Offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with Offeror's proposal.

Regarding section 6.1. – Pricing

You may now modify the pricing/fees of your proposal and/or may change, add information, and/or modify any part of your proposal. You are not required to do so but understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other changes to pricing.

No changes to pricing.

BOONE COUNTY - MISSOURI

PROPOSAL NUMER AND DESCRIPTION: 21-02JUN20 – Security System and Monitoring Services

CLARIFICATION FORM #1

This Clarification is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification must be acknowledged and submitted by e-mail to rwilson@boonecountymo.org.

I. CLARIFICATION – please provide a response to the following request.

- 1) Please provide proposed replacement panels and a firm fixed price for the obsolete models listed in the 6.1.4. equipment table. Price must remain firm through 12/31/20.

In compliance with this request, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFP and this clarification request and is authorized to contract on behalf of the firm. **Note:** This form must be signed. All signatures must be original and not photocopies.

Company Name: Alarm Communications Center, Inc.

Address: 806 N. Providence Rd.
Columbia, MO 65203

Telephone: 573 808-6283 Fax: _____

Federal Tax ID (or Social Security #): 43-1288484

Print Name: William Dall Title: V.P.

Signature:  Date: 6-2-20

E-mail: bdallacc@gmail.com



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

Robert Wilson, Buyer

Phone: (573) 886-4393 – Fax: (573) 886-4390

rwilson@boonecountymmo.org

BOONE COUNTY, MISSOURI

Request for Proposal 21-02JUN20 – Security System and Monitoring Services

ADDENDUM # 3 - Issued May 29, 2020

**Prospective offerors are hereby notified of the following revisions to
Request for Proposal 21-02JUN20:**

1. REPLACE 6.1.4. Equipment Table with:

<u>Fire/Burglar Equipment</u>	<u>Manufacturer/Model</u>	<u>Price/each</u>
DMP XT50	<i>current model no need to replace</i>	\$
GE Concord	<i>Dmp XR150 NL-G</i>	\$ <i>371.25</i>
DMP XR500N	<i>Dmp XR550 DNL-G</i>	\$ <i>566.50</i>
DMP XR200	<i>Dmp XR550 DNL-G</i>	\$ <i>566.50</i>
Bosch D7412GV4	<i>Dmp PK6-XR550 DNFC</i>	\$ <i>782.10</i>

2. The County received the following questions and is providing a **response**:

There are two locations listed that have a single control panel with multiple partitions. Are each of the partitions to be monitored individually/independent of each other (separate accounts) or are they considered as just one account that has multiple partitions armed at different times?

There are 3 sites with partitioned panels. Each partition is treated as its own account, some, if not all of the partitions/accounts have different call lists and necessary responses.

Can it be assumed all panels are in good working condition?

Yes, all panels are in good condition.

Some of the panels listed can be firmware updated to the most current version. Is that to be considered part of this RFP when setting up the monitoring under this RFP?

Yes, firmware updates are considered part of this scope of work.

The GE Concord panels listed are no manufactured and the company is out of business? Is there a need to plan for replacement of these panels as part of this RFP project?

Yes, obsolete equipment will need to be replaced with an equivalent when they are no longer in working condition.

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR SECURITY SYSTEM AND MONITORING SERVICES

RFP # 21-02JUN20
Release Date: May 5, 2020

Submittal Deadline:
June 2, 2020
not later than 10:30 a.m. central time

PRE-PROPOSAL TELE-CONFERENCE:
May 12, 2020
11:00 a.m. Central Time
Call-In Phone Number: 701-801-1211
Access Code: 758-401-651

Boone County Purchasing
613 E. Ash Street, Room 113
Columbia, Missouri 65201

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



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

PROPOSAL #: 21-02JUN20 – Security System and Monitoring Services

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, June 2, 2020** in the Boone County Purchasing Office, Boone County Annex Building, 613 E. Ash Street, Room 113, Columbia, MO 65201.

A **tele-conference** pre-proposal conference has been scheduled for Tuesday, May 12, 2020 at 11:00 a.m. Call-in phone number: 701-801-1211, Access code: 758-401-651. Offerors are **strongly encouraged** to attend this conference.

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

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

Robert Wilson
Buyer

Insertion: Wednesday, May 6, 2020
COLUMBIA MISSOURIAN



1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals:

- a) If you have obtained this RFP document from our web page or from a source other than the Boone County Purchasing Department, please check our web site prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addendums if we do not have you on our Vendor list for this RFP. Addendums can be viewed at [www.showmeboone.com /Purchasing /Bid Opportunities/](http://www.showmeboone.com/Purchasing/BidOpportunities/) **21-02JUN20**.
- b) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- c) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- d) No negotiations, decisions, or actions shall be initiated by any Organization as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.2. Ambiguity, Conflict, or Other Errors in the RFP:

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

1.3. Rejection of Proposals:

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

1.4. Acceptance of Proposals:

The County will accept for evaluation all proposals that are submitted properly and are responsive to the RFP. However, the County reserves the right to request clarifications or corrections to proposals.

1.5. Requests for Clarification of Proposals:

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

1.6. Validity of Proposals:

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

1.7. Receipt and Opening of Advertised, Sealed Proposals:

Due to the COVID-19 pandemic, the RFP Opening will not be open to the public. Offeror's names responding to the RFP will be posted on our web page under Purchasing / Bid Opportunities / 21-02JUN20 / RFP Opening.

- a) Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful organization's proposal will become public record after its acceptance by the County Commission or all proposal responses are rejected. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
- b) RFP opening listing proposer's names will be posted on the County web page following the opening at www.showmeboone.com. Select "Purchasing", then Bid Opportunities, and then "02-21JUN20 Opening".
- c) Proposal responses are due by **Tuesday, June 2, 2020 at 10:30 a.m.** No late proposals will be accepted.

1.8. Withdrawal of Proposals:

Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals.

If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

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



2. INTRODUCTION AND GENERAL INFORMATION

2.1. Introduction:

2.1.1. This document constitutes a request for sealed proposals for **Security System and Monitoring Services** for a term and supply contract to provide security (burglar and fire) alarm monitoring as well as security equipment. (i.e. panic buttons, motion sensors, alarm system parts, etc.) as set forth herein.

2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Services
- 4) Contract Terms and Conditions for Awarded Contractor
- 5) Proposal Submission Information
- 6) Response/Pricing Page
- 7) Bidder's Acknowledgment
- 8) Instructions for Compliance with House Bill 1549
 - a. Individual Affidavit
 - b. Certification of Individual Bidder
 - c. Work Authorization Certification
- 9) Signature and Identity of Offeror
- 10) Debarment Certification
- 11) Standard Terms and Conditions
- 12) Anti-Collusion Statement
- 13) Affidavit of Compliance with OSHA
- 14) Prior Experience
- 15) "No Bid" Response Form
- 16) Attachment 1: Boone County Security System Billing Matrix
- 17) Response/Pricing: Product List

2.2. Guideline for Written Questions:

2.2.1. All questions regarding this Request for Proposal should be submitted in writing no later than **5:00 p.m., Tuesday, May 26, 2020**. All questions must be mailed, faxed or e-mailed to the attention of Robert Wilson, Buyer. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

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

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

2.3. Pre-Proposal Conference

- 2.3.1. To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for **Tuesday, May 12, 2020 at 11:00 a.m.** Due to COVID-19 Pandemic, conference will be held as a tele-conference. **Call-in phone number is: 701-801-1211, Access code: 758-401-651.**

The purpose of the meeting will be to address any questions or concerns regarding the proposal. **If a site visit is needed by the Offeror, it may be scheduled by emailing Robert Wilson at rwilson@boonecountymo.org.**

- 2.3.2. All potential Offerors are **strongly encouraged** to attend this conference in order to ask questions and provide comment on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are strongly encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should have ready a copy of the RFP since it will be used as the agenda for the pre-proposal conference.

2.4. Insurance Requirements: The vendor receiving a contract award shall provide an Insurance Certificate to the Purchasing Department at time of contract execution with the following levels of insurance.

- 2.4.1. 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.
- 2.4.2. **Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.4.3. **Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per occurrence/\$2,000,000 aggregate covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 2.4.4. 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.

- 2.4.5. Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor’s own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- 2.4.6. Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors’ commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.4.7. 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.
- 2.5. INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney’s fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.6.** 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

- 2.7.** The Offeror shall understand and agree that any person who has been convicted of a felony or a misdemeanor, or who is currently under the supervision of the federal, state or county government for any conviction(s), or under supervision of a municipal correctional agency for a conviction of moral turpitude, must be approved in writing by the County before providing services under this contract.

2.6.1. The Contractor shall be responsible for conducting a criminal history on each prospective employee providing services under the terms of this contract and provide this information to the County upon request.

2.8. Billing and Payment: All invoices must be submitted to the County department/office as outlined in *Attachment 1 – Boone County Security System Billing Matrix*. Payment will be made within 30 days after receipt of a correct and valid invoice following completion and acceptance of project. Purchase Order or contract number should appear on invoice.

2.9. Designees:

Boone County Information Technology, 801 E. Walnut Street, Room 220, Columbia, MO 65201

Boone County Court Administration, 705 E Walnut St., Columbia, MO 65201

Boone County Road & Bridge, 5551 Tom Bass Rd., Columbia, MO 65201

2.10. Proposed Solicitation/Award Schedule:

2.10.1.	May 4, 2020	Release of RFP
2.10.2.	May 6, 2020	Advertisement of RFP
2.10.3.	May 12, 2020, 11:00 a.m.	Pre-Proposal Conference
2.10.4.	May 26, 2020, 5:00 p.m.	Deadline for submitting questions
2.10.5.	June 2, 2020, 10:30 a.m.	Proposal due date and time
2.10.6.	June 2 – June 19, 2020	Proposal Response(s) Evaluation
2.10.7.	June 25, 2020	Contract Award



3. SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County or Owner*, hereby solicits formal written proposals from qualified Offerors for the monitoring and service requests for the security system.

3.2. Background Information:

- 3.2.1. The Boone County Commission has multiple building locations in Boone County (see attached *Boone County Security System Billing Matrix*). These buildings (or portions of them) have security and/or fire alarm systems that need to be monitored and, from time to time, repaired. Additionally, from time to time, new systems or new equipment will be required. The County intends these specifications to result in an “all or none” selection of one licensed and capable security monitoring and service company. The County intends to use the contract resulting from this bid to provide monitoring, repairs and installation services as needed.
- 3.2.2. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>
- 3.2.3. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

3.3. Scope of Services: The Offeror shall propose alarm system monitoring as described in the following specifications. For each system, contractor shall be responsible for:

3.3.2. Alarm Monitoring shall be provided for the County's existing Security System (burglar and fire.)

3.3.2.1. Monitoring service shall include the recording of all events including alarm reports, open and close reports, test reports and trouble reports. Additionally, a nightly test of the phone system that monitors the alarms will be required.

3.3.2.2. All alarms received from County sites shall be reported to the appropriate designee for the alarm location. Upon contract award, a list of numbers will be provided to the Contractor that are to be called until a live person is reached.

3.3.3. Unit Pricing

3.3.3.2. Unit prices include cost of material and delivery FOB County location with freight charges fully included and prepaid. Installation cost shall be provided at an hourly rate. Manufacturers' upgrades or replacements for items on the product list shall be provided at no additional cost to the County.

3.3.3.3. Product List – Items on the attached Product List may be purchased individually or as components of a complete system. Bidder must list, in the spaces provided on the Response/Price Page, the manufacturer, product number and unit price of the product(s) proposed to be furnished. All proposed equipment **MUST** be equal to or superior to those currently in use by the County.

3.3.3.4. If Offeror takes exception to any item or items specified, it is the full responsibility of the Offeror to provide all necessary documentation to determine engineer approved equal. Failure to supply the necessary supporting documentation may disqualify proposal. If no exceptions are noted, it is assumed the Offeror is supplying items as specified.

The County may require demonstration(s) of the operation of equipment that is offered as an equal as a part of the award evaluation process. Any requested samples, demonstrations, or documentation would be at no cost to the County. Offeror must provide requested information in a timely manner. Failure to meet any part of this criteria may be cause for rejection of proposal.

3.3.3.5. Contractor shall warrant fault-free performance in the processing of date and date-related data (including but not limited to calculating, comparing, and sequencing) of this equipment.

3.3.3.6. Prices shall remain firm during the initial contract period, **ending December 31, 2020** then pricing can be updated with proof of manufacturers' invoice.

3.3.3.7. At no cost to the County, Contractor shall make site visits upon request by County to assist individual department/office with determining the equipment necessary to meet their needs. Prior to issuance of a Purchase Order, the Contractor shall provide a written estimate of parts and labor costs based on contract pricing.

3.4. **Quantities** - are estimated based on anticipated requirements, and as such, do not constitute an obligation to purchase on the part of the County.

3.5. **Utilities** - The County will be responsible for bringing the necessary electrical and telephone service to the installation site and for installation of electrical circuits and conduit.

3.6. **Or Equal** – Items to be as indicated or an approved equal with regard to the specifications and engineering.

3.7. **Service Response Time** for emergencies shall be no more than two (2) hours. Service response time for normal business day non-emergencies shall be no more than four (4) hours.

3.8. **Warranty and Guarantee:** Contractor must unconditionally guarantee all items supplied under this contract against defects in material and workmanship for a period of two (2) years from date of installation and acceptance by the County. The decision of whether to replace or repair a defective product shall be agreed upon by the County and the Contractor.

3.9. **Manuals:** The Contractor must supply the user documentation/operating manuals necessary to operate the equipment/software provided.

3.10. **Delivery Terms:** Delivery shall be made within 30 days after receipt of Purchase Order. All deliveries shall be made FOB Destination with freight charges included and prepaid. The seller pays and bears the freight charges.

3.11. **Reporting:** The Contractor must supply the County with an annual inventory list of installed equipment.

3.12. OSHA: Each Contractor and Subcontractor shall file with the County, upon completion of the project and prior to final payment thereof, an affidavit stating that he has fully complied with the provisions and requirements of the OSHA Training Requirements.

3.12.1. OSHA PROGRAM REQUIREMENTS

The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.

3.12.2. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program.

3.12.3. The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.

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

3.14. SALES/USE TAX EXEMPTION – County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies, and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to ensure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. Not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.



4. CONTRACT TERMS AND CONDITIONS FOR AWARDED CONTRACTOR

- 4.1. **Contract Period:** The initial term of the resulting contract agreement for the proposed **Alarm Monitoring and Security Equipment** from this Request for Proposal will be from **July 1, 2020 through December 31, 2020**. The contract may be renewed for up to **six (6) additional one-year periods**, by mutual agreement of both the Contractor and the County.
- 4.2. **Contract Documents:** The successful Offeror shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If Offeror desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their response. County reserves the right to modify any proposed form agreement or withdraw its award to a successful Offeror if any proposed agreement contains terms and conditions inconsistent with its request or are unacceptable to county legal counsel.
- 4.3. **Provisions for Termination:** The contract may be terminated by the County for any of the following reasons or under any of the following circumstances.
- 4.3.1. Due to a material breach of any term or condition of this agreement.
- 4.3.2. If in the opinion of Boone County, delivery of products / services are delayed or products / services delivered are not in conformity with the contract documents.
- 4.3.3. If appropriations are not made available and budgeted for in any calendar year.
- 4.3.4. Boone County 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 County.
- 4.4. In case of any default by the Contractor, the County may procure the product or service from other sources and hold the Contractor responsible for any damages incurred including, but not limited to, excess cost or handling charge. The County shall have the right to remove any Contractor who defaults on any contract with the County from all Bidders' lists.
- 4.5. The successful Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.
- 4.6. Offeror must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.
- 4.7. Award will be made by written notification from the Purchasing Department. This written notice shall be deemed to result in a binding contract which shall be governed by the laws of the State of Missouri as adopted and in force on the date of the agreement.

- 4.8. Contractor agrees to furnish services and to perform the project within the stated completion schedule, and in strict compliance with requirements stated in the RFP Document.
- 4.9. Contractor proposes and agrees to accept, as full compensation for furnished services, the prices submitted in response to the RFP document. All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within this quoted price. The county shall not pay, nor be liable for, any additional cost including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.
- 4.10. Contractor agrees that no modification of any provision contained in the contract shall be made, or construed to be made, unless such modification is mutually agreed to by both parties and incorporated in a written amendment to the contract approved by the Purchasing Director.
- 4.13. Attached Standard Terms and Conditions for Contracts shall apply to the contract award.
- 4.14. **Patents:** The Contractor shall protect the County against suits for patent infringement on material, equipment, and methods used.
- 4.15. **Legal Requirements:** The Contractor shall do all work in such manner as to comply with all County ordinances, and laws of the County, State, and Nation as apply to the work herein outlined. The Contractor shall also obtain all necessary licenses and permits and keep necessary records as required.
- 4.16. **Equal Opportunity:** The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.
- 4.17. **Domestic Purchasing Policy:** Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this contract whenever the quality and price are comparable with other goods.
- By submission of this bid, the vendor certifies that they are in compliance with section 34.353 and, if applicable, section 34.359 (“Missouri Domestic Products Procurement Act”) of the Revised Statutes of Missouri, 1987.
- 4.18. If a contradiction in the contract documents occurs then the more expensive interpretation shall prevail and be inclusive in that respective contractor’s proposal response.
- 4.19. **Exclusive** – This is not an exclusive contract. The County reserves the right to obtain similar products from other sources.



5. PROPOSAL SUBMISSION INFORMATION

5.1. RESPONSE TO PROPOSAL

5.1.1. Submission of Proposals:

5.1.1.1. **Due to the COVID-19 pandemic, the County is allowing emailed responses to the RFP. E-mail to Robert Wilson at rwilson@boonecountymo.org. Or mail to:**

a. The Offeror may mail proposal response to:

Boone County Purchasing Department
Attn: Robert Wilson, Buyer
613 E. Ash Street, Room 113
Columbia, MO 65201

b. The proposals must be delivered no later than **10:30 a.m. on May XX, 2020**. Proposals will not be accepted after this date and time.

5.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal as described in section 5.1.4.

a. Each distinctive section should be titled with paragraph number and all material related to that category should be included therein.

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

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

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

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

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

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

5.1.3. Evaluation and Award Process:

5.1.3.1. Boone County has selected an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluation team will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise**
- c. **Cost**

5.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the County may request to visit sites where proposed equipment is in operation. Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

5.1.4. Evaluation:

5.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

Offerors must be directly in the business of security and/or Fire Alarm Systems. Bidders shall provide at least three references for which the Offeror has furnished and installed similar equipment within the past three (3) years. List must include company name, contact person, address and telephone numbers. Information obtained from references may be a consideration in award of contract. Attached *Prior Experience* may be used for this purpose.

- 5.1.4.2. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Exhibit A to this RFP or in a similar manner):
- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted.
 - b. Dates and locations of the service/contract; and
 - c. A brief, written description of the specific equipment installed, and prior services performed and requirements thereof.
- 5.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 5.1.4.4. Offeror shall provide a list of qualifications of the Offeror and/or the staff of the Offeror's organization who will be involved in the project. List shall include number of certified technicians and levels of experience on the proposed solution and state how many miles they are located from Boone County.
- 5.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 5.1.4.6. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Offeror's final response rating.
- 5.1.4.7. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Offeror's final response rating.
- 5.1.4.8. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.



6. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the Offeror named below. (Note: This form must be signed. All signatures must be original).

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.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

6.1. Pricing

6.1.1. Labor Cost Per Hour (Regular Hours, Monday - Friday, 8:00 a.m. - 5:00 p.m.) \$ _____

6.1.2. Labor Cost (Nights/Weekends) \$ _____

6.1.3. Labor Cost (Holidays) \$ _____

6.1.3. Alarm Monitoring

Service Cost Per Month \$ _____

Optional Monitoring Services:

Supervised Closing Cost Per Month \$ _____

Monthly Open/Close Report \$ _____

Code Number Administration \$ _____

6.1.4. Equipment - price must remain firm through 12/31/20

<u>Fire/Burglar Equipment</u>	<u>Manufacturer/Model</u>	<u>Price/each</u>
DMP XT50		\$
GE Concord		\$
DMP XR500N		\$
DMP XR200		\$

Percent off List Price for any additional equipment not listed above: _____ %

Installation Rate Per Hour, Regular Hours 8:00 a.m. - 5:00 p.m. \$ _____

Installation Rate: Nights and Weekends \$ _____

Installation Rate: Holidays \$ _____

6.1.5. Training in addition to operator training as specified in Section 3.3. Scope of Services

Additional Training Cost Per Hour \$ _____

6.2. Describe warranty on equipment and labor:

6.3. List any deviations to the original specifications:

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

Name:

Organization:

Address:

E-mail:

Phone Number:

Fax:

6.6. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? _____ Yes _____ No

BIDDER'S ACKNOWLEDGMENT

(Complete and fill out all parts applicable and strike out all parts not applicable.)

State of _____

County of _____

On this _____ day of _____, 20 _____

before me appeared _____ to me personally known, who, being by me first duly sworn, did say that he executed the foregoing Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Bidder (including those of all partners of joint ventures if fully and correctly set out above; that all statements made therein by or for the Bidder are true; and

(if a sole individual) acknowledged that he executed the same as his free act and deed.

(if a partnership or joint venture) acknowledged that his executed same, with written authority from, and as the free act and deed of, all said partners or joint ventures.

(if a corporation) that he is the _____
President or other agent

of _____; that the above Proposal was signed and sealed in behalf of said corporation by authority of its board of directors; and he acknowledged said proposal to be the free act and deed of said corporation.

Witness my hand and seal at _____, _____ the day and year first above written.

(SEAL) _____ Notary Public

My Commission expires _____, 20 _____.

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

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

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

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

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

State of Missouri)
)SS.
County of _____)

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

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

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

Notary Public

My Commission Expires:

CERTIFICATION OF INDIVIDUAL BIDDER

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

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- ____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

SIGNATURE AND IDENTITY OF OFFEROR

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Offeror, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Offeror or Offerors; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

sole individual partnership joint venture
 corporation, incorporated under laws of the state of _____

Dated _____, 20

Name of individual, all partners, or joint ventures:

Address of each:

doing business under the name of:

Address of principal place of business in Missouri:

(If using a fictitious name, show this name above in addition to legal names.)

(If a corporation - show its name above)

ATTEST:

(Secretary)

(Title)

NOTE: If the Bidder is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, joint ventures, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by Section 417.200 to 417.230, RS Mo. shall be attached. If the Bidder is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by Section 351.570 and following, RS Mo. A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be filed with the Engineer

(Please complete and return with Proposal Response)

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

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

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

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

Name and Title of Authorized Representative

Signature

Date

STANDARD TERMS AND CONDITIONS

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.

ANTI-COLLUSION STATEMENT

STATE OF MISSOURI

COUNTY OF _____

_____, being first duly sworn, deposes and

says that he is _____
(Title of Person Signing)

of _____
(Name of Bidder)

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project

By _____

By _____

By _____

Sworn to before me this _____ day of _____, 20 _____

Notary Public

My Commission Expires _____

**AFFIDAVIT OF COMPLIANCE WITH OSHA
TRAINING REQUIREMENTS PURSUANT TO §292.675 RSMo
(FOR ALL PUBLIC WORKS PROJECTS AFTER 8/28/2009)**

County of _____)

)ss

State of _____)

My name is _____. I am an authorized agent of _____

(Company). I am aware of the requirements for OSHA training set out in §292.675 Revised Statutes of Missouri for those working on public works. All requirements of said statute have been fully satisfied and there has been no exception to the full and complete compliance with said provisions relating to the required OSHA training for all those who performed services on this public works contract for Boone County, Missouri.

NAME OF PROJECT: _____

Affiant

Date

Printed Name

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

Notary Public

NOTE: Failure to return this Affidavit with project close-out documents may result in referral of this project to the Department of Labor and Industrial Relations for further action to determine compliance with RSMo Sec. 292.675.

PRIOR EXPERIENCE

Include references familiar with your company's work performance. References of similar services for governmental agencies are preferred.

1. Prior Equipment and/or Services Provided for:

Organization Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description (include type, Mfr./Brand of equipment, service performed):

2. Prior Equipment and/or Services Provided for:

Organization Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description (include type, Mfr./Brand of equipment, service performed):

3. Prior Equipment and/or Services Provided for:

Organization Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description (include type, Mfr./Brand of equipment, service performed):



"No Bid" Response Form

Boone County Purchasing
613 E. Ash Street, Room 113
Columbia, MO 65201

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

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

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

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

RFP: 21-02JUN20 – Security System and Monitoring Services

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Submitting Proposal Response :

ATTACHMENT 1
BOONE COUNTY SECURITY SYSTEM BILLING MATRIX

Alarm Location	Service / Item	Bill to Address
Boone County Annex, 613 E. Ash St.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Surplus Warehouse, 601 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO, 65201
Boone County Johnson Building, 601 E. Walnut (2nd floor elevator)	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Government Center, 801 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Prosecuting Attorney, 605 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County North Facility, 5501 N. Oakland Gravel Rd.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Courthouse, 705 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Sheriff Annex and Warehouse, 2111 E. County Dr.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Public Works, 5551 Tom Bass Rd.	Monitoring & Equipment	Boone County Road & Bridge, 5551 Tom Bass Rd., Columbia, MO 65201
Boone County Juvenile Justice Center, 5665 Roger I. Wilson Memorial Dr.	Equipment	Boone County Court Administration, 705 E. Walnut, Columbia, MO 65201
Boone County Joint Communications Backup Center, 609 Walnut	Monitoring	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201



Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Robert Wilson, Buyer

Phone: (573) 886-4393 – Fax: (573) 886-4390

rwilson@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 21-02JUN20 – Security System and Monitoring Services

ADDENDUM # 1 - Issued May 18, 2020

**Prospective offerors are hereby notified of the following revisions to
Request for Proposal 21-02JUN20:**

1. ADD Clarification of Equipment List:

Some of the panels included on the equipment list are obsolete. All panels are functional, and the County intends to use the existing equipment until they should fail and need to be replaced. Offeror is to bid an equivalent, list model name, number, and price that shall be firm through 12/31/20.

2. ADD Prevailing Wage Clarification:

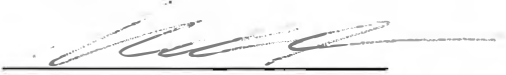
2018 Changes to Prevailing Wage Law - If a quote received for a project from this Term and Supply contract is \$75,000 or less, then the Prevailing Wage Law will **NOT** apply to that project.

If a quote received for a project from this Term and Supply contract for a is greater than \$75,000, then the Prevailing Wage Law **WILL** apply to the entire project.

Special Rule for Change Orders - If the County accepts a quote for less than \$75,000 and that project is later subject to a change order that raises the total project price over \$75,000, then the vendor is responsible for identifying that portion of the work causing charges that are in excess of \$75,000 and the Prevailing Wage Law **WILL** apply to only that portion of the project that is in excess of \$75,000.

PREVAILING WAGE: With submission of a bid response, Vendor acknowledges that any project **greater than \$75,000** in this contract is subject to Missouri Prevailing Wage law. Small repairs or maintenance type work **will not** be subject to prevailing wage rates. A copy of **Annual Wage Order 26** is reproduced, verbatim, and included with these bid documents and is applicable to this contract. At any given time, the current “applicable” Prevailing Wage Order is available for review and a copy may be obtained in the office of the Director of Purchasing, 613 E. Ash, Room 111, Columbia, MO 65201; or email rwilson@boonecountymo.org, or call the Purchasing offices at 573-886-4393. With any elected renewal term of this contract, the current Prevailing Wage Order will be provided to contractor which will be used for that renewal period. **It is not anticipated that any project resulting from this term & supply contract will reach the \$75,000 limit. The County reserves the right to bid out any one project with estimated cost of \$6,000.00 or over.**

This addendum is issued in accordance with the RFP and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal response.

By: 
Robert Wilson, Director
Boone County Purchasing

The OFFEROR has examined **Addendum #1** to Request for Proposal #21-02JUN20 –**Security System and Monitoring Services** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

City & State: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Robert Wilson, Buyer

Phone: (573) 886-4393 – Fax: (573) 886-4390

rwilson@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 21-02JUN20 – Security System and Monitoring Services

ADDENDUM # 2 - Issued May 21, 2020

**Prospective offerors are hereby notified of the following revisions to
Request for Proposal 21-02JUN20:**

1. REPLACE Equipment List with the Attached Updated Equipment List:

This addendum is issued in accordance with the RFP and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal response.

By:

**Robert Wilson, Buyer
Boone County Purchasing**

The OFFEROR has examined **Addendum #2** to Request for Proposal #**21-02JUN20 – E-Procurement Services** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

City & State: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____



Boone County Purchasing
 613 E. Ash Street, Room 109
 Columbia, MO 65201
Robert Wilson, Buyer
 Phone: (573) 886-4393 – Fax: (573) 886-4390
rwilson@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Proposal 21-02JUN20 – Security System and Monitoring Services

ADDENDUM # 3 - Issued May 29, 2020

**Prospective offerors are hereby notified of the following revisions to
 Request for Proposal 21-02JUN20:**

1. REPLACE 6.1.4. Equipment Table with:

<u>Fire/Burglar Equipment</u>	<u>Manufacturer/Model</u>	<u>Price/each</u>
DMP XT50		\$
GE Concord		\$
DMP XR500N		\$
DMP XR200		\$
Bosch D7412GV4		\$

2. The County received the following questions and is providing a **response**:

There are two locations listed that have a single control panel with multiple partitions. Are each of the partitions to be monitored individually/independent of each other (separate accounts) or are they considered as just one account that has multiple partitions armed at different times?

There are 3 sites with partitioned panels. Each partition is treated as its own account, some, if not all of the partitions/accounts have different call lists and necessary responses.

Can it be assumed all panels are in good working condition?

Yes, all panels are in good condition.

Some of the panels listed can be firmware updated to the most current version. Is that to be considered part of this RFP when setting up the monitoring under this RFP?

Yes, firmware updates are considered part of this scope of work.

The GE Concord panels listed are no manufactured and the company is out of business? Is there a need to plan for replacement of these panels as part of this RFP project?

Yes, obsolete equipment will need to be replaced with an equivalent when they are no longer in working condition.

Attachment 1 lists a location of 609 Walnut to be monitored. However, there is no Bosch equipment listed the detailed equipment sheet pricing submittal form. Do you need to amend the submittal pricing form to list Bosch? **This panel is armed and disarmed using access cards, any replacement would need to be able to maintain the same functionality. The Bosch panel has been added in the above replacement pricing table.**

Boone County Juvenile Justice Center is listed as equipment only in Attachment 1. There are no equipment details listed in the next sheet. Can more details be provided if this is to be monitored and serviced? **The Court Administrator has been contacted for additional details about JJC.**

Since 6.1.4 lists equipment that is no longer manufactured and/or supported, how should the replacement models and their pricing be presented or provided? Should we provide an additional attachment when we respond? **Yes, proposers should provide equipment details for proposed replacement equipment.**

Can you please designate the form of communication that each location is to be supported with to send signals? (Example: Phone (POTS), Network, Phone and Network) **This information is included in the updated equipment listing.**

Since systems are still communicating using traditional POTS phone lines, is there interest for bidders to provide Boone County pricing for cell communication and associated service fees to eliminate phone expense to save the county money? If so, how should that be provided?

Not all systems are using POTS lines as primary communications. The County is not opposed to seeing a proposal, but it will not hold bearing in an evaluation as it is not contemplated in this RFP.

Are all the associated installer, programming and lockout codes to be provided to the prevailing company of the RFP so they can program the panels for monitoring?

The current monitoring company will reset codes to factory default.

When the panels are being set up for monitoring, are there any other services to be performed like battery replacements Boone County would want performed while technicians are on-site? We recommend replacing the batteries on input devices to create a baseline starting point to reduce future service calls.


This type of maintenance is performed by the Security Technician position in IT.

Are there any features or current mass communications needs that are to be incorporated into this RFP for consideration by the county that may necessitate additional equipment or different offerings?

Not at this time.

This addendum is issued in accordance with the RFP and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal response.

By:



**Robert Wilson, Buyer
Boone County Purchasing**

The OFFEROR has examined **Addendum #3** to Request for Proposal **#21-02JUN20 – E-Procurement Services** receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

City & State: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

Facility	Equipment Type	Manufacturer	Model	Version	Keypads	Doors	Glassbreak's	Motion Detectors	Heat Detectors	Smoke Detectors	Panic Buttons	Communications	Notes
Boone County Annex - 613 E Ash	Fire/Burglar	DMP	X150	106	2	4 - Wireless	3 - Hardwired	2 - Hardwired			9 - wireless	Network	1 Main fire alarm panel, 5 smoke detectors, 1 duct sensor, 4 pull stations.
Johnson Warehouse/Public Defender/Records Storage\Surplus - 1 panel, 2 partitions	Fire/Burglar	GE	Concord		4	8 - Wireless					2 - wireless	Telco	1 control panel, 2 partitions
Public Defender Elevator Fire system	Fire	DMP	X8500N							4 - wireless		Telco	
Boone County Sheriff's Department Annex - 1 panel, 7 partitions, Secure Hall	Fire/Burglar	DMP	X8500N	212	2	2 - Hardwired	6 - hardwired	2 - hardwired		3 - hardwired		Network/Telco backup	1 control panel, 7 partitions.
Boone County Sheriff's Department Annex - 1 panel, 7 partitions, Clerks Warehouse	Fire/Burglar				1	2 - Hardwired		6 - hardwired				Network/Telco backup	
Boone County Sheriff's Department Annex - 1 panel, 7 partitions, Vehicle Processing	Fire/Burglar				1	2 - Hardwired						Network/Telco backup	
Boone County Sheriff's Department Annex - 1 panel, 7 partitions, Loading Dock	Fire/Burglar				1	3 - hardwired						Network/Telco backup	
Boone County Sheriff's Department Annex - 1 panel, 7 partitions, Evidence	Fire/Burglar				1	2 - Hardwired						Network/Telco backup	
Boone County Sheriff's Department Annex - 1 panel, 7 partitions, Basement Storage	Fire/Burglar				1	1 - hardwired		1 - hardwired				Network/Telco backup	1 - hardwired water bus system, 1 - hardwired refrigerator/freezer temp monitor
Boone County Sheriff's Department Annex - 1 panel, 7 partitions, common	Fire/Burglar				1	4 - hardwired	4 - hardwired	2 - Hardwired	15+ - hardwired	more than 5 hardwired		Network/Telco backup	2 - hardwired duct detectors, 2 - hardwired sprinkler tamper, 1 - sprinkler flow, 10 - pull stations
Boone County Road & Bridge	Fire/Burglar	DMP	X8500N	213	2	17 - hardwired		11 - hardwired		2 - hardwired	4 - wireless	Network/Telco backup	8 - hardwired pull stations
Prosecuting Attorney Child Support Division	Fire/Burglar	GE	Concord		1	2 - wireless		1 - wireless, 1 hardwired		3 - wireless		Telco	
Boone County Courthouse	Fire/Burglar	DMP	X8500N		1	11 - hardwired	43 - hardwired		3 - hardwired	34 -		Telco	10 - duct detectors, 17 - pull stations
Boone County North Facility	Fire/Burglar	DMP	X8200		3	8 - hardwired		8 - hardwired	5 - hardwired	1 - hardwired	28 - wireless	Network/Telco backup	2 connected fire alarm panels, 2 - duct detectors, 15 - pull stations
Boone County Government Center - 1 panel, 4 partitions	Fire/Burglar	DMP	X8500N	207	6	4 - hardwired, 1 - wireless	8 - hardwired	5 - hardwired	2 -	11 -		Network/Telco backup	
Boone County Government Center - Clerk	Fire/Burglar				1	3 - hardwired		1 - hardwired				Network/Telco backup	
Boone County Government Center - Collector	Fire/Burglar				2	2 - hardwired	7 - hardwired	2 - hardwired				Network/Telco backup	
Boone County Government Center - Treasurer	Fire/Burglar				1	1 - hardwired		1 - hardwired				Network/Telco backup	
Boone County Juvenile Justice Center	Fire/Burglar												
Boone County Joint Communications Backup Center	Fire/Burglar	Bosch	D7412GV4		2	2 - hardwired	2 - hardwired	2 - hardwired				Telco, network available.	1 connected fire alarm panel.

ATTACHMENT 1
BOONE COUNTY SECURITY SYSTEM BILLING MATRIX

Alarm Location	Service / Item	Bill to Address
Boone County Annex, 613 E. Ash St.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Surplus Warehouse, 601 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO, 65201
Boone County Johnson Building, 601 E. Walnut (2nd floor elevator)	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Government Center, 801 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Prosecuting Attorney, 605 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County North Facility, 5501 N. Oakland Gravel Rd.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Courthouse, 705 E. Walnut	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Sheriff Annex and Warehouse, 2111 E. County Dr.	Monitoring & Equipment	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201
Boone County Public Works, 5551 Tom Bass Rd.	Monitoring & Equipment	Boone County Road & Bridge, 5551 Tom Bass Rd., Columbia, MO 65201
Boone County Juvenile Justice Center, 5665 Roger I. Wilson Memorial Dr.	Equipment	Boone County Court Administration, 705 E. Walnut, Columbia, MO 65201
Boone County Joint Communications Backup Center, 609 Walnut	Monitoring	Boone County Information Technology, 801 E. Walnut, Room 220, Columbia, MO 65201

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

July Session of the July Adjourned

Term. 2020

County of Boone

In the County Commission of said county, on the

28th

day of

July

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 equipment transfer from the Eaton County Central Dispatch as listed per the attached Equipment Transfer Agreement.

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

Done this 28th day of July 2020.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner



2145 E County Dr
Columbia, MO 65202

Phone (573) 554-1000
Fax (573) 442-1497

MEMORANDUM

TO: Boone County Commission

FROM: Chad Martin, Director

DATE: July 16, 2020

RE: Donated radio equipment from Eaton County, Michigan Central Dispatch

The Radio System Manager at Eaton County, Michigan Central Dispatch reached out to us through an equipment vendor about our interest in surplus simulcast and site linking equipment. A detailed list with Fair Market Value is attached.

The offer comes at a good time since much of this equipment can be used right away for the development of a second Law channel that is under way, and with the addition of more radio sites.

Eaton County Central Dispatch offers the equipment for no charge to a government-entity recipient. Our only expense will be to send staff for a two-day trip in a County vehicle to pick up the equipment, estimated \$400 travel expenses in all. The current budget in 2704/class 3 can absorb this cost, since other travel plans this year are cancelled because of COVID-19.

We are seeking Commission approval of the acceptance form from Eaton County.



Eaton County Central Dispatch

911 Courthouse Dr. | Charlotte MI 48813
Phone: 517-543-4913 | Fax: 517-543-3036

Michael Armitage, *Director*
Kelley Flynn, *Deputy Director*

EQUIPMENT TRANSFER

Eaton County makes no representations as to the condition of the equipment or its suitability for its intended purpose, and the receiving organization accepts the equipment in "AS-IS" condition. The receiving organization, in accepting the equipment, agrees to hold Eaton County harmless from any claims arising out of any act or omission on the part of the receiving organization and its use or non-use of the equipment. The receiving organization takes responsibility for the appropriate use and any needed training for the equipment provided.

The transferred items are listed on the attached sheet.

As a representative of Boone County Joint Communications, I hereby acknowledge receipt of the referenced items, and accept them without any representation of their quality or purpose, and in an "AS-IS" condition.

Signature: Daniel K. Atwill Date: 7.28.20

Printed Name: Daniel K. Atwill Title: PRESIDING COMMISSIONER

Equipment transferred by:

Signature: _____ Date: June 29, 2020

John Imeson, Radio System Manager
Eaton County Central Dispatch

APPROVED AS TO LEGAL FORM <i>[Signature]</i>
DATE: <u>7/20/20</u>

MAKE	MODEL	DESCRIPTION	SERIAL NUMBER
SPECTRACOM	8143	SELECTOR/DISTRIBUTION AMPLIFIER	2163
SPECTRACOM	8143	SELECTOR/DISTRIBUTION AMPLIFIER	2162
SPECTRACOM	8195B	GPS AGELESS MASTER OSCILLATOR	R1646
SPECTRACOM	8195B	GPS AGELESS MASTER OSCILLATOR	R1645
SPECTRACOM	1200	SECURESYNC	1940
SPECTRACOM	1200	SECURESYNC	8184
GATESAIR	MUX3	INTRAPLEX ACCESS SERVER	150107015
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	101204015
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205015
GATESAIR	MUX3	INTRAPLEX ACCESS SERVER	150107019
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205019
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205018
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205022
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205016
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	101204014
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205021
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205017
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205020
HARRIS	DCS3	CROSSCONNECT SERVER	101204013
RAD	IPMUX-1E		740006367
RAD	IPMUX-1E		720006300
RAD	IPMUX-1E		1426001969
RAD	IPMUX-1E		1427015063
CONVEX	2241A	AUDIO/PTT DISTRIBUTION PANEL	0739
SIMULCAST SOLUTIONS	NBL-4	VOICE OPTIMIZER	655
SPECTRACOM	1118	CTCSS BOARD	2707
SPECTRACOM	1118	CTCSS BOARD	2587
SPECTRACOM	1118	CTCSS BOARD	2708
SPECTRACOM	1118	CTCSS BOARD	2709
SPECTRACOM	1118	CTCSS BOARD	2024
SPECTRACOM	1118	CTCSS BOARD	2027
SPECTRACOM	1118	CTCSS BOARD	NONE
SPECTRACOM	1118	CTCSS BOARD	NONE
SPECTRACOM	1118	CTCSS BOARD	NONE
SPECTRACOM	1118	CTCSS BOARD	NONE
SPECTRACOM	1118	CTCSS BOARD	NONE
SPECTRACOM	1118	CTCSS BOARD	NONE
SPECTRACOM	1118	CTCSS BOARD	3010
SPECTRACOM	1118	CTCSS BOARD	3004
SPECTRACOM	1118	CTCSS BOARD	2999
SPECTRACOM	1118	CTCSS BOARD	3008
SPECTRACOM	1118	CTCSS BOARD	2025
SPECTRACOM	1118	CTCSS BOARD	2026
SPECTRACOM	1118	CTCSS BOARD	2588
JPS	SNV-12	VOTER	B0000016377
JPS	SNV-13	VOTER	B0000052408
JPS	SNV-14	VOTER	B0000016289
JPS	SNV-15	VOTER	B0000035466

Radio System Equipment Offered for Transfer to Boone County, MO

7/9/2020

John Imeson, Radio System Manager

Eaton County Central Dispatch

911 Courthouse Drive

Charlotte, MI 48813 Phone: 517-543-4921 (W), 517-231-3068 (Mobile)

MANUFACTURER	MODEL	DESCRIPTION	SERIAL NUMBER	Estimated Fair Market Value 7-9-20
SPECTRACOM	8143	SELECTOR/DISTRIBUTION AMPLIFIER	2163	\$ 250.00
SPECTRACOM	8143	SELECTOR/DISTRIBUTION AMPLIFIER	2162	\$ 250.00
SPECTRACOM	8195B	GPS AGELESS MASTER OSCILLATOR	R1646	\$ 500.00
SPECTRACOM	8195B	GPS AGELESS MASTER OSCILLATOR	R1645	\$ 500.00
SPECTRACOM	1200	SECURESYNC OSCILLATOR	1940	\$ 2,250.00
SPECTRACOM	1200	SECURESYNC OSCILLATOR	8184	\$ 2,250.00
GATESAIR	MUX3	INTRAPLEX ACCESS SERVER	150107015	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	101204015	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205015	\$ 800.00
GATESAIR	MUX3	INTRAPLEX ACCESS SERVER	150107019	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205019	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205018	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205022	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205016	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	101204014	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205021	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205017	\$ 800.00
HARRIS	MUX3	INTRAPLEX ACCESS SERVER	080205020	\$ 800.00
HARRIS	DCS3	CROSSCONNECT SERVER	101204013	\$ 200.00
RAD	IPMUX-1E	TDM/IP MULTIPLEXER	740006367	\$ 150.00
RAD	IPMUX-1E	TDM/IP MULTIPLEXER	720006300	\$ 150.00
RAD	IPMUX-1E	TDM/IP MULTIPLEXER	1426001969	\$ 150.00
RAD	IPMUX-1E	TDM/IP MULTIPLEXER	1427015063	\$ 150.00
CONVEX	2241A	AUDIO/PTT DISTRIBUTION PANEL	0739	\$ 750.00
SIMULCAST SOLUTIONS	NBL-4	VOICE OPTIMIZER	655	\$ 100.00
SPECTRACOM	1118	CTCSS BOARD	2707	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2587	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2708	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2709	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2024	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2027	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	NONE	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	NONE	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	NONE	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	NONE	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	NONE	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	NONE	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	3010	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	3004	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2999	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	3008	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2025	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2026	\$ 188.00
SPECTRACOM	1118	CTCSS BOARD	2588	\$ 188.00
JPS	SNV-12	VOTER	B0000016377	\$ 2,500.00
JPS	SNV-12	VOTER	B0000052408	\$ 2,500.00
JPS	SNV-12	VOTER	B0000016289	\$ 2,500.00
JPS	SNV-12	VOTER	B0000035466	\$ 2,500.00
Totals				\$ 30,822.00

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ca.

July Session of the July Adjourned

Term. 2020

County of Boone

In the County Commission of said county, on the

28th

day of

July

2020

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

Now on this day the County Commission of the County of Boone does hereby adopt the attached Resolution as if read verbatim relating to the proposed remodeling efforts on the first floor of the Boone County Government Center.

Done this 28th day of July 2020.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

ADsent

Fred J. Parry
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

**RESOLUTION REGARDING 2020 REMODEL EFFORTS ON THE
FIRST FLOOR OF THE BOONE COUNTY GOVERNMENT CENTER**

WHEREAS, the Boone County Assessor, Collector, and Recorder have identified a need for certain remodeling of their offices; and

WHEREAS, the Boone County Assessor, Collector, and Recorder have indicated an intention to use special revenue funds over which they are the appropriating authority to fund the design and possible construction of said improvements; and

WHEREAS, the design professional selected by the County will need to work with the County Commission and the Assessor, Collector, and Recorder in order to develop Schematic Designs of possible remodeling alternatives that could achieve the desired objectives; and

WHEREAS, all officials act as fiduciaries as to the public funds that are entrusted to them in their official capacities; and

WHEREAS, the County Commission has the statutory responsibility to control county property, including the Government Center, pursuant to RSMo Sec. 49.270; and

WHEREAS, any construction activity on the first floor of the Government Center will impact all offices and departments that are located in the Government Center; and

WHEREAS, the Commission desires to place a framework over these remodeling efforts in order to ensure that all impacted offices and departments needs are identified and reasonable efforts are made to meet those needs for the first floor offices while minimizing disruption to the other operations in the Government Center;

WHEREAS, the County Commission has successful experience with several capital projects using an internally-designed responsibility matrix, an architect-general contractor-public owner project delivery model, and separating out the Schematic Design phase from the other phases (Design Development, Construction Documents, Bids and Negotiation, and Construction Administration) of work performed by the design professional.

NOW, THEREFORE, IT IS RESOLVED BY THE COUNTY COMMISSION OF THE COUNTY OF BOONE AS FOLLOWS:

1. Commissioner Janet Thompson is designated as the Commission's liaison for this project.
2. Commissioner Thompson is requested to obtain proposals from at least two architects listed on the County's approved architects list maintained by Boone County Resource Management (vetted through the County's Qualifications Based Selection process as required by state statute). Said proposals should request that the architect's work be divided into two phases (phase 1 – Schematic Design; phase 2 - Design Development, Construction Documents, Bids and Negotiation, and Construction Administration) with

appropriate percentages of the total fee assigned to each phase, and further subdivided by the anticipated work associated with the three different offices located on the first floor of the Government Center (Assessor, Collector, and Recorder). Commissioner Thompson can utilize the services of the Purchasing Department to assist her in soliciting and evaluating the design services proposals and is requested to solicit feedback from the Assessor, Collector, Recorder, and Auditor as well as Facilities Maintenance in evaluating the proposals.

3. If the decision is made to proceed with remodeling on the basis of the information contained in the final, approved Schematic Design phase, Commissioner Thompson is requested to facilitate the County's normal capital project process to include an internally-developed responsibility matrix, the use of the Purchasing Department for bidding, and the other customary capital project practices.

SO RESOLVED.