

COUNTY OF BOONE - MISSOURI



**REQUEST FOR PROPOSAL
FOR
RENTAL OF WAREHOUSE, TRAINING AND
SECURE STORAGE SPACE**

**RFP #04-28APR09
Release Date: April 7, 2009**

**Pre-Bid Conference:
Date and Time: April 16, 2009, 9:30 a.m. Central Time
Location: Current Warehouse Lease Space
1711 Paris Road, Building One
Columbia, MO**

**Submittal Deadline:
April 28, 2009
not later than 10:30 a.m. Central Time**

**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@boonecountymo.org**



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

PROPOSAL #: 04-28APR09 – Rental of Warehouse, Training and Secure Storage Space

A **Pre-Proposal Conference** is scheduled for 9:30 a.m. on Thursday, April 16, 2009 in the current warehouse at 1711 Paris Road, Building One, Columbia, MO.

Sealed proposals will be accepted until **10:30 a.m. on Tuesday, April 28, 2009** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 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.

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

Melinda Bobbitt, CPPB
Director of Purchasing

Insertion: April 9, 2009
COLUMBIA DAILY TRIBUNE



1. INSTRUCTIONS 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 Thursday, April 16, 2009 at 9:30 a.m. in the current warehouse space at 1711 Paris Road, Building One, Columbia, MO.
- 1.1.2 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.
- 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.T.**, on Tuesday, April 28, 2009 to:

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

- b) The County may 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 five (5) copies of the proposal (total of six). 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 **Rental of Warehouse, Training and Secure Storage Space for Voter Election Equipment for the Boone County Clerk** 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

2.2. Guideline for Written Questions:

- 2.2.1 All questions regarding this Request for Proposal shall be submitted in writing, prior to the bid opening and preferably no later than 10:30 a.m., Friday, April 24, 2009. 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 of Purchasing
601 E. Walnut Street, Room 208
Columbia, Missouri 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymmo.org
- 2.2.2 In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any amendment 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:

Boone County Elections hereafter referred to as the *County*, currently leases warehouse space (11,700 square feet) and secure storage (3,900 square feet). The County desires to possibly lease training space (2,800 – 3,500 square feet) in close proximity to the warehouse space.

3.2. Scope of Work:

Warehouse Storage Space: The warehouse storage space will house over 200 computerized pieces of Boone County voter election equipment which will be set up year round for testing. To accommodate this equipment, the following minimum specifications must be met.

- Square footage should be approximately 11,700 square feet
- Space needs to be able to accommodate 108 electrical outlets and 110 power outlets. Electrical units will be mounted on poles throughout the warehouse space for voting equipment. The space must be able to accommodate a minimum of 22 poles. Each pole accommodates four (4) election polling machines. A picture of the poles is attached for informational purpose.
- Be handicap accessible.
- Must have a separate entrance from the secure storage space.
- A loading dock should be available and allow the County access for moving vans to easily come in and out of this space for each election, for loading and unloading election equipment.
- The space must have 15 – 20 spaces available on a daily basis. During elections, more spaces are needed. Please state if the County could utilize an additional 20 spaces (40 total) for use during elections (4-6 times per year). If a re-count is needed, we could have a need for 60 spaces. Please state if 60 spaces are available for 1-2 times per year.
- One (1) office space (approximately 10 x 10) is required to be located within the warehouse storage space (see Attachment II for informational purpose)
- One (1) secure closet (approximately 10 x 6) must be located within the warehouse storage space (see Attachment II for informational purpose).
- Temperature shall range between 65-75 degrees year round.
- Located within Boone County

Secure Storage Space: The secure storage space may be used for other County Department storage as needed. The Secure Storage Space is an alternate that may or may not be awarded.

- Square footage should be approximately 2,500 square feet
- Must have a separate entrance from the warehouse storage space.
- Does not need windows and can be non-finished storage space.
- Temperature shall range between 65-75 degrees year round.
- Located within Boone County

Training Room Space is desired by the County if it is included with the warehouse space or can be rented during elections throughout the year. Training Room Space is an alternate that may or may not be awarded.

- Square footage should be 2,800 – 3,500.
- Open space is preferred versus multiple rooms.
- Must meet or be able to be renovated to meet the 2006 International Plumbing Code (see Attachment I).
- Be handicap accessible which meets County code.
- Training room space needs to be on the same level as warehouse storage space unless an elevator is available to provide ease of moving training election equipment and staff.
- A minimum of 40 parking spaces should be available for elections training.
- Temperature shall range between 65-75 degrees year round.
- Located within Boone County

The County requires absolute, documented control of the warehouse and secure storage space for security reasons. Due to the sensitive nature of this project, the County reserves the right to limit access and the Contractor should conduct criminal background checks on anyone who will have access to the space.

The property must be available for occupancy by the County on June 1, 2009. The County anticipates delivery of our equipment by June 20, 2009.

3.2.1. Please provide information on the following in your proposal:

- a. Legal description of property and physical address.
- b. Describe total usable square feet of space. Clearly state square footage for warehouse storage space, office within warehouse, storage closet within warehouse, secure storage space and training room space.
- c. State number of electrical power outlets available as well as the amps and maximum load.
- d. Temperature range of space
- e. Description of any included utilities
- f. Description of loading dock(s). Describe accessibility for moving vans to come in and out of this space (parking and access to building for loading and unloading) during elections.
- g. How many parking spaces are available? Describe location of parking to warehouse storage space and training room. State if parking is free.

- h. Explain the lighting system (Is it enough for workers to read documents and work on computer equipment?)
- i. Accessibility to the handicapped. All buildings for consideration must be handicap accessible.
- j. Note whether or not landlord provides security services for tenants. Include such items as guards, security alarm system, security cameras, monitored 24/7, motion detectors, etc.
- k. A list of other tenants currently in the proposed building.
- l. A list of days that the building is closed for holidays, etc.
- m. The number of floors the proposed space (warehouse, secure storage and training room) will be located on and whether or not the space is contiguous.
- n. If space is not on ground level, state if there is a freight elevator available.
- o. Note whether or not a backup generator is available to tenants.
- p. Specify how HVAC is controlled throughout the building.
- q. Specify how building maintenance is provided including response times for routine and/or emergency maintenance requests.
- r. List all special amenities provided to include such items as cable TV availability, access to restaurants, data wiring, etc.
- s. Describe Offeror's experience as a landlord and provide three references with proposal response.
- t. Describe availability and accessibility of bathrooms to warehouse storage space, secure storage and training room space.
- u. Does the training room space meet the 2006 International Plumbing Code?
- v. Describe any housekeeping services included and/or any additional cost for housekeeping services.
- w. Boone County prefers that the successful Contractor's employees that have access to the County's rental space receive complete criminal history reporting checks prior to access through the Missouri Highway Patrol. Describe your ability to meet this need. Also describe how you will document your staff that accesses this space.
- x. Describe if snow removal service is provided.
- y. State if there are separate entrances to warehouse storage space and secure storage space.

3.3. Contract Terms and Conditions:

3.3.1. 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.

3.3.2. Offeror must clearly state 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.

3.4. Contract Period:

The term of this lease shall be for three years with two, one-year optional renewal periods. The initial term will begin **June 1, 2009 and extend through May 31, 2012.**

All rent shall remain firm for the initial three year term of the agreement. The agreement may be renewed for an additional two, one-year periods unless canceled by the County in writing prior to a renewal term; written notice of cancellation shall be given to LESSOR at least ninety (90) days prior to the commencement of a renewal term. After the second renewal term, the agreement will continue on a month-to-month basis until either party terminates the agreement by providing the other party with 90 days prior written notice. Prior to commencement of subsequent renewal terms, the annual rent payable by Lessee to Lessor on and after the first day of June of each such year after the initial three year term shall be adjusted in accordance with the following formula: Total annual rent payable shall be increased, but not decreased, by a percentage equal to the average annual percentage increase in the Consumer Price Index for all Urban Wage Earners, all items, U.S. City Average, published by the United States Department of labor, Bureau of labor Statistics, experienced during the preceding calendar year. If the foregoing index is discontinued, then the annual percentage increase shall be based upon a comparable index determined by the Lessor.

3.5. Cancellation Agreement:

The County reserves the right to cancel the contract without cause by giving not less than thirty (90) 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.

3.6. 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.

3.7 Invoicing:

Monthly lease invoices should be submitted to Boone County Clerk department for payment which will be made 30 days after receipt of a correct and valid invoice. The County's contract number must appear on the invoice. The billing address is Boone County Clerk, 801 East Walnut, Room 236, Columbia, MO 65201.



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 five (5) additional copies**.

a. The Offeror shall submit the proposal to:

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

b. The proposals must be delivered no later than **10:30 a.m. on April 28, 2009**. 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** (which will include the location proximity to the Boone County Government Center)

b. **Experience/Expertise**

c. Cost

- 4.1.3.2. After an initial evaluation process, a tour of the facility and/or 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 Attachment B 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/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the workspace/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. It is the County's intent to award the Base Bid for lease of warehouse storage space and may award one or both alternates for the secure storage space and training space. In addition, please provide a price should the County award all three areas.

Provide price quotes for the original lease period of June 1, 2009 through May 31, 2012.

Base Bid: Warehouse Storage Space	\$ _____/year
Alternate Bid #1: Secure Storage Space	\$ _____/year
Alternate Bid #2: Training Room Space	\$ _____/year
Or	
Alternate Bid #2: Training Room Space	\$ _____/day (will only use election days)

**Alternate Bid #3: Warehouse Storage Space,
Secure Storage Space, Training Room Space**

\$ _____/year

5.2. Renewal Option:

Refer to paragraph 3.4. – Contract Period

5.4. Date Available for Boone County Occupancy: _____

**5.5. List any additional costs the County may incur that are not included in
paragraph 5.1.:**



"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 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: 28APR09 – Rental of Warehouse, Training and Secure Storage Space

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

2006 International Plumbing Code

FIXTURES, FAUCETS AND FIXTURE FITTINGS

TABLE 403.1
MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES^a
 (See Sections 403.2 and 403.3)

Business (see Sections 403.2, 403.4 and 403.4.1)

B

Buildings for the transaction of business, professional services, other services involving merchandise, office buildings, banks, light industrial and similar uses: 1 water closet per 25 for the first 50 and 1 per 50 for the remainder exceeding 50 / 1 water closet per 40 for the first 80 and 1 per 80 for the remainder exceeding 80 / 1 drinking fountain per 100 / 1 service sink required.

Educational

E

Educational facilities 1 water closet per 50 male / 1 water closet per 50 female / 1 drinking fountain per 100 people / 1 service sink required

403.1.1 Unisex toilet and bath fixtures. Fixtures located within unisex toilet and bathing rooms complying with Section 404 are permitted to be included in determining the minimum required number of fixtures for assembly and mercantile occupancies.

403.2 Separate facilities. Where plumbing fixtures are required, separate facilities shall be provided for each sex.

Exceptions:

1. Separate facilities shall not be required for dwelling units and sleeping units.
2. Separate facilities shall not be required in structures or tenant spaces with a total occupant load, including both employees and customers, of 15 or less.
3. Separate facilities shall not be required in mercantile occupancies in which the maximum occupant load is 50 or less.

403.3 Number of occupants of each sex. The required water closets, lavatories, and showers or bathtubs shall be distributed equally between the sexes based on the percentage of each sex anticipated in the occupant load. The occupant load shall be composed of 50 percent of each sex, unless statistical data approved by the code official indicate a different distribution of the sexes.

403.4 Required public toilet facilities. Customers, patrons and visitors shall be provided with public toilet facilities in structures and tenant spaces intended for public utilization. The accessible route to public facilities shall not pass through kitchens, storage rooms, closets or similar spaces. Employees shall be provided with toilet facilities in all occupancies. Employee toilet facilities shall be either separate or combined employee and public toilet facilities.

403.4.1 Location of toilet facilities in occupancies other than covered malls. In occupancies other than covered malls, the required public and employee toilet facilities shall be located not more than one story above or below the space required to be provided with toilet facilities, and the path of travel to such facilities shall not exceed a distance of 500 feet (152 m).

Exception: The location and maximum travel distances to required employee facilities in factory and industrial occupancies are permitted to exceed that required by this section, provided that the location and maximum travel distance are approved.

403.4.2 Location of toilet facilities in covered malls. In covered mall buildings, the required public and employee toilet facilities shall be located not more than one story above or below the space required to be provided with toilet facilities, and the path of travel to such facilities shall not exceed a distance of 300 feet (91 440 mm). In covered mall buildings, the required facilities shall be based on total square footage, and facilities shall be installed in each individual store or in a central toilet area located in accordance with this section. The maximum travel distance to central toilet facilities in covered mall buildings shall be measured from the main entrance of any store or tenant space. In covered mall buildings, where employees' toilet facilities are not provided in the individual store, the maximum travel distance shall be measured from the employee's work area of the store or tenant space.

403.4.3 Pay facilities. Where pay facilities are installed, such facilities shall be in excess of the required minimum facilities. Required facilities shall be free of charge.

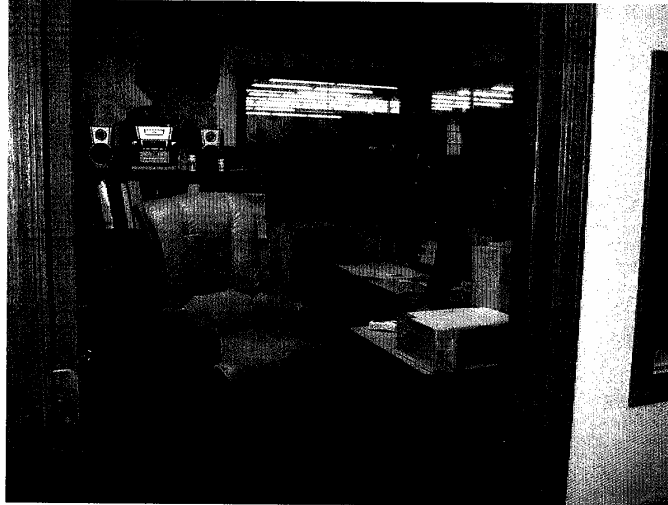
403.5 Signage. Required public facilities shall be designated by a legible sign for each sex. Signs shall be readily visible and located near the entrance to each toilet facility.

SECTION 404 ACCESSIBLE PLUMBING FACILITIES

404.1 Where required. Accessible plumbing facilities and fixtures shall be provided in accordance with the International Building Code.

ATTACHMENT II

Picture of office located within warehouse storage space

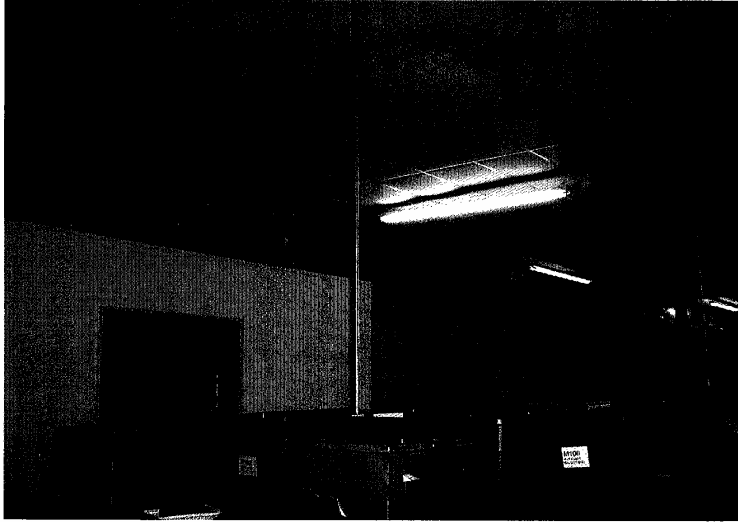


Picture of secure storage closet located within warehouse storage space



ATTACHMENT III

Pictures of warehouse storage space





Standard Terms and Conditions

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

Melinda Bobbitt, CPPB
Director of Purchasing
Phone: (573) 886-4391- Fax (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Quotation and/or Proposal.
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. The County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County. The County reserves the right to award to one or multiple respondents. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase storage space from other vendors.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the quotation and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
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.