



## ***Request for Bid (RFB)***

Boone County Purchasing  
601 E. Walnut, Room 209  
Columbia, MO 65201

***Marlene Ridgway, Buyer***

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

Email: [mridgway@boonecountymo.org](mailto:mridgway@boonecountymo.org)

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### ***Bid Data***

Bid Number: **21-18MAR03**

Commodity Title: ***Lien Search Services***

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

#### ***Bid Submission Address and Deadline***

Day / Date: TUESDAY – March 18, 2003  
Time: 1:25 P.M. (Bids received after this time will be returned unopened)  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Room 209  
Columbia, MO 65201**  
Directions: The Johnson Building is located on the Northeast corner at 6<sup>th</sup> Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

#### ***Bid Opening***

Day / Date: TUESDAY – March 18, 2003  
Time: 1:30 P.M. C.S.T.  
Location / Address: **Boone County Johnson Building Conference Room  
601 E. Walnut, Room 213  
Columbia, MO 65201**

#### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form  
Standard Terms and Conditions  
“No Bid” Response Form**

1. **Introduction and General Conditions of Bidding**
- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
  - 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term from date of award through one year with an additional two (2) one-year renewals unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

**2.1. ITEMS TO BE PROVIDED - Lien Search Services**

**2.1.1. Scope of Work** - Contractor will complete lien searches on property subject to sale at the 2003 Tax Certificate Sale of Real Estate. The Boone County Collector's Office is required to provide notice to any property lien holder prior to the tax sale. Contractor must accurately and completely identify all lien holders and recent grantees having a valid interest in the identified property. Interests, which have been released or extinguished, whether voluntarily or by operation of law, need not be identified. Recent grantees are those that derive their interest from the grantor addressed on the tax statement or printout provided in lieu of tax statement, at a date on or subsequent to January 1 of the tax year noted. Each search must identify all individuals and/or firms having a valid interest in the property.

**2.1.2. Minimum Respondent Qualifications -**

- Respondent must be a licensed Title Insurance Agency by the State of Missouri Department of Insurance. Each Respondent must provide a copy of said license with their bid response.
- Respondent must have at least \$500,000 Errors and Omissions Insurance and/or Professional Liability Insurance. Each Respondent must provide a copy of the current insurance policy statement with their bid response plus documentation noting any insurance exclusions.

**2.1.3. Estimated Quantity** - At the present time, 522 parcels have been identified as delinquent. The Contractor shall consider this as the MAXIMUM number of searches to be completed in the time frame identified. Historically, the number of delinquent parcels has continually decreased, making it difficult to provide an accurate number during the bid process. Payment will be based upon the exact number of successfully completed searches. The following indicates the changes in quantity from the time the bids are issued, and the contract requirements are fulfilled.

Year	Identified Parcels at Bid Time	Actual Number of Searches Performed Under Resulting Contract
2002	393	117
2001	392	99
2000	378	169
1999	340	107
1998	300	139
1997	327	193

**2.2. CONTRACTOR RESPONSIBILITIES** - For each parcel identified, contractor must provide the following information for all lien holders:

- Name;
- Address;
- Lien Date;
- Dollar Amount of Lien;
- Assignment of lien, assignment date, name and address of assignee, and;
- Legal description of each parcel including parcel number.

Contractor will certify that the information provided for each parcel is the result of a complete and thorough search of the records on file with the Boone County Recorder of Deeds and said search was completed during the term of the resulting contract.

**2.2.1. Errors** - Contractor will be required to report to the Boone County Collector any errors or deletions in the legal description or ownership as provided by the County along with a notation as to the location of the correct legal description or ownership.

**2.2.2. Additional Information** - Contractor must provide the name, address and telephone number of the Company completing the lien search on the attached lien search format. Contractor must also include the date the lien search was completed and the name of the individual completing the search. Any deviations from the attached format must be approved by the Boone County Collector.

**2.2.3. Information Submission Guidelines** - Upon completion of each search, Contractor is to provide the original lien search form to the Boone County Collector on the next business day. The form must be completed in its' entirety. All completed searches will be presented to the Collector with a cover page noting those searches

completed in parcel number order and signed by an authorized representative. All search forms will also be in parcel number order. In the event that the County requests additional information or corrections, Contractor agrees to make changes and corrections and return the corrected information to the Boone County Collector within one business day at no additional charge.

- 2.3. **COUNTY RESPONSIBILITIES** - For each real estate account, the Collector's Office will provide a list which will include the name, address and a legal description of each parcel of real estate. This list to be provided to the contractor on May 12, 2003.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
  - 2.4.1. **Contract Duration** - The first contract period shall be from the date of issuance through March 31, 2004. This contract is subject to renewal annually for two (2) additional one (1) year periods following expiration of the first contract period.
  - 2.4.2. **Contract Extension** - The County Purchasing Director may exercise the option to extend the contract on a month to month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.5. **DESIGNEE** - Patricia S. Lensmeyer, Boone County Collector, 801 E. Walnut, Room 118, Columbia, Missouri 65201.
- 2.6. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed in writing to Marlene Ridgway, Buyer, 601 E. Walnut, 2nd Floor, Columbia, Missouri 65201 or by faxing to (573) 886-4402.
- 2.7. **DELIVERY** - Patricia S. Lensmeyer, Boone County Collector, 801 E. Walnut, Room 118, Columbia, Missouri 65201.
  - 2.7.1. **Delivery Terms** - FOB Destination. All searches for the first contract period must be completed and submitted to the Boone County Collector **NO LATER THAN 5:00 P.M. JUNE 18, 2003. Completed searches are to be submitted on a daily or weekly basis as indicated in section 2.2.3. above with one half of the searches completed and submitted to the Collector no later than 5:00 p.m. on May 30, 2003.** Anticipated Bid Award date is expected to be on or before April 15, 2003. For future renewal years, if applicable, the Collector's office will supply contractor with appropriate timeline for completed searches prior to renewal acceptance.
- 2.8. **PAYMENT TERMS** - The successful Contractor will be paid the unit price awarded in this bid based upon the successful completion of all searches as requested by the Collector. Payment will be made within 30 days from the date the invoice is received by the Boone County Collector or within 30 days requested search corrections are completed and returned to the Boone County Collector, whichever is later. In the event of invoice errors, the County reserves the right to withhold payment on the disputed items until such time a corrected invoice is received. In the event of search corrections, the County reserves the right to withhold payment on the disputed items until such time search corrections are received.

**3. Response Presentation and Review**

- 3.1 **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A."
- 3.2 **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1 **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
- 3.2.2 **Advice of Award** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
- 3.2.3 The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at [www.showmeboone.com](http://www.showmeboone.com). View information under *Purchasing*.
- 3.2.4 If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your bid to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our vendor list for this bid.
- 3.3 **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1 **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4 **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1 **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5 **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.5.1 **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2 **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
- 3.5.3 **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
- 3.5.4 **Award**: Award will be made to the lowest, responsible bidder meeting specifications, who presents the product or service that is in the best interest of Boone 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.
- 3.5.5 Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.

**4. Response Form - Submit three (3) complete copies of your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the proposal number and the due date and time.**

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4.1. Company Name:

4.2. Address: \_\_\_\_\_

4.3. City/Zip: \_\_\_\_\_

4.4. Phone Number: \_\_\_\_\_

4.5. Fax Number: \_\_\_\_\_

4.6. Federal Tax ID: \_\_\_\_\_

4.7. **Pricing**

4.7.1. Cost per Completed Lien Search Provided \$ \_\_\_\_\_

4.8. Maximum Percentage Increase for Renewal Periods \_\_\_\_\_% 2nd Year; \_\_\_\_\_ 3rd Year.

4.9. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid, which has been read and understood, and all of which are made part of this order. 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.

4.9.1. Authorized Representative (Sign By Hand):

\_\_\_\_\_

4.9.2. Type or Print Signed Name:

\_\_\_\_\_

4.9.3. Today's Date: \_\_\_\_\_



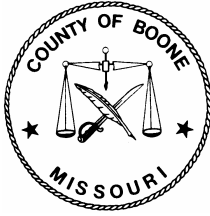
## **Standard Terms and Conditions**

**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201

**Marlene Ridgway, Buyer**  
Phone: (573) 886-4392- Fax (573) 886-4390

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1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid.
2. 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.
3. 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. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
4. 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.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. 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.
11. No bid transmitted by fax machine will be accepted.
12. 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.



***“No Bid” Response Form***

**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201

Marlene Ridgway, Buyer  
(573) 886-4392– Fax: (573) 886-4390

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**“NO BID RESPONSE FORM”**

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

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

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

**Bid: 21-18MAR03 - Lien Search Services**

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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