

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
PHYSICAL FITNESS TRAINING**

**RFP #59-09DEC08
Release Date: November 6, 2008**

**Pre-Proposal Conference:
Date and Time: November 18, 2008, 3:00 p.m. C.T.
Location: Boone County Johnson Building, 601 E. Walnut St.,
Conference Room 213, Columbia, MO 65201**

**Submittal Deadline:
December 9, 2008
not later than 10:30 a.m. CST**

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

**Tyson Boldan, Buyer
Phone: (573) 886-4392 Fax: (573) 886-4390
E-mail: tboldan@boonecountymo.org**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

PROPOSAL #: 59-09DEC08 – Physical Fitness Training

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, December 9, 2008** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

A **Pre-Proposal Conference** is scheduled for 3:00 p.m. on Tuesday, November 18, 2008 in the Boone County Johnson Building, 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) 886-4392; fax (573) 886-4390 or e-mail: tboldan@boonecountymo.org.

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

Tyson Boldan
Buyer

Insertion: Monday, November 3, 2008
COLUMBIA DAILY TRIBUNE



1. INTRUCTIONS AND GENERAL CONDITIONS

1.1 Pre-Proposal Conference:

- 1.1.1 To assist interested Offerors in preparing a thorough RFP response, a pre-proposal conference has been scheduled for **Tuesday, November 18, 2008, at 3:00 p.m.** in the Boone County Johnson Building, 601 E. Walnut Street, Conference Room 213, Columbia, MO 65201.
- 1.1.2 All potential Offerors are encouraged to attend this conference in order to ask questions and provide comment on the Request for Qualifications. 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.
- 1.1.3 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.

1.2 Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions 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 services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be **delivered before 10:30 A.M.,** C.S.T., on Tuesday, December 9, 2008 to:

Boone County Purchasing Department
Tyson Boldan, Buyer
601 E. Walnut Street, Room 209
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 10:30 A.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and seven (7) copies of the proposal (total of eight). Proposals will be opened publicly but only names of Offerors

will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person or firm who requests it.

- 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 Page* and note your reason. No fax or electronic transmitted proposals 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.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

- 2.1.1 This document constitutes a request for sealed proposals for **Physical Fitness Training** 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) Proposal Submission Information
 - 5) Response/Pricing Page
 - 6) Attachment – “No Bid” Response Form

2.2. Guideline for Written Questions:

- 2.2.1 All questions regarding this Request for Proposal should be submitted in writing, prior to the bid opening and no later than 5:00 p.m., Monday, November 17, 2008. All questions must be mailed, faxed or e-mailed to the attention of Tyson Boldan, 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. Tyson Boldan, Buyer
601 E. Walnut Street, Room 209
Columbia, Missouri 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
E-mail: tboldan@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.



SCOPE OF SERVICES

3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as the *County*, seeks a local physical training center(s) with qualified trainer(s) to provide effective injury preventative physical fitness training and conditioning. The County is interested in a location capable of training groups of participants throughout the year, focusing on physical functionality in regards to stretching, agility, cardio, strength, and flexibility.

It is the goal of the County to provide at risk County employees (i.e. Sheriff Officers) with physical fitness training and conditioning as a pre-requisite for such member's participation in defensive tactics training offered by the Boon County Sheriff's Department. The physical fitness training and conditioning shall assist in preventing physical injury, decreasing the number of injuries sustained during intensive physical activity and improving performance in connection with defensive tactics training.

3.2. Background Information:

The Sheriff's department has approximately one hundred (100) officers that are required to pass Defensive Tactics Training annually to keep their certification. This is a rigorous physical fitness test as well as a combat instructing course. Injuries have been sustained during the testing, the combat instruction, and on a day to day basis performing work intensive duties. In an effort to decrease the number of injuries incurred, the County has implemented a program in which Sheriff department officers are required to attain physical fitness training (pre-training to prepare for Defensive Tactics Training). In the past, officers were required to attend 15 group physical fitness training sessions, two - three times per week for five weeks. The officers have previously been placed into multiple groups for their physical fitness test and combat training with each group taking the test/training courses at different times during the year. There are roughly eight (8) groups of three to twelve (3-12) employees that will need fifteen (15) sessions of fitness training each. Due to the large number of groups as well as the timing of the training schedules, the fifteen (15) sessions may overlap between groups.

3.2.1. Scope of Current Employee Fitness Training:

The County is currently under contract with Key Largo Fitness. Key Largo is providing a certified personal trainer to supervise and lead the training of groups of three to twelve (3-12), for fifteen (15) sessions per group, at one hour per session. The training sessions are performed at a Key Largo Fitness facility. The officers are required by the County to participate in at least 12 of those sessions. This contract will end upon award of a

contract from this Request for Proposal. The County is looking for a contractor who shall provide the physical training of its at-risk employees.

3.3. Scope of Work:

The County will expect the Contractor to perform the services noted below. Please respond to this listing in your proposal.

- 3.3.1. Provide certified physical fitness training including:
 - a. Muscular endurance and strength training to aid in supporting joints that receive impact and risk of injury in defensive tactics training;
 - b. Cardiovascular endurance training for overall conditioning;
 - c. Flexibility training to aid in movements used in defensive tactics training and to minimize risk of injury;
 - d. Nutritional counseling to those officer(s) desiring assistance in this area to improve overall health and job performance.
 - e. Stretching and agility training.
- 3.3.2. Training shall be provided in the form of individual or group sessions as determined by the County for one to twelve (1-12) officers at a time. It is anticipated there will be approximately eight (8) groups of three to twelve (3-12) officers that will need fifteen (15) sessions of fitness training each over a four to six (4-6) week time frame. Due to the large number of groups as well as the timing of the training schedules, the fifteen (15) sessions may overlap between groups. Approximately 100 officers will be trained per year.
- 3.3.3. Training sessions shall be at least one hour in duration.
- 3.3.4. The successful Contractor must have the ability to provide training between the hours of 6:00 a.m. and 9:00 p.m. It is anticipated that most training times shall occur between 6:00 a.m. and 9:00 p.m.
- 3.3.5. Provide a comfortable and safe place for the fitness training to take place within Columbia – Missouri city limits.
- 3.3.6. Provide all necessary equipment and training literature and materials as necessary to meet program requirements which should include resistance equipment as well as equipment supervision and instruction.
- 3.3.7. The Contractor shall take attendance.
- 3.3.8. The Contractor shall perform beginning and ending physical assessments of officer(s) to provide evidence of the tangible physical improvements made by each officer. Describe components/tests that are included in the physical assessments.
- 3.3.9. Personal and group training sessions shall be taught by a certified Personal Trainer. Provide additional information as described in paragraph 4.1.4.2.

3.3.10. If the Contractor has any issues regarding any County officers, they shall contact the County designated representative.

3.3.11. Describe child care facilities and times child care is offered.

3.3.12. Describe and provide address of location(s) of facility(s).

3.3.13. Describe report that will be provided to County at end of officer training session. At a minimum, the report should contain name of participant, dates and times of sessions, number of sessions attended, length of sessions, what training was conducted (mixture of components for each session), officer's beginning and ending physical assessments (to determine improvement in each trained area) and such other information reasonably required by the Sheriff to document Sheriff's department member's participation and progress in the Contractor's services..

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

3.4.1. Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 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 Worker's 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.

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

3.4.3. The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

3.4.4. Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

3.5. 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.

3.6. Contract Terms and Conditions:

3.6.1. The successful Offeror 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.

3.6.2. 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.

3.7. Contract Period:

The contract period with the successful firm shall begin **from January 1, 2009 and extend through December 31, 2009**. The contract shall have four, one-year renewal periods following the completion of the initial contract term. After the completion of the final renewal term, this Agreement will continue on a month-to-month basis until either

party terminates this Agreement by providing the other party with 30 days prior written notice.

3.8. Cancellation Agreement:

The County reserves the right to cancel the contract without cause by giving not less than thirty (30) days prior notice to the Contractor in writing of the intention to cancel, or with cause, if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the Contractor to comply with any of the provisions of this contract may be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow Contractor reasonable opportunity to cure material breach, but is not required to do so.

3.9. Fiscal Non-Funding Clause:

In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the provider of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

3.10. Estimated Usage:

The County anticipates training approximately 100 County officers per year. This number is estimated based on past usage for a 12-month period. The County does not guarantee minimum usage. The County reserves the right to increase or decrease usage as requirements dictate.



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 seven (7) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Tyson Boldan, Buyer
601 E. Walnut Street, Room 209
Columbia, MO 65201

b. The proposals must be delivered no later than **10:30 a.m. on December 09, 2008**. 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 amendments should be placed at the beginning of the proposal.

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.

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 proposals. The County reserves the right to limit negotiations to those proposals, 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**

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. **Qualifications Statement/References:** 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

- a. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
- b. Name other businesses or preferably any government agencies/municipalities for which you have provided similar services in the last five (5) years and provide a current contact name, email address and phone number for each account.

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.

4.1.5. Rejection / Withdrawal of Proposals Response:

Rejection of Proposals The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with bidders and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposals may be withdrawn on written request from the bidder at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the bidder in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

4.1.6. Validity of Proposal Response:

Bidders agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

4.1.7. Confidentiality:

The Contractor shall be responsible for maintaining the confidentiality of the County records and data, which cannot be sold, shared or otherwise disclosed to other companies or individuals without written permission from the County Employee Benefits Plan officials.



5. 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 firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

5.1. Detail training session(s) cost. Include all costs per training session such as professional fees, and any other expenses that make up total cost. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, administration fees, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

One training Session consists of _____ minutes

One-on-one individual training session: \$ _____

Group of 2-5 people / training session: \$ _____

Group of 6-12 officers / training session: \$ _____

5.2. Renewal Option:

The County shall have the sole option to renew the contract in one year increments for a total accumulated period of three additional years following the

initial term. If the options are exercised, the Contractor shall charge the County the same prices as quoted originally except as modified in the paragraph below. Offerors are to state if prices are firm for these renewal periods.

Yes _____ No _____

If no, please indicate the maximum percentage of increase or decrease off pricing for each renewal:

| | | |
|--|----------|----------|
| First Renewal: January 1, 2010 – December 31, 2010 | + _____% | - _____% |
| Second Renewal: January 1, 2011 – December 31, 2011 | + _____% | - _____% |
| Third Renewal: January 1, 2012 – December 31, 2012 | + _____% | - _____% |

Note: These renewal options will be used in the evaluation.

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:

EXHIBIT C

(Please complete and return with Contract)

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



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

"No Bid" Response Form

Tyson Boldan, Buyer
(573) 886-4392 – 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 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: 59-09DEC08 – Physical Fitness Training

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

