

BILL NO.: 16-1002

ORDINANCE NO.: 16- 0481

INTRODUCED BY: COUNCIL MEMBER (s) Boyer

1                   **AN ORDINANCE AWARDING BIDS FOR CERTAIN PRODUCTS AND**  
2                   **SERVICES TO THE LOWEST AND BEST BIDDERS AS REFLECTED IN THE**  
3                   **RESPONSES TO CERTAIN INVITATIONS FOR BID AND REQUESTS FOR**  
4                   **PROPOSALS FOR JUVENILE RECORD KEEPING AND ACCESS SYSTEM**  
5                   **2016; AND AUTHORIZATION FOR THE COUNTY EXECUTIVE TO EXECUTE**  
6                   **ANY NECESSARY AGREEMENTS OR CONTRACTS TO EFFECTUATE THE**  
7                   **AWARD OF THE BIDS AND PROPOSALS.**

8                   **WHEREAS**, Jefferson County, Missouri, (hereafter, the "County") in response to  
9                   certain Invitations for Bid and Requests for Proposals issued by the County received bids  
10                  and proposals for the following items or services:

11                  BID NAME

12                  Juvenile Record Keeping and Access System 2016

13                  NUMBER OF BIDS RECEIVED

14                  2

15                  DATE OF BID OPENING

16                  9-20-2016

17                  **WHEREAS**, after reviewing the bids and proposals set forth above, the  
18                  Department of Information Technology has determined that certain bids and proposals

**FILED**

OCT. 17 2016

Page 1 of 5

**WES WAGNER**  
COUNTY CLERK OF JEFFERSON COUNTY, MO

1 represent the lowest and best bid for the respective items or services and met the bid or  
2 proposal specifications issued by the County; and

3 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best interest  
4 of the County to award the bids and proposals to United Technologies Corporation for a  
5 term from 10-11-16 to 10-10-17 upon approval by the County Council and County  
6 Executive for the total amount up to **\$14,400.00** subject to budgetary limitations.

7 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,**

8 **AS FOLLOWS:**

9 Section 1. The County awards the following bids and proposals which are  
10 incorporated by this reference as if fully set out herein, to the lowest and best vendor  
11 bidding for each respective item or service as follows:

12 BID NAME

13 Juvenile Record Keeping and Access System 2016

14 TERM

15 10-11-16 to 10-10-17

16 Upon approval by the County Council and County Executive

17 AMOUNT

18 Up to **\$14,400.00**

19 subject to budgetary limitations

20 AWARDED BIDDER

21 United Technologies Corporation

1           Section 2.     The Jefferson County, Missouri, Council hereby authorizes the  
2     County Executive to execute the agreement incorporated by Reference as Exhibit "A" and  
3     any agreements or contracts necessary to effectuate the award of the bids and proposals set  
4     forth in this Ordinance. The County Executive is further authorized to take any and all  
5     actions necessary to carry out the intent of this Ordinance. An unexecuted copy of the  
6     Agreement is attached hereto as Exhibit "A" and incorporated herein, by reference.

7           Section 3.     Copies of all Invitations for Bid, Requests for Proposals, responses  
8     thereto, and any contracts or agreements shall be maintained by the Department of the  
9     County Clerk consistent with the rules and procedures for the maintenance and retention  
10    of records as promulgated by the Secretary of State.

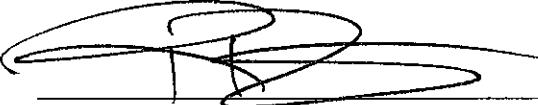
11          Section 4.     This Ordinance shall be in full force and effect from and after its  
12    date of approval. If any part of this Ordinance is invalid for any reason, such invalidity  
13    shall not affect the remainder of this Ordinance.

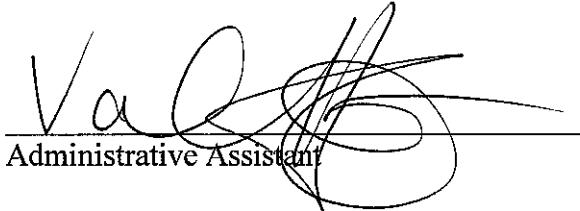
THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE  
JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:

Council Member District 1, Don Bickowski	<u>Yes</u>
Council Member District 2, Renee Reuter	<u>Yes</u>
Council Member District 3, Robert Boyer	<u>Yes</u>
Council Member District 4, George Engelbach	<u>Yes</u>
Council Member District 5, Oscar J. "Jim" Kasten	<u>Yes</u>
Council Member District 6, Cliff Lane	<u>Yes</u>
Council Member District 7, James Terry	<u>Absent</u>

THE ABOVE BILL ON THIS 11th DAY OF October, 2016:

X PASSED            FAILED

  
Renee Reuter, County Council Chair

  
Val, Administrative Assistant

THIS BILL WAS X APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 12<sup>th</sup> DAY OF OCTOBER, 2016.

THIS BILL WAS        VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS        DAY OF       , 2016.

Kenneth B. Waller  
Kenneth B. Waller, Jefferson County, Missouri, Executive

ATTEST:

Wes Wagner  
Wes Wagner, County Clerk

BY: Katherine E. Missey

Reading Date: 10-11-2016



**JEFFERSON COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
WWW.JEFFCOMO.ORG**

PENGAD 800-851-6899

**EXHIBIT**

A

**Request for Proposal: JUVENILE RECORD KEEPING AND ACCESS SYSTEM 2016 Date Issued: 8-17-16**

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 20, 2016, AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

**INFORMATION TECHNOLOGY**  
Department of Information Technology  
636-797-5592  
rmuller@jeffcomo.org

**Contract  
Contact:**

**VICKIE PRATT**  
Department of Administrative Services  
636-797-5380

**Mail (3) Three  
Complete Copies  
With Vendor And  
Proposal  
Information As  
Shown In Sample:**

**SAMPLE ENVELOPE**

*VENDOR NAME*

*VENDOR ADDRESS*

*CONTACT NUMBER*

**DEPARTMENT OF THE COUNTY CLERK**

**JEFFERSON COUNTY MISSOURI**

**729 MAPLE ST / PO BOX 100**

**HILLSBORO MO 63050-0100**

**SEALED PROPOSAL: (PROPOSAL NAME)**

**Contract Term:  
upon approval by  
the County Council  
and County  
Executive**

**Vendor  
Information:**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

United Technologies Corporation

S. Pomeroy

**Company Name**

**Authorized Agent (Print)**

**Signature**

7201 N. Lindbergh Blvd

**Address**

Hazelwood, MO 63042

**V.P.**

City/State/Zip Code

**Title**

314-731-4422

September 12, 2016 43-1662378

Telephone #

**Date**

**Tax ID #**

spomeroy@utc-ua.com

**E-mail**

**Fax #**

**TABLE OF CONTENTS:**

<b>Legal Notice and Request for Proposal</b>	<b>Page 1</b>
<b>Table of Contents</b>	<b>Page 2</b>
<b>Proposal Requirements</b>	<b>Page 3</b>
<b>Proposal Form and Contract</b>	<b>Page 5</b>
<b>Affidavit</b>	<b>Page 9</b>
<b>Specifications</b>	<b>Page 11</b>

## **\*REQUIRED DOCUMENTS\***

- 1. Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.  
(County must be added as additional insured if awarded)**

**NOTE: See Attachment B**

- 2a. Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)  
Obtain receipts at <http://jeffersonmo.devnetwedge.com>**

**Or**

- 2b. A notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.**

**NOTE: See Attachment A**

- 3. A Notarized affidavit of work authorization and current business entity status with E-verification documentation (pages 9 & 10).**

**NOTE: See Attachment C**

- 4. Agreement to be executed by the County upon approval by the County Council and County Executive (Bidder is required to complete company information and execute signature).**
- 5. Cooperative Bid Form (last page)**
- 6. All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.**
- 7. Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)**

**\*BIDS WILL BE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED**

## PROPOSAL REQUIREMENTS

**Bidder shall initial all pages and return where the Bid Document denotes "BIDDER'S INITIALS":** 

### **A. PROPOSAL SUBMISSION:**

Submit bid form in original (one original) and two (two copies) with all specification pages, if applicable. No facsimile or electronic proposals shall be accepted and shall be rejected. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the proposal form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the proposal being rejected. Vendor shall comply with the requirements of Sections 285.525 to 285.555 of the Revised Statutes of the State of Missouri. If any part of the work is subcontracted, each subcontractor shall comply with the same requirements of this specification. No contractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Vendor and any of its subcontractors, shall, by sworn affidavit and provision of documentation, affirm their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Vendor and its subcontractors shall also sign an affidavit affirming that they do not knowingly employ any person who is an unauthorized alien.

Prevailing Wage Vendor and its subcontractors shall pay not less than the prevailing hourly rates of wages, as determined by the Labor and Industrial Relations Commission of Missouri. Vendor shall abide by the most current Annual Wage Order published by the Missouri Department of Labor and Industrial Relations or other similar resources and publications. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance shall result in the bid being rejected.

### **B. BASIS OF PROPOSAL AWARD:**

Award may be made on an item-by-item basis to the lowest and best proposals or award may be made to the lowest and best proposal total, whichever is in the best interest of the County. County may reject any or all proposals for any reason and may waive any informality. Proposals submitted from a Missouri State Contract shall include a copy of the State Contract with the proposal.

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no proposal or proposals have been awarded by the County Council within forty-five (45) days following the opening of the proposal then all proposals will be deemed rejected.

### **C. PROPOSAL PREPARATION:**

1. Vendors are responsible for examination of drawings, specifications, schedules and instructions.
2. Each Vendor shall furnish the information required by the invitation. The vendor shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate proposals for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Vendor shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the Request for Proposal.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

### **D. MODIFICATION OR WITHDRAWAL OF PROPOSALS:**

Proposals may be modified or withdrawn prior to the exact hour and date specified for receipt of proposals, provided the modification or withdrawal is in writing and is delivered in the same manner as a proposal submission.

### **E. LATE PROPOSALS:**

It is the responsibility of the vendor to deliver his proposal or proposal modification on or before the date and time of the proposal closing to the Department of the County Clerk of Jefferson County. Proposals received late will be rejected and returned unopened to the vendor.

### **F. PROPOSAL DEPOSITS/BONDS:**

Proposal Deposits/Bonds are not required unless specified in the Specifications. Proposal deposits/Bonds must be in the exact amount as stipulated in the bid.

### **G. MATERIAL AVAILABILITY:**

Vendors must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the vendor to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

### **H. ALTERNATE PROPOSALS:**

Where required, vendors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be clearly noted on the proposal form. The County may accept or reject alternate proposals; whatever is most advantageous to the County.

**I. INCORPORATION OF DOCUMENTS:**

The terms of the proposal invitation, proposal specifications, proposal form are and shall be incorporated into the contract as if fully setout therein. The Proposal, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

**J. ADDENDA:**

Addenda to proposal specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of proposal forms. Verification is made by contacting the Department of Administrative Services or by reviewing the County Web Site. ([www.jeffcomo.org](http://www.jeffcomo.org)).

**K. INSURANCE:**

The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at it's own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

**A. ( X ) Required ( ) Not Required      Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

**B. ( X ) Required ( ) Not Required      Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

**C. ( X ) Required ( ) Not Required      Worker's Compensation Insurance: per Missouri Revised Statutes Chapter 287**

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statutes of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

**NOTE: See Attachment B**

**L. PROPOSAL OPENINGS:**

Proposals will be publicly opened and read aloud at the time indicated on page 1. The vendors and the public are invited but not required to attend the formal opening of the proposals. No decisions relating to the award of a contract or agreement will be made at the opening.

**M. PROPOSAL TABULATIONS:**

Proposal Tabulations will be available 5 to 7 business days following the proposal opening. Proposal submissions are open for public review at the time of the proposal opening. Proposal tabulations are posted on the County's web-site address, [www.jeffcomo.org](http://www.jeffcomo.org), under the services tab, Invitation for Bid/Request for Proposal link. NO COPIES of proposal tabulations are sent to vendors.



## PROPOSAL FORM AND CONTRACT

### **A. PROPOSAL REPRESENTATIONS:**

The vendor, by executing the proposal form certifies that:

1. The proposal complies with Request for Proposal, Form and Proposal Specifications.
2. The vendor is not debarred or suspended from participation in Federal Assistance programs.

### **B. TAXES:**

No bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective bidder may be required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedge.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

### **C. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

1. The prices in the proposal shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Vendor or other person.
2. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Vendor prior to opening; or
3. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal.

### **D. PRICE:**

The price(s) specified in this proposal shall be firm and not subject to contingency or reservation. The vendor represents prices specified in the proposal do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the vendor's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly.

**Proposal prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

### **E. MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:**

Vendor represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Vendor shall include proof of compliance with the Act with the proposal.

### **F. NON-EXCLUSIVE AGREEMENT:**

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

### **G. DEFINITIONS:**

1. The term "County" means the Jefferson County, Missouri and its designated representatives.
2. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
3. The term "RFP" means Request for Proposal.
4. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

### **H. INSPECTION, ACCEPTANCE AND APPROVALS:**

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions

from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

**I. WARRANTY:**

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

**J. PAYMENT:**

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

**K. CHANGE ORDER:**

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

**L. DELIVERIES:**

Deliveries shall be made in strict accordance with any delivery schedule contained in the proposal specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

**M. RESPONSIBILITY FOR SUPPLIES:**

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

**N. SUBCONTRACTS:**

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

**O. CHOICE OF LAW:**

This proposal and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

**P. TERMINATION:**

1. **General:** Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County. Termination shall be affected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. If such notice does not state termination is pursuant to subparagraph 2, 3, or 4 of this paragraph, County shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer periods as is mutually agreed to by the parties, the original Notice of Termination shall be deemed to be issued pursuant to subparagraph 1 of this paragraph.
2. **Bankruptcy or Insolvency:** In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability.
3. **Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or**

proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

4. Default: County may terminate the whole Contract or any part in either of the following circumstances:

- If supplier fails to deliver the items required by the contract within the time specified; or
- If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
- In the event of the Supplier's non-compliance with the provisions as set forth. This Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

**Q. NOTICE AND SERVICE THEREOF:**

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the proposal form.

**R. CONTRACT TERM:**

Performance shall be governed solely by the terms and conditions as set forth in the Request for Proposal, Proposal Specifications, Proposal Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

**S. COMPLIANCE WITH APPLICABLE LAWS:**

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended.

**T. ACTS OF GOD:**

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

**U. SELLER'S INVOICES:**

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

**V. APPROVAL:**

It is agreed the acceptance of a proposal shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council and County Counselor.

**W. INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**

Indicate:  Individual:  Partnership:  Corporation.

Incorporated in the State of Ohio.

**X. LITIGATION:**

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

**Y. LANGUAGE:** Bids and all related documents will only be accepted in the English Language.



THE INVITATION FOR BID / REQUEST FOR PROPOSAL NOTICES ARE POSTED ON  
THE JEFFERSON COUNTY, MISSOURI WEBSITE AT [WWW.JEFFCOMO.ORG](http://WWW.JEFFCOMO.ORG)  
LOCATED UNDER THE SERVICES TAB, INVITATION FOR BID / REQUEST FOR  
PROPOSAL LINK.

**SPECIFICATION**  
**CONTACT**

**RANDY MULLER- INFORMATION TECHNOLOGY DIRECTOR -**  
**636 797 5592**

## AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Scott Johnson (Name of Business Entity Authorized Representative) as Partner (Position/Title) first being duly sworn on my oath, affirm

Blue City Studios, Inc. (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to JUVENILE RECORD KEEPING AND ACCESS SYSTEM 2016

(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Blue City Studios, Inc. (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to JUVENILE RECORD KEEPING AND ACCESS SYSTEM 2016 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

  
Authorized Representative's Signature

Scott Johnson  
Printed Name

Partner  
Title

9-12-16  
Date

Subscribed and sworn to before me this 12 of Sept 2016. I am

(DAY)

(MONTH, YEAR)

commissioned as a notary public within the County of Wayne,  
State of (NAME OF COUNTY)

Ohio, and my commission expires on

Nina A. Cicconetti  
Notary Public - State of Ohio  
My Commission Expires  
October 4, 2019

  
Signature of Notary

9-12-2016  
Date



**AFFIDAVIT OF WORK AUTHORIZATION**  
(Continued)

**CURRENT BUSINESS ENTITY STATUS**

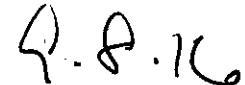
I certify that Blue City Studios, Inc. (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Scott Johnson  
Authorized Business Entity  
Representative's Name  
(Please Print)



Authorized Business Entity  
Representative's Signature

Blue City Studios, Inc.  
Business Entity Name

  
Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.dhs.gov/e-verify>;

Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify

Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification

Division: (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

**NOTE: See Attachment C**



08/15/16

## Juvenile Record Keeping and Access System

We are requesting the programming assistance to:

General Description	Comments
1. Rewrite the Juvenile programs that exist on an AS 400 to a client server system.	Yes
2. The project will consist of writing the programs, converting the files, installing the new system, and training on the use of the new system.	Yes
3. The programs MUST be web based that can be initiated from either an ICON on the user's PC or it can be initiated from the Intranet.  I do not want any software loaded on the user's PC.	Virtual web with only ICON- No files on PCs
4. The new system MUST be an exact reconstruction of the current system. (at least as close as possible)	Yes
5. The new system MUST include basic functionality as described in the specifications plus creation of the SQL data base and COMPLETE conversion of existing data.	Yes
6. The new system MUST include internal security which allows single password by user code. Plus MUST have a 'privilege table' which can be set up to restrict functional access based on user without additional internal password entry.	Yes
7. The system MUST have the capability to know who the valid users are within the County's intranet environment.	Yes
8. The system MUST have the capability to fully function when no web access is available.	Yes

## System Specifications

Following are some anticipated questions and answers:

1. The Associate ID field in the Associate file is really a control number and that is why it is unique.
2. In the INCIDENT file, the Case Number is noted as 'not used'. But, In the INCIDENT CHARGE/DISPOSITION file, the Case Number is used. Is this correct? Yes
3. In the INCIDENT file, the Incident Time is noted as 'military time'. In the JUVENILE CASE file, the Hearing Time is noted as 'regular time'. Are these the same thing? No, they are different.
4. In the ASSOCIATE file, we have Associate ID and Incident Number. On the assumption that the same Associate could be involved in multiple Incidents, should the Associate ID <i>not</i> be unique? It must be unique.
5. In the INCIDENT CHARGE/DISPOSITION file, the note indicates that the file should be sorted by Incident Number, Client Number, Charge Number. However, the order of the data fields is Incident Number, Charge Number, Client Number. Is there any problem with rearranging the order of the fields to match the desired sort order when the data is transferred? As long as the fields are mapped correctly in the conversion.
6. In the INCIDENT CHARGE/DISPOSITION file, on the assumption that, for a given Incident, there could be multiple Charges and multiple Clients, should the Incident Number + Client Number + Charge Number represent a unique set? Yes
7. In the JUVENILE CASE PARTY file we have a Case Number and a Party Number. Is this intended to handle multiple parties to the same case? Yes

Following are the Detail specifications, file layouts and inquiry screens:

The Jefferson County Juvenile Department currently has two old systems on the AS/400. One system is for the Juvenile Incident File and the other is for the Juvenile Case File.

The Juvenile Incident File system uses the Incident File, Associate File, Face Sheet File, and Incident Charge/Disposition File.

The Juvenile Case File system uses the Juvenile Case File, Juvenile Case Party File, and Charge/Disposition File.

## Juvenile Incident File System

Search by Associate Name or Incident Number

\*VIEW ONLY\*

\*\*\* INCIDENT RECORD \*\*\*  
SEARCH

F1= Return to Menu

Search by Assoc. Name. JOHN HENRY HARRIS  
by Incident #. 13-1333333

Displays the results of the Associate Name or Incident Number search.

\*VIEW ONLY V\*

\*\*\* INCIDENT RECORD \*\*\*  
SEARCH

The Second Law Manual

Search by Assoc. Name... JOHN HENRY DUNLOP  
by Incident #... 3333333333

The user can mark the Incident record they want to view, press Enter and the Incident record will be displayed.

The Incident record allows the user to look for:

- \* known associates to the incident
- \* charges to incident.

If the user presses F3 they will go back to the Search screen.

If the user presses F5 a window will appear with the Associates to the incident

<u>Client</u>	<u>Name</u>	<u>Category</u>	<u>Incident#</u>	<u>Findings</u>
00000	00000000000000000000000000000000	00000000	66666666	0000000000000
00000	00000000000000000000000000000000	00000000	66666666	0000000000000
00000	00000000000000000000000000000000	00000000	66666666	0000000000000
00000	00000000000000000000000000000000	00000000	66666666	0000000000000
00000	00000000000000000000000000000000	00000000	66666666	0000000000000

The user can mark the Associates record they want to view, press Enter and the Associate record will be displayed.

The Associate record allows the user to view:

- Face Sheet
- Note: PD Rpt. No field came from the incident file (JUV08P), it is the Referral Number field.

* VIEW ONLY *		*** ASSOCIATE RECORD *** SEARCH		F03=Cancel F07=Face Sheet
Associate Call No.	<u>56666666</u>	PD Rpt. No.	<u>00000000000000</u>	
Client#	<u>00000</u>	Incident#	<u>06666666</u>	Relation <u>00000000</u>
Name.....	<u>00000000000000000000000000000000</u>			
Address Line One..	<u>00000000000000000000000000000000</u>			
Address Line Two..	<u>00000000000000000000000000000000</u>			
City/State Zip...	<u>00000000000000000000000000000000</u>			<u>00000</u>
Home Telephone....	<u>000000000000</u>	Work Phone	<u>000000000000</u>	
Asste. Birthdate...	<u>666-66-66</u>			
Last Grade Attended	<u>00000000000000000000000000000000</u>			
School.....	<u>00000000000000000000000000000000</u>			
Occupation.....	<u>00000000000000000000000000000000</u>			
Employer / Title...	<u>00000000000000000000000000000000</u>			
Status.....	<u>0</u>			
Category.....	<u>00000000</u>			
Findings.....	<u>0000000000000000</u>			
Child Resides With..	<u>000</u>			

If the user presses F3 they will go back to the Incident record.

If the user presses F7 the Juvenile Face Sheet will be displayed.

* VIEW ONLY *		*** JUVENILE FACE SHEET *** SEARCH		F03=Cancel
Client Number....	<u>00000</u>	Name	<u>00000000000000000000000000000000</u>	
Surname.....	<u>0000</u>	Date of Birth	<u>666-66-66</u>	
Social Sec. Number	<u>66-66-6666</u>			
Client Status....	<u>00000000000000</u>			
Gender.....	<u>00000000</u>			
Race.....	<u>00000000</u>			
Weight.....	<u>666</u>			
Height.....	<u>0000</u>			
Build.....	<u>00000000</u>			
Hair Color.....	<u>00000000</u>			
Hair Style.....	<u>00000000</u>			
Complexion.....	<u>00000000</u>			
Eye Color.....	<u>00000000</u>			
County Resident...	<u>0</u>	US Citizen	<input checked="" type="checkbox"/>	Insurance Coverage <input checked="" type="checkbox"/>
Int. Dep. Juv. Off	<u>0000000000</u>			
Sci. Dep Juv. Off	<u>0000000000</u>			

If the user presses F3 they will go back to the Associate record.

If the user presses F8 a window will appear with the Charges to the Incident

<u>Client</u>	<u>Charge</u>	<u>Incident</u>	<u>Case No</u>
000003	000000	666666666	00000000000
000004	000000	666666666	00000000000
000005	000000	666666666	00000000000
000006	000000	666666666	00000000000
000007	000000	666666666	00000000000

The user can mark the Charge record they want to view, press Enter and the Incident Charge/Disposition record will be displayed.

If the user presses F3 they will go back to the Incident record.

## AS/400 Files for the Juvenile Incident File System

<b>INCIDENT FILE</b>	<b>(JUV08P)</b>	
<u>AS400 Name</u>	<u>Length</u>	<u>Field</u>
HINCNO	N9	INCIDENT NUMBER
IREFSO	A:5	REFERRAL SOURCE
IREFNO	A12	REFERRAL NUMBER
HCASEN	A10	CASE NUMBER
HURGR	A8	JURISD. GROUNDS
HDTREF	DT (10)	REFERRAL DATE
HDTINC	DT (10)	INCIDENT DATE
HINCIM	A4	INCIDENT TIME
HCTRA	DT (10)	TRANSACTION DATE
HTRATM	A4	TRANSACTION TIME
HTRANO	A11	TRANSACTION NO.
HLOCNT	A60	LOCATION
HLOCY	A1	LOCATION TYPE
HINCTY	A8	INCIDENT TYPE
HINCST	A12	INCIDENT STATUS
HRSUR	A4	REPORT BY SURNAME
HRPNAM	A30	REPORT FIRSTNAME
HEMTEL	A12	HOME TELEPHONE
HWKTEL	A12	WORK TELEPHONE
HARSOF	A30	ARREST OFFICER
HDSN	A9	POLICE OFFICER NO
HASDIO	A15	ASSIGN DEP JV OFF
HCOMM1	A60	COMMENT 1
HCOMM2	A60	COMMENT 2
HCOMM3	A60	COMMENT 3

Note: Must use the Incident Number in the Incident file to chain to the Associate file.

### **ASSOCIATE FILE (JUV21P)**

<u>AS400 Name</u>	<u>Length</u>	<u>Field</u>
UCNTLN	N9	ASSOCIATE ID
UINCNO	N9	INCIDENT NUMBER
UCLNT	A5	CLIENT NUMBER
UASCDT	DT (10)	ASSOC BIRTHDATE
UCTGRY	A8	CATEGORY
URLATN	A8	RELATION
UNAME	A30	NAME
UADDR1	A30	ADDRESS LINE 1
UADDR2	A30	ADDRESS LINE 2
UCIST	A20	CITY STATE
UZIP	A5	ZIP CODE
UHMTEL	A12	HOME TELEPHONE
UWKTEL	A12	WORK TELEPHONE
ULASGR	A9	LAST GRADE
USCHOL	A30	SCHOOL
UOCPIN	A30	OCCUPATION
UEMPTE	A30	EMPLOYER / TITLE
UWIND	A15	FINDINGS
USTAT	A1	ASSOC. STATUS
URESID	A3	CHILD RESIDES WITH



**Note:** Must use the Client Number in the Associate file to chain to the Face Sheet file.

#### FACE SHEET FILE (JUV20P)

<u>AS/400 name</u>	<u>Length</u>	<u>Field</u>	
TCLINT	A5	CLIENT NUMBER	
TSOCSC	N9	SOCIAL SEC. NO.	
TTBIR	DT (10)	DATE OF BIRTH	YYYYMMDD
TSTANO	A25	STATE & NUMBER	(NOT USING)
TSURNM	A4	SURNAME	
TNAME	A30	NAME	
TCITST	A15	CLIENT STATUS	
TTRANO	N11	TRANSACTION NO	(NOT USING)
TTRADT	DT (10)	TRANSACTION DATE	(NOT USING)
TTRATM	N6	TRANSACTION TIME	(NOT USING)
TRACE	A8	PEDIGREE RACE	
TWEIGHT	N3	PEDIGREE WEIGHT	
THRCLR	A8	PEDIGREE HAIR COLOR	
TEIRSTY	A8	PEDIGREE HAIR STYLE	
THEIGHT	A4	PEDIGREE HEIGHT	
TCOMPLX	A8	PEDIGREE COMPLEXION	
TEYCLR	A8	PEDIGREE EYE COLOR	
TSEX	A8	PEDIGREE GENDER	
TBUILD	A8	PEDIGREE BUILD	
TINDO	A9	INV DEP JUV OFF	
TSEDO	A9	SERV. DEP JUV OFF	
TFDPR	N25	FINGERPRINT NO	(NOT USING)
TINSCV	A1	INSURANCE COV-AGE	
TUSCIT	A1	US CITIZEN	
TCNTRS	A1	COUNTY RESIDENT	

**Note:** Must use the Incident Number in the Incident file to chain to the Incident Charge/Disposition file.

#### INCIDENT CHARGE/DISPOSITION FILE (JUV24P)

<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>	
XINCNU	N9	INCIDENT NUMBER	
XCHRCN	A5	CHARGE #	
XCLINT	A5	CLIENT NUMBER	
XCASEN	A10	CASE NUMBER	
XPTLNO	N2	FILING NUMBER	
XCHARG	A50	CHARGE DESC	
XCDDIS	A6	DISPOSITION CODE	
XDTDIS	DT (10)	DISP DATE	YYYYMMDD
XCON1	A1	CONTESTED	(NOT USING)
XCOMM1	A60	COMMENT	
XCOMM2	A60	COMMENT	
XCOMM3	A60	COMMENT	

**Note:** The Incident Charge/Disposition file is sorted by the Incident Number, Client Number, and Charge Number.



### Juvenile Case File System

**Search by Case Title, Party, or Case Number**

**\* VIEW ONLY \***

\*\*\* JUVENILE CASE FILE \*\*\*  
SEARCH

### F1 - Returns to Mean

Displays the results of the Case Title, Party, or Case Number search

\* VIEW ONLY \*

\*\*\* JUVENILE CASE FILE \*\*\*  
SEARCH

### PE = Return to Mean

The user can mark the Case record they want to view, press Enter and the Case record will be displayed.

The Case record allows the user to see:

- all parties to the case
- all charges to case

* VIEW ONLY *		*** JUVENILE CASE FILE *** SEARCH			F3=Cancel
Case Number.	0000000000	Filing	66	Type	000
Case Title.	00000000000000000000000000000000				
Date Filed..	6666-66-66				
Hearing Date.	6666-66-66	Time	66:66	Type	0000
Rela-to Case.	000	Parties to Case			
Name.....	00000000000000000000000000000000 00000000000000000000000000000000 00000000000000000000000000000000 00000000000000000000000000000000				
		Zip	00000		
Attorney....	00000000000000000000000000000000	Bmt/	0000000		
Filing number	66	Charge/Disposition			Show Previous Charges (Y/N) ->
Charge.....	00000000000000000000000000000000				
Date Filed..	6666-66-66	Disp Case	0000	Disp Date	6666-66-66
Narrative...	00000000000000000000000000000000 00000000000000000000000000000000 00000000000000000000000000000000 00000000000000000000000000000000			Contested	0

To view the additional parties to the Case the user just presses enter.  
To view Previous Charges the user enters a "Y" and presses enter.

If the user presses F3 they will go back to the Search screen.



## AS/400 Files for the Juvenile Case File System

<b>JUVENILE CASE FILE (JUV01P)</b>		
<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>
DCASEN	A10	CASE NUMBER
CFILNO	N2	FILING NUMBER
CTYPE	A3	CASE TYPE
CFITYP	A3	TYPE OF FILING
CTITLE	A30	CASE TITLE
CNPART	N3	NUMBER OF PARTIES
CCONSO	A10	CASE CONSOLIDATION
CTRLJU	A1	TRIAL JUDGE
CPHRJU	A1	PRIM JUDGE
CSECVL	A1	SECURITY LEVEL
CDTPFL	DT(10)	DT FILED
CDTINHR	DT(10)	DT NEXT HEARING
CDTTRI	DT(10)	DT TRIAL
CDTCLO	DT(10)	DT CASE CLOSED
CDTBHR	DT(10)	DT OF BIRTH
CHTYPE	A3	HEARING TYPE
CHTIME	N4	HEARING TIME
CHNUMB	N3	HEARING NUMBER
		Regular Time
		(NOT USING)

**Note:** Must use the Case Number in the Juvenile Case file to chain to the Juvenile Case Party file.

<b>JUVENILE CASE PARTY FILE (JUV04P)</b>		
<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>
DCASEN	A10	CASE NUMBER
DPARTY	N3	PARTY NUMBER
DPCTCLO	DT(10)	DT CLOSED
DNAME	A30	PARTY NAME
DADDR1	A30	ADDRESS 1
DADDR2	A30	ADDRESS 2
DCITS	A20	CITY STATE
DZIP	A5	ZIP
DZP4	A4	ZIP PLUS 4
DCLINT	A5	CLIENT NUMBER
DATFOR	A6	ATTORNEY BAR#
DATTNM	A30	ATTORNEY NAME
DRGLA	A3	RELATION TO CASE

**Note:** Must use the Case Number in the Juvenile Case file to chain to the Charge/Disposition file.

<b>CHARGE/DISPOSITION FILE (JUV09P)</b>		
<u>AS/400 Name</u>	<u>Length</u>	<u>Field</u>
ICLINT	A5	CLIENT #
ICASEN	A10	CASE NUMBER
IFILNO	N2	FILING NUMBER
IDTPFL	DT(10)	FILING DATE
ICHARG	A60	CHARGE DESC
ICDDIS	A4	DISPOSITION CODE
IDTOIS	DT(10)	DISP DATE
ICONTS	A1	CONTENDED
ICOMMI1	A60	COMMENT
ICOMM2	A60	COMMENT
ICOMM3	A60	COMMENT



In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 1<sup>st</sup> day of September 2016:

**Blue City Studios, Inc.**  
Company Name



Signature

**Scott Johnson**  
Print

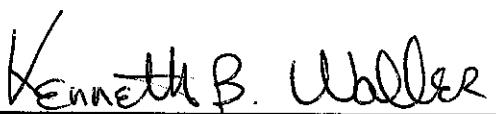
**Company Address:**

**1047 Wildwood Drive**

**Wooster, OH 44691**

**Phone: 330-601-6390**

**County of Jefferson, State of Missouri**



**Kenneth B. Waller**  
Kenneth B. Waller County Executive

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.



County Auditor

**APPROVED AS TO FORM**



County Counselor

## COOPERATIVE BID FORM

Bid Name: JUVENILE RECORD KEEPING AND ACCESS SYSTEM 2016

**INSTRUCTIONS:** Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

### COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

**Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?**

Yes  No

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, **is not a prerequisite for award**, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

**Bidders are encouraged to extend contract prices to Municipalities and any other tax-supported entities.**

If agreeable to the above, state the **minimum** dollar value per order you will require from a Municipality or any other tax-supported entity (this shall not apply to Jefferson County, Missouri Government, Departments or Divisions):

**MINIMUM DOLLAR VALUE PER ORDER: \$ 24,953.90**

**BY:** Scott Johnson

**TITLE:** Partner

**COMPANY:** Blue City Studios, Inc.

### **CONTACT INFORMATION FOR COOPERATIVE AGREEMENT**

**Phone 330-601-6390 E-mail sjohnson@bluecitystudios.com**

**THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO JEFFERSON COUNTY, MISSOURI**

**PROPOSAL**

**TO**

**JEFFERSON COUNTY GOVERNMENT**

**FOR**

**JUVENILE RECORD KEEPING AND ACCESS SYSTEM**

Presented by:

**UNITED TECHNOLOGIES CORPORATION**

314/731-4422

September 2016

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## **MANAGEMENT SUMMARY**

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Having carefully reviewed the two Jefferson County's Juvenile Record Keeping and Access System's requirements, the following SQL database system operating under virtual Web access with no program software on the users' workstation is proposed.

### **SCOPE**

United Technologies Corporation is pleased to provide contract software program design services, in response to RFP dated August 17, 2016, for designing a system, duplicating all operational capabilities of the existing AS400 County Juvenile Record Keeping and Access System.

This program development project will include the following criteria:

#### **Database and Program Design**

- SQL database – Based on server functionality
- Complete program design to emulate "Exact" AS 400 functions
- Virtual Web based with only an ICON on user workstation
- Program to automatically convert and transfer all existing data
- System to function without dependence on Web access
- Full "User Certification" with "User Id" and "Password"

Assign highly experienced system designers for the project.

Responsibilities of the designer will include:

- Using all published System Specifications listed in the RFP, pages 12 through 21, included with this response and provided by the Department, with special emphasis placed on:
- Juvenile Incident File – Associate File – Face Sheet File – Incident Charge/Disposition File.
- Juvenile Case File – Juvenile Case Party File – Charge/Disposition File.
- Full functionality of all current "F" related keys.
- Full system analysis and testing before delivery.
- Full training, if required.
- Annual software maintenance contract, if desired.
- Commission the system when County is ready to make the switch.
- Verify all RFP requirements are met, get County's approval.

### **PROJECT COST**

Total cost for project is \$ 14,400.00

**JEFFERSON COUNTY**  
**Department of The County Clerk**

### Terms and Conditions

Proposed system cost includes:

- All existing AS 400 system evaluation
- All new system design
- All Data conversion and transfer
- All new system installation
- Ninety day warranty

### **INSTALLATION AND SUPPORT**

The following appropriate Staffing is required for all phases of installation and support:

**Project Manager** - Mr. S. Pomeroy.

**Warranty/Post Warranty Support**

All software is warranted for a period of 90-days.

### **CERTIFICATE OF INSURANCE**

Certificate of insurance is provided with this proposal.

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## **MAINTENANCE**

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### **Maintenance Program**

Comprehensive maintenance programs are available for installations and all hardware. After the warranty period, these maintenance programs may be used to protect against problems and unwanted down time.

### **Hardware/Software Warranty**

All designed software carry 90-day on-site warranty. This warranty covers all problems arising from operation of the system.

### **Software Maintenance**

After the warranty period, comprehensive maintenance program may be purchased for an annual rate of \$450.00.

On-call maintenance service may be used with time charges: \$95.00 per hour, minimum of 2 hours.

### **Maintenance Service**

U.T.C. currently provides maintenance services for REJIS. All maintenance services are performed by UTC's trained and qualified maintenance personnel.

All maintenance calls are to be placed Monday through Friday, 7:00 AM to 7:00 PM:

314/731-4422, or Toll Free 800-436-0089

Extended maintenance, based on 24 hours per day/7 days per week (24/7 plan), service is available at 1.5 times normal rate. For greater cost savings, it is suggested to place only the main processor under Extended Service and the rest of the system under normal maintenance.

After hour's service through special phone No.

Normal response to maintenance calls for customers with "service Agreement" or Warranty coverage is 4 hours from the time the call is received.

Response time for "per call" basis customers is next business day.

### **AUTOMATED SERVICE CALL DISPATCH**

All service calls are logged and archived within the automated service call dispatch system. For call tracking purposes, a service call "Log Number" will be issued to the calling party (and one will be obtained if caller is equipped to provide a number). After a call is received, a field engineering dispatch supervisor will obtain details of the reported malfunction. The call will then be dispatched to the nearest software or hardware field engineer (FE) via text or digital phone.

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## COMPANY PROFILE

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United Technologies Corporation (UTC) is a Missouri company dedicated to serving its customers by providing state-of-the-art systems in information technology. The company is structured to provide "Total" services in information processing and related technologies to its customers. The corporation is organized with one goal in mind: Serving and supporting customers by offering excellence in needs evaluation, sales, systems development, installation, training, and hardware/software maintenance.

### Products

UTC develops and markets specialized application software programs for a number of computer systems, with heavy emphasis on networking, communications and systems integration. Application programs include: Interactive Communications, Voice/Text Processing, Distribution, Accounting, Time Billing, Manufacturing and a wide range of services in cellular communications, Internet and Intranet related hardware and software. Hardware products include Internet access networking, network firewalls, special devices for multi-workstation Internet access through a single phone line, and Internet workstations. All website and webpage programs are custom designed and developed based on clients' specifications.

### Software Development

Reporting to Vice President of Systems, the software development and support operation is comprised of two divisions:

#### **Vice President Systems**

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##### **Software Division**

- B. Keller
- V.P. Software Development
- Software Installation
- Training
- Software Support

##### **Systems Division**

- D. Latifi
- V.P. Systems
- Systems Installation
- Field Support
- Needs Analysis

### Systems/Support Structure

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## **OTHER COMPANY DIVISIONS**

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Other corporate divisions are listed below.

Major Divisions:

- Field Service – With a network of 1,740 field engineers provides maintenance services for “IT” throughout the world.
  - . Land based
  - . Mobile
  - . Marine
- Public Safety – Provides Public Safety/Homeland Security products and Enterprise Security (Robotics, Physical Asset, Data Level, Network Level).
- Consulting Services – Large scale consulting for development and implementation of e-Business, Customer Relationship Management, EAI, ERP (SAP, Oracle), and systems integration.

Major Customers:

- . Government Agencies
- . Police Departments
- . School Districts
- . AT&T
- . L3 Communications (all servers worldwide)
- . SBC (servers, 17 Eastern States)
- . Lucent
- . Boeing
- . Goldman Sachs
- . Wells Fargo
- . Major Banks
- . Land and Marine Based Casinos

## **PERSONNEL QUALIFICATIONS**

United Technologies Corporation's design and development team has extensive knowledge of all facets of networking, systems integration, communications and the Internet and website software applications with extensive experience in development using Visual Basic, HTML, JAVA, Interactive Forms, Graphic Design, and E-Mail.

### **S. Pomeroy- Manager, Software Development**

B.s., M.s., Ph.d, Physics – Computer systems and software design, twenty years related systems and software experience. Expertise in application software design, communications, networking optimization, operating systems, relational database, SQL, Visual Basic, Basic, COBOL, PASCAL, FORTRAN, C, HTML, JAVA and a variety of data base languages.

### **B. Keller- Systems Specialist/Support**

B.S., Computer Science – Expertise in applications development and systems management in a variety of hardware and operating systems environments. Twelve years related experience in VAX/VMS, UNIX, Novell, Windows NT, HP/RTE/MPE OS/2, PC/MS-DOS, Networking, large scale voice and data communications, Interactive Voice Response, Text/Speech conversion, Voice Recognition, All-In-1, FORTRAN, C, TURBO C++, BASIC, 4GL, RDBMS (Oracle and System 1032), SQL, VAX DBMS, VAX/LSE, VAX/TPU, VAX/CMS, VAX/MMS, VAX/DCL, VAX/SMG, LaTeX, HP/Image DBMS, Reflection 2+, Postscript programming, PageMaker, HTML, JAVA. Strong scientific programming and database background with multiuser/multitask applications.

### **J. Pokorny- Design & Development**

B.S., Computer Science – Expertise in large scale Windows NT networking, applications development and Cyberspace website design. Five years related experience in website design and domain maintenance. Serving with a group of top world wide web designers at Washington University, was involved with creation of web domain for the EPA's Air Quality Analysis Group.

### **D. Latifi- V.P., Field Engineering**

B.S. Physics – Ten years related experience, electronic equipment, microprocessors, Novell, Windows, 3M, 10Net, Decision Data Products, ALR, Apple, IBM, Altos, CADO, DEC.

### **W. Simmons- Software Designer and Programmer**

B.S., Computer Science – Fourteen years applications development related experience. Expertise, application program generation, assembly languages, RPG, C, COBOL, SQL, JAVA. Hardware, DEC, IBM, Wang, Altos.

### **J. Hupert- Field Support/Training**

M.A. Urban Affairs, B.A. Psychology – Five years related technical experience, twenty two years training experience, electronic equipment, microprocessors, networks, Internet connectivity, operating systems software, OS/2, Windows, DOS, database programs and office productivity applications software.