



# Request for Proposal

Boone County Purchasing  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201

**Melinda Bobbitt, CPPB, Director**  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org)

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## *Proposal Data*

Proposal Number: **62-08NOV05**

Commodity Title:

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## **RECORDS STORAGE AND MANAGEMENT**

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

#### ***Pre-Proposal Conference***

Day / Date: **Monday, October 24, 2005**

Time: **1:00 P.M. C.S.T.**

Location / Mail Address: Boone County Johnson Building  
Conference Room 213  
601 E. Walnut  
Columbia, MO 65201

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#### ***Proposal Submission & Opening Address and Deadline***

Day / Date: **TUESDAY – November 8, 2005**

Time: **10:30 A.M. C.S.T. (No late proposals will be accepted)**

Location / Mail Address: Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Room 208  
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.

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#### ***Proposal Contents***

- 1.0: Instructions and General Conditions**
- 2.0: Introduction and General Information**
- 3.0: Scope of Services**
- 4.0: Proposal Submission Information**
- 5.0: Response Page**
- Exhibit A Prior Experience**
- No Bid Response Form**



## NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

**BID #: 62-08NOV05 – Records Storage and Management**

A pre-proposal conference has been scheduled for Monday, October 24, 2005, at 1:00 p.m. in the Boone County Johnson Building, Conference Room 213, 601 E. Walnut, Columbia, Missouri.

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, November 8, 2005** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

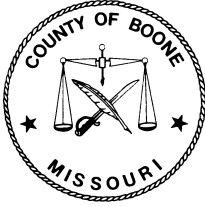
The Request for Proposal is scheduled to be opened after 10:30 a.m. on Tuesday, November 8, 2005 in the Boone County Purchasing Department, Boone County Johnson Building, Conference Room 213, 601 E. Walnut Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org).

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

Melinda Bobbitt, CPPB  
Director, Boone County Purchasing

Insertion: Tuesday, October 18, 2005  
COLUMBIA MISSOURIAN



## 1. INSTRUCTIONS AND GENERAL CONDITIONS

**1.1 Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions of Bidding and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with the material and/or supplies, equipment or services as detailed in the following proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M., C.S.T.**, on Tuesday, November 8, 2005 to:

Boone County Purchasing Department  
Melinda Bobbitt, CPPB  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and shall return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and six (6) copies of the proposal (total of seven). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Form* and note your reason. No fax or electronic transmitted bids will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal 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 proposal.

### 1.2 . Evaluation of Proposals (Procedure):

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should

exercise particular care in reviewing the Proposal Format required for this RFP.

- b) The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- c) At this point, the County may request presentations by Offerors, and carry out negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed proposers.
- d) The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references will be checked for each short-listed Offeror.
- e) 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.
- f) 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.
- g) No negotiations, decisions, or actions shall be initiated by any firm 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.

### **1.3 Ambiguity, Conflict, or Other Errors in the RFP:**

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Purchasing Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- 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.

**1.4 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-responsibility.

**1.5 Acceptance of Proposals:** The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.

**1.6 Requests for Clarification of Proposals:** Requests by the Purchasing Department for clarification of proposals may be in writing.

**1.7 Validity of Proposals:** Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.

**1.8 Receipt and Opening of Advertised, Sealed Proposals:** The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.

- a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. The successful firm's proposal will become public record after its acceptance by the County Commission. 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. Proposals will be opened in the Boone County Purchasing Department on Tuesday, November 8, 2005 at 10:30 A.M., C.S.T. located at the following address:

Boone County Purchasing  
Johnson Building  
601 E. Walnut, Conference Room 213  
Columbia, Missouri 65201

**1.9 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.

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



## 2. INTRODUCTION AND GENERAL INFORMATION

### 2.1 Introduction:

- 2.1.1 This document constitutes a request for competitive, sealed proposals for the furnishing of **Records Storage and Management**, as set forth herein.
- 2.1.2 The intent of this Request for Proposal and resulting contract is to obtain price proposals to establish a multi-year contract for records storage and management for the Circuit Clerk at the County of Boone – Missouri. Other Boone County departments may start utilizing this term and supply contract in the future.
- 2.1.3 It is the County’s intent to award a one (1) year contract with four (4) additional one-year renewal options. Renewal options will be subject to contract performance, technological advancements, etc.
- 2.1.4 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) Proposal Submission Information
  - 5) Response Page
  - 6) Exhibit A – Prior Experience
  - 7) “No Bid” Response Page

### 2.2. Guideline for Written Questions:

- 2.2.1 All questions regarding this Request for Proposal shall be submitted in writing no later than 5:00 p.m., November 1, 2005. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

- a. Melinda Bobbitt, CPPB  
Director  
601 E. Walnut Street, Room 208  
Columbia, Missouri 65201  
Phone: (573) 886-4391

Fax: (573) 886-4390

E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

- 2.2.2 The responses and usage will become a part of a written addendum, which will be mailed or faxed prior to proposal opening.

### **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 Monday, October 24, 2005, at 1:00 p.m. in the Boone County Johnson Building, 601 E. Walnut, Columbia, Missouri 65201.
- 2.3.2. All potential Offerors are 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 encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.





### 3. SCOPE OF SERVICES

#### 3.1 Background:

Boone County Government currently stores records on-site for the Circuit Clerk. The County seeks to establish a contract for the services of a commercial records storage facility for storing and storage management. The Offeror's response should include pricing for storage of approximately 2,971 boxes with a per box charge thereafter. The original contract will be for the Circuit Clerk's office, but other offices at the County may use this contract in the future.

The majority of the records are enclosed in **standard letter/legal file boxes** (12 ½ W x 16" L x 10 ½" D [1.2cubic feet. Other boxes may include **paper boxes** (12" W x 18" L x 9 ¼" D), **long boxes** (13" W x 25 ¼" L x 10 1/2 "D) and **record books** (13" w x 18 ¼" L x 3" D).

Annual addition to the records in storage is anticipated to be approximately 200 boxes a year, taking into account the annual destruction of obsolete records.

All stated quantities are expressly agreed to be "estimated annual usage" only, and nothing herein shall bind the County to pay for a specified number of boxes or a minimum use charge. The County will only pay for the actual number of boxes in storage and services used. It is also further understood that the County shall not be obligated to purchase or pay for any covered item or service unless requested and accepted by the County.

The first job for the County will be to pickup and deliver to storage 2,971 boxes and 62 metal file cabinets from the Boone County Government Center third floor and the Boone County Johnson Building, Ground Floor. Other pickups and delivery may vary throughout the contract period as follows from one of these eight County locations:

- 1) Boone County Courthouse, 705 E. Walnut, Columbia, MO 65201
- 2) Boone County Johnson Building, 601 E. Walnut, Columbia, MO 65201
- 3) Boone County Government Center, 801 E. Walnut, Columbia, MO 65201
- 4) Boone County Sheriff, 2121 County Drive, Columbia, MO 65202
- 5) Boone County Public Works/South, 5551 Hwy 63 S., Columbia, MO 65201
- 6) Boone County Public Works/North, 5501 Oakland Gravel, Columbia, MO 65201
- 7) Juvenile Justice Center, 5665 N. Roger Wilson Dr., Columbia, MO 65202
- 8) Juvenile Office, 115 N. 8<sup>th</sup> Street, Columbia, MO 65201

### 3.2 Contractor Requirements:

- a. Offeror shall provide a brief description of transmittal procedures and any other requirements to be placed on the County in order to use the records storage facility and its services.
- b. Offeror shall have proven experience as a Records Storage facility. Three (3) records storage customer references shall be provided with the proposal response. The references shall be from current Columbia customers of two or more year's duration. (Exhibit A may be used for this purpose).
- c. Offeror shall be a member in good standing of one or more professional associations such as PRISM International (Professional Records & Information Services Management), ARMA International (The Association for Information Management Professionals).
- d. Offeror shall provide regular pick-up/delivery services as follows:
  - a. Requests for pickup/delivery of boxes/files placed in the morning (before noon) of a business day will be filled the afternoon (by 5:00 p.m.) of the same business day.
  - b. Requests for pickup/delivery of boxes/files placed in the afternoon (by 5:00 p.m.) of a business day will be filled the morning (before noon) of the next business day.
- e. A request for county personnel access to a box/file shall be filled in three hours without incurring a rush or emergency withdrawal charge. A list of authorized personnel that has the ability to remove/pick-up a file will be provided to the Contractor.
- f. Contractor shall be capable of emergency one (1) hour record withdrawal and delivery service. Contractor shall provide 24-hour withdrawal access to County records.
- g. Contractor shall combine delivery and pickup of boxes into one trip when requested, and shall meet the delivery requirements listed above.
- h. Offeror shall have on-site photocopy and facsimile transmission services available.
- i. Offeror shall have a local or 800 phone number for requesting records storage services and for contacting customer service and support. Offeror shall retain Boone County boxes at a local (Columbia) records storage facility.
- j. Offeror shall provide the exact address of the storage facility and indicate the distance from the Boone County Court House:

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

Distance: \_\_\_\_\_ miles

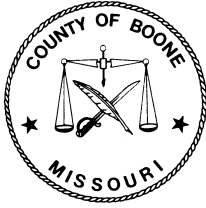
- k. Construction: The records storage facility shall be solidly constructed, with secure loading and unloading areas. Please state materials used in construction of the walls, floors, and roof of the facility in the blanks provided:
- a. Floors shall support at least 300 pounds per square foot, and shall be at or above ground level to assure dry storage. Floor Construction: \_\_\_\_\_
  - b. Walls surrounding the record storage area shall be four-hour fire resistant. Wall Construction: \_\_\_\_\_
  - c. Roof shall be of non-combustible construction and leak proof. Roof Construction: \_\_\_\_\_
- l. The records storage facility must meet all applicable requirements of National Fire Protection Association (NFPA) 232-2000 (or current version).
- m. Offeror shall provide an environmentally controlled (at minimum, an average office environment temperature and humidity) storage area or vault for storage of approximately 40 standard and computer boxes. Box contents include historical ledgers and paper records and some microfiche security copies. Microfiche are added each month and are periodically purged. Please describe your environmentally controlled storage area.
- n. The records storage facility shall include a climate controlled (average office environment temperature and humidity) on-site room for use by authorized County personnel to review records at the storage facility once the records have been retrieved by the Contractor..
- o. **Pest Control:** Contractor shall provide proof of semi-annual treatment and/or inspection for rodent and insect protection.
- p. **Security:** Contractor shall furnish a detailed description of 24-hour security, including intrusion protection and fire detection systems in place monitored from outside the facility. Contractor shall provide proof of a zoned fire suppression system, and the performance of periodic tests.
- a. **Note:** *Prior to the final award of this proposal, the County may arrange a site visit to check the facility where the County's records will be stored. The County reserves the right to make intermittent, unannounced inspections of records storage facilities throughout the duration of this contract.*
  - b. **Contractor Personnel:** Please describe the profile of the employees that are hired by your firm. Describe any background checks that are performed prior to hire.
- q. **Storing:** Boxes shall be stacked no more than three (3) high on a shelf to prevent crushing. Boxes shall be placed on shelving at least four inches off the floor for moisture protection. Records shall be inventoried, indexed and

shelved in such a manner that will facilitate timely access requirements detailed throughout these specifications.

- a. Is there a required method in which records must be stored and recorded by the County for retrieval purpose? If so, please describe the requirements.
- r. **Access Control:** The Contractor shall provide measures to meet any confidentiality requirements on the records placed in storage by the County and shall have procedures for access authorization and controlled access to County's records. Contractor shall also provide documented procedures for notifying the County immediately in case of disaster damage or destruction of County records. (This may be included in the Disaster Plan required in paragraph "s" below).
  - a. The successful contractor must provide a locked, secure area for the Juvenile locked file cabinets and indexing bound book files that only the Circuit Clerk staff or other authorized County personnel could access.
- s. **Disaster Plan:** Contractor shall furnish a written disaster plan and recovery procedures for the care and protection of records in the event of natural disasters (hurricane, flood, fire, etc...), and general emergency preparedness including movement of records if required.
- t. **Accountability:** Contractor must be able to account for all boxes placed in storage in the annual inventory, during scheduled destruction, and upon request by the County. Contractor shall provide initialed and updated inventory listings, written customer procedures and customer training at least once a year.
- u. Contractor shall provide a detailed list of all transactions with each monthly invoice. Contractor shall provide copies of all work orders referenced on each invoice. De-centralized billing is required and invoices shall be sent to the department of record.
- v. **Destruction:** Contractor shall provide a written procedure for completing records destruction. Only destruction by recycling, or when shredding is requested by County, subsequent recycling of shredded material, shall be accepted. A certificate of destruction shall be provided for all boxes destroyed. Authorized County personnel shall be allowed to monitor destruction of County records on both an announced and an unannounced basis.
  - a. **County routinely authorizes the destruction of obsolete records in storage quarterly.** This is accomplished by County providing the Contractor with a specific list of eligible and approved boxes to be destroyed and the eligible date of destruction. From time to time, County also will request pickup of obsolete records to be destroyed. In addition, County occasionally has need for shredding services to destroy records on

mixed media such as microfilm, CDs, floppy disks, computer diskettes, videotape, audiotape and other magnetic tape. County records shall be destroyed by the Contractor only upon receipt of a written destruction authorization signed by the County representative. An authorized Boone County staff member shall be present to witness the destruction of records.

- b. **Shredding:** Describe if on-site shredding is available for County personnel use.



## 4. PROPOSAL SUBMISSION INFORMATION

### 4.1. RESPONSE TO PROPOSAL

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

4.1.1.1. When submitting a proposal, the Offeror should include the **original and six (6) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPB, Director  
601 E. Walnut Street, Room 208  
Columbia, MO 65201

b. The proposals must be delivered no later than 10:30 a.m. on November 8, 2005. Proposals will not be accepted after this date and time.

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

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

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

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

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

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

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

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

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

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

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

4.1.3. **Evaluation and Award Process:**

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

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

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

4.1.4. ***Evaluation:***

4.1.4.1. 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.

4.1.4.2. 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 prior services performed and requirements thereof.

4.1.4.3. 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.

4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

4.1.4.5. Where the words "shall" or "must" are used, they signify a required minimum function of system capacity that will heavily impact the Bidder's final response rating.



- 4.1.4.6. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Bidder’s final response rating.
- 4.1.4.7. 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.



5. Response Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

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

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

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

E-mail Address: \_\_\_\_\_

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

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

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

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

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

**5.1. Records Storage and Management Pricing:** Pricing shall be bid per unit (file, box, cubic foot, etc). If unit quoted is different from unit listed, indicate equivalency for each unit and each quote.

The County will not pay for any services, fees or charges not included on the pricing sheet.

**Item # Description Cost for each Service**

The current records inventory, as of September 1, 2005 is indicated below. The successful contractor must be able to show that additional capacity beyond this is available at the storage facility.

## **Johnson Building Location:**

Felonies & Misdemeanors	329 standard boxes
AC & SC Dismissed	148 standard boxes
Depositions	7 standard boxes
AC, SC, CC & DR	96 standard boxes
Confidential felonies	60 standard boxes
Confidential Misdemeanors Nollie Pros	51 standard boxes
Confidential Misdemeanors	46 standard boxes
Docket Sheets (Civl-Criminal and Supplemental filing (civil-criminal))	13 standard boxes
Traffic and Accounting	67 standard boxes
Dissolutions-Adult Abuse-Denied	1 standard box
Mechanic Liens	6 standard boxes
Video Arraignment	2 standard boxes
Rosas	17 standard boxes
Clerk's Worksheets 1994 – 1999	2 standard boxes
St. of MO. Vs. Morgan Crowe Exhibits	2 standard boxes
Old Manuel Payment History	2 standard boxes
Miscellaneous Pleadings 1996 – 1998	1 standard box
Grand Jury	6 standard boxes
Copies: Marriage License 1980	1 standard box
Recording Log Sheets & Tapes	34 standard boxes
Search Warrants 1989-1999	4 standard boxes
Bondsmen Records 1996	2 standard boxes
Recalled Warrants, Deputy Sheriff Oaths, 1998-1999 Fax transmitted sheets, 1989-1998 Not File	4 standard boxes
1994-1995, 1997-1998 Jail List	1 standard box
<b>TOTAL FROM ABOVE STANDARD BOXES</b>	<b>896 standard boxes</b>
 RECORD BOOKS	 66 record books

## **Records for Secured, Locked Storage Accessible Only by designated Boone County staff:**

MENTAL HEALTH LOCKED FILE CABINETS (2) – 4-drawer file cabinet (1) – 3-drawer file cabinet (12) – 5-drawer file cabinet (1) – lateral file cabinet	16 cabinets
Probate Probate locked, filed cabinets (3) – 4-drawer & (1) – 2-drawer	40 standard boxes 4 cabinets
A.N.	10 standard boxes

## **Johnson Building Secure Closet Location:**

Juvenile Files:	
Log Sheets	7 standard boxes
Docket Sheets	2 standard boxes
Miscellaneous	2 standard boxes
Total Juvenile File Cabinets	27 cabinets
(7) – 4-drawer	
(14) – 5-drawer	
(3) – 2-drawer	
(2) – 2-drawer	
(1) – lateral with 4 drawer	
(2) lateral with 3 drawers	
Court Reporters:	
Paper Boxes of Notes	46 standard boxes
Regular Boxes of Notes	132 standard boxes
Public Administrator:	124 standard boxes

## **North County Location:**

Juvenile Records File Cabinets ( 4 & 5 drawer)	15 cabinets
Probate Record Books (18 shelves of 2/shelf)	36 record books
Probate Records	580 standard boxes

## **Third Floor of the Government Center Location:**

standard

AC, SC, CC & Adult Abuse	427 standard boxes
	16 long boxes
Dissolutions	178 standard boxes
Confidential Misdemeanors	46 standard boxes
Rosa’s Employee Time Sheets & Budget	5 standard boxes
	2 long boxes
Felonies & Misdemeanors	65 standard boxes
Civil – AC & SC Dismissed Docket Sheets	1 standard box
Transcript Judgments	5 standard boxes
Paternity (needs to be purged & filmed by County)	35 standard boxes
Dissolutions (needs to be purged & filmed by County)	159 standard boxes
	8 Fed X Boxes
AO’S(needs to be purged & filmed by County)	34 standard boxes
	11 long boxes
Record Books	35 record books

**GRAND TOTAL for initial move:**

**Standard Box: 2,794**  
**Long Box: 29**  
**Metal File Cabinet: 62**  
**Record Book: 137**  
**Fed X Box: 8**

**5.2. Transfer Cost:** Total transfer cost for Offeror to furnish all labor, materials and equipment for the transfer of all records detailed above from the County's current storage location site to the Contractor location.

\$ \_\_\_\_\_ Lump Sum

5.2.1. State if the County has the option to deliver the boxes to the storage facility above and any cost associated with the County delivering the boxes for storage.

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

**5.3. Monthly Storage:**

a. Standard Box \$ \_\_\_\_\_ each  
b. Long Box \$ \_\_\_\_\_ each  
c. Metal File Cabinet \$ \_\_\_\_\_ each  
d. Record Book \$ \_\_\_\_\_ each  
e. Fed X Box \$ \_\_\_\_\_ each

**5.4. Secure, locked room (accessible only to Boone County designated staff Records Storage per Month:**

a. Standard Box \$ \_\_\_\_\_ each  
b. Long Box \$ \_\_\_\_\_ each  
c. Metal File Cabinet \$ \_\_\_\_\_ each  
d. Record Book \$ \_\_\_\_\_ each  
e. Fed X Box \$ \_\_\_\_\_ each

**5.5. Contractor Pickup and/or Delivery Service:**

a. File/Document \$ \_\_\_\_\_ each  
b. Box \$ \_\_\_\_\_ each

**5.6. Boone County Delivery and Pickup of Boxes to/from Contractor's Facility:**

a. File/Document \$ \_\_\_\_\_ each  
b. Box \$ \_\_\_\_\_ each

**State other fees the County may occur if other County departments utilize this contract.**

c. Set-Up Fees - Open Account \$ \_\_\_\_\_ each  
d. (Initial/Final) – Close Account \$ \_\_\_\_\_ each  
e. Other: \_\_\_\_\_ \$ \_\_\_\_\_ each

**5.6 Pickup/Delivery Round Trip:**

- a. County Court House \$ \_\_\_\_\_ each
- b. County Government Center \$ \_\_\_\_\_ each
- c. County Johnson Building \$ \_\_\_\_\_ each
- d. County Public Works (south) \$ \_\_\_\_\_ each
- e. County Public Works (north) \$ \_\_\_\_\_ each
- f. County Sheriff Department \$ \_\_\_\_\_ each
- g. County Juvenile Justice Center \$ \_\_\_\_\_ each

**5.7. Emergency Delivery Service:** \$ \_\_\_\_\_ each

**5.8. Receiving/Handling:**

(Preparing inventory, indexing, labeling, placing on shelving) \$ \_\_\_\_\_ box

**5.9. Inventory Listing:** \$ \_\_\_\_\_

**5.10. Temporary Withdrawal from storage:**

- a. File/Document \$ \_\_\_\_\_ each
- b. Box \$ \_\_\_\_\_ each

**5.11. Permanent Withdrawal from Storage:**

- a. File/Document \$ \_\_\_\_\_ each
- b. Box \$ \_\_\_\_\_ each

**5.12. Re-filling:**

- a. File/Document \$ \_\_\_\_\_ each
- b. Box \$ \_\_\_\_\_ each

**5.13. Facsimile Transmission of County records (per page):** \$ \_\_\_\_\_ page

**5.14. Photocopy Services (per page):**

- a. Copying Done By Contractor \$ \_\_\_\_\_ page
- b. Copying Done By County staff \$ \_\_\_\_\_ page

**5.15. Records Destruction, including pick-up: (recycling only)**

- a. Standard Box \$ \_\_\_\_\_ each
- b. Long Box \$ \_\_\_\_\_ each
- c. Metal File Cabinet \$ \_\_\_\_\_ each
- d. Record Book \$ \_\_\_\_\_ each
- e. Fed X Box \$ \_\_\_\_\_ each

**5.16. Records Shredding (per pound):**

- a. Paper \$ \_\_\_\_\_ pound
- b. Mixed-Media \$ \_\_\_\_\_ pound

**5.17. Firm Pricing:** Prices proposed shall remain firm for the entire contract period, including renewal periods. The County reserves the right to negotiate reductions in the price due to changes in market conditions at any time during any contract period.

**5.18. Contract Term:** Any Term and Supply Contract period resulting from this Proposal will have an initial term from date of award through December 31, 2006, and may be automatically renewed for an additional four (4) years unless canceled by the Purchasing Director in writing prior to a renewal term.

**5.19. Cancellation:** The County may cancel the contract with the Contractor at any time by giving thirty (30) days written notice. The contract may be cancelled without notice for vendor non-performance. Cancellation shall not release the Contractor from legal remedies available to the County. The Contractor may not cancel the award during the initial contract term, but can, upon sixty (60) days written notice prior to the end of the current contract term, opt not to renew.

**EXHIBIT A**

**PRIOR EXPERIENCE**

Please provide a minimum of three local customers currently using your records storage facility and service. The County reserves the right to ask for additional information.

**1. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

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

**2. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

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

**3. Prior Services Performed for:**

Company Name:  
Address:

Contact Name:  
Telephone Number:

Date of Contract:  
Length of Contract:

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





**“No Bid” Response Form**

**Boone County Purchasing**  
601 E. Walnut, Room 208  
Columbia, MO 65201

Melinda Bobbitt, CPPB, Director  
(573) 886-4391 – Fax: (573) 886-4390



**“NO BID RESPONSE FORM”**

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

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

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

**Bid: 62-08NOV05 – Records Storage and Management**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Reason(s) for not bidding:

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