



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

SCHEDULED

MEETING ATTACHMENTS (ID # 5150)

Meeting: 10/23/25 9:00 AM
Department: County Clerk
Category: Meeting Items
Prepared By: Madi Hires Raines
Initiator: Madi Hires Raines
Sponsors:
Doc ID: 5150

Meeting Attachments

ATTACHMENTS:

- 1 - 23 OCTOBER 2025 - CC NEWSLETTER
- 2 - 23 OCTOBER 2025 - RFQ #2023-19 - TECHTREE PARTNERS LLC - SUPPLIER RESPONSE
- 3 - 23 OCTOBER 2025 - RFQ #2023-19 - TECHTREE CONTRACT SIGNED
- 4 - 23 OCTOBER 2025 - RFQ #2023-19 - CONTRACT RENEWAL - AWARD LETTER - TECHTREE
- 5 - 23 OCTOBER 2025 - STATE OF MISSOURI CONTRACT NOTICE FOR #MS25027400
- 6 - 23 OCTOBER 2025 - STATEWIDE DOCUMENT DESTRUCTION AND DISPOSAL SERVICE - AWARD LETTER - BIG BEAR LLC

CHRISTIAN COUNTY NEWSLETTER

NAME OUR NEWSLETTER!



GUIDELINES FOR SUBMISSIONS

01

Submit Only Original Ideas

There is no limit on entries – submit as many as you like! Be creative and make sure your idea reflects the connection between Christian County and the community.

02

Name Should Be Relatively Short

Try to keep it to two or three words. It needs to fit on the masthead of a newsletter, approximately 8.5" x 11". We want our newsletter to have a title that is easily identifiable with Christian County. Be Unique!

03

Submit to:

Entries should be dropped off in the Commission office to Brenda Porterfield, by November 21, 2025 or emailed to bporterfield@christiancountymo.gov



WE NEED YOUR HELP!!

Over the next few weeks, we're inviting you to participate in a contest to choose the perfect name for our upcoming Christian County newsletter. Send your creative suggestions & recommendations directly to bporterfield@christiancountymo.gov.

The Christian County Commissioners will select the winning name, which will be announced before Thanksgiving and featured in the very first edition of the newsletter in January 2026.

The winner will receive a prize, and we'll also highlight several entries with Honorable Mentions.

So put on your thinking caps and help us create a name that keeps Christian County residents informed and connected!

Your ideas matter!

WE ALSO NEED YOUR STORIES AND NEWS

We will be distributing this newsletter every two months to all County employees and citizens. This publication is designed to keep everyone informed about important dates and events that will be happening in our fast growing county. To make this a valuable resource, we invite you to submit contributions to showcase the great County we live in.

FIRST ISSUE DUE TO RELEASE JANUARY 5



2023-0019 Addendum 1

Techtree Partners LLC

Supplier Response

Event Information

Number: 2023-0019 Addendum 1
Title: REQUEST FOR QUALIFICATIONS - DATA SOLUTIONS SERVICES
Type: Request for Proposal
Issue Date: 9/20/2023
Deadline: 10/5/2023 02:00 PM (CT)
Notes:

ADDENDUM #1

The bid has been extended until Thursday, October 5, 2023 at 2:00 p.m.

All else remains the same.

Christian County invites vendors to submit responses for the Request for Qualifications 2023-0019 in accordance with the requirements stated herein for Data Solution Services.

What does Prequalified Bidder Mean?

The Prequalification of Bidders for Christian County is a screening process utilized to identify firms that exhibit the appropriate safety protocol, experience and training required to submit a bid for work on or in conjunction with the IT department.

The Prequalified bidder's job(s) may include, but are not limited to: Network Cabling, Audio/Video Solutions, Access Control Installation & Services, Fiber Optic Cabling Solutions, Wireless Solutions, and Data Center Solutions.

The term **Prequalified Bidder** should not be confused with "job ready". Firms that have successfully completed the application process and have been formerly identified by Christian County IT Department as a **Prequalified vendor** may receive a solicitation to submit a bid for Pre-Qualified Bidding Events. However, before a Purchase Order/Notice to Proceed is issued for any project, a **Prequalified Bidder** must satisfy all Requirements of the Prequalified Bidding Event. The bid that is selected will be the lowest and best bid and have met the requirements of the job solicitation.

Below is a summary of this bid and items that are requested of the prospective bidders. This includes, but is not limited to:

- The completed Prequalified Bidder Application shall be uploaded through this ebidding portal.
- The Application shall be completed in full.
- All information submitted on or references/attached to a Prequalified Bidder Application shall become the sole property of Christian County.
- Submittal of the Prequalified Bidder Application shall indicate the acceptance of the entire document.
- Christian County is not liable for any cost incurred by prospective bidders for preparation of the Prequalified Bidder Application.
- Material misstatements on the Prequalified Bidder Application or any additional information submitted therewith may be grounds for rejection of that application. Any such misstatement, if discovered after a Purchase Order Notice of Award is issued, may be grounds for immediate termination of the contract at no cost or liability to Christian County. Additionally, the vendor will be liable to Christian County for any additional costs or damages to Christian County resulting from such misstatements, including costs and attorneys' fees for collection such costs and damages.
- Noncompliance at any time with any of the requirements specified in the Prequalified Bidder Application, or omissions of information in response to any question asked by Christian County, will be reason for disqualification. Any incorrect contact information supplied for a contact person or reference may disqualify that reference. Additionally, Christian County reserves the right to:

1. waive irregularities in determining a vendors qualifications
2. reject any and all bids
3. require the submission of additional information

A vendor may be approved as a **Prequalified Bidder** on the basis of an evaluation of all factors judged to be in the best interest of Christian County. These factors include, but are not limited to, responses and supplemental information provided in response to the **Prequalified Bidder** Application, a vendor's previous performance of work for Christian County, as well as for other entities, and any other factor as determined by Christian County regardless of whether that factor has been listed in this document.

At the sole discretion of Christian County, a firm whose application generally indicates the ability to perform the work described in this **Prequalified Bidder** Program, but lacks satisfactory detail or specific information that would support an unqualified approval, may be approved on a probationary basis. Any firm that fits into this category will be designated as a "Restricted **Prequalified Bidder**" and will only be considered for smaller projects specifically identified by the IT department.

In addition, Christian County reserves the right to reject any Prequalified Bidder where circumstances and developments have, in the opinion of Christian County, changed the qualifications or responsibility of the vendor.

The approved Prequalified vendors will **enter into an agreement for one calendar year** with options to renew. See renewal options in the **Attributes** tab. The award is anticipated to be October 4, 2023 through October 3, 2024. Contract Agreements signed by Christian County must be signed by at least a majority of the members of the *County Commission*. Agreements must be attested by the *County Clerk* and approved to form by the *County Counselor*. In addition, the *County Auditor* must certify that there is an unencumbered balance available to pay the contract cost.

Christian County anticipates multiple awards for this bid.

Based on the evaluation process described, the Evaluation Committee comprised of Christian County employees, will review the qualifications of each firm.

Periodically, as determined by Christian County, contractors will be contacted in order to update their Prequalification Application and/or acknowledge changes in the program. Christian County may terminate a contractor for just cause.

There is no minimum or maximum guarantee of work throughout the

contract. Christian County reserves the right to bid out similar projects to all vendors.

Questions should be **submitted online through the Christian County Electronic Bidding portal** before 10:00 a.m. on September 27, 2023.

Christian County highly encourages online bid submittals as it helps to expedite the bidding process and to alleviate errors.

No faxed or emailed submittals will be accepted.

YOU MUST REGISTER AS A SUPPLIER IN ORDER TO SUBMIT YOUR PROPOSAL!

Once Prequalified Vendors have been selected, and once a job has been identified by the County, a bid will be solicited to all Prequalified Bidders. Christian County will determine the lowest and best proposal.

Deviation from the requirements will be evaluated, but may, in the discretion of the Purchasing Agent, result in rejection of a proposal.

Note: The county reserves the right to solicit and accept other bids at any time by other qualified vendors.

See attached State of Missouri Insurance Requirements (due upon award)

See attached E-Verify Affidavit/MOU Requirements (for contracts over \$5,000) due upon award

See Sample - Contract Agreement for Services attached. (to be completed after award).

Christian County is a first-class county without a charter form of government. The governing body of Christian County is the County Commission. The Commission consists of a Presiding Commissioner, a Western Commissioner, and an Eastern Commissioner. Its county seat is in Ozark, Missouri. The County was organized in 1959 and continues to be one of the fastest-growing counties in the state. Cities in Christian County include Billings, Clever, Fremont Hills, Highlandville, Nixa, Ozark, Sparta and Village of Saddlebrooke.

Contact Information

Contact: Kim Hopkins-Will, MBA, NIGP-CPP, CPPO, CPPB

Address: Christian County Purchasing

202 West Elm Street

Ozark, MO 65721

Phone: 1 (417) 582-4309

Email: purchasing@christiancountymo.gov

Techtree Partners LLC Information

Address: 316 South Market Ave.
Springfield, MO 65806
Phone: (417) 425-1079

By submitting your response, you certify that you are authorized to represent and bind your company.

Rick Manweiler

Signature

Submitted at 10/2/2023 01:50:23 PM (CT)

rick.manweiler@techtreepartners.com

Email

Requested Attachments

DECLARATION PAGE MUST BE UPLOADED HERE

Dec Page.pdf

PROJECT MANAGER RESUMES

Rick Manweiler Resume.pdf

PROJECT MANAGER RESUMES

Bid Attributes

1 Christian County Terms and Conditions

Christian County Bidder Requirements Terms and Conditions

Please download and thoroughly review the CHRISTIAN COUNTY BIDDER RESPONSIBILITIES & TERMS AND CONDITIONS REV. 0423and acknowledge your acceptance below.

Accept

2 No Deviations or Exceptions

I certify that there are NO deviations or exceptions from the attached specific terms, conditions, and specifications.

Agree - No Deviations

3 Deviations and Exceptions

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The County will consider any deviations or exceptions in its bid award decisions. The County reserves the right to accept or reject any proposals based upon any deviations indicated below. If none, please enter N/A (Not Applicable).

N/A

4 Submission Response

Christian County responses are to be submitted online via our electronic biddingsystem. No fax or email submissions will be accepted.

For any questions, please contact the Christian County's Purchasing Agent at 417-582-4309 or by email at purchasing@christiancountymmo.gov.

5 Communications Statement

Contact between vendors and Christian County personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Christian County personnel may result in disqualification. All communication shall go through the Purchasing Office during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the County will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

6 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" tab of this bid event.

7 Request for PreQualifications Opening

Any proposal received later by any other method shall be disqualified. Any questions pertaining to the proposal procedures should be addressed to the Purchasing Manager at purchasing@christiancountymo.gov or 417-582-4309.

If the County office location where bids/proposals are to be submitted is closed due to inclement weather, natural disaster, or for any other cause including if the electronic bid system is unavailable on the due date, the deadline for submission shall be extended until the next County calendar business day, unless the bidder is otherwise notified by the County, the time of day for submission shall remain the same.

8 Section 2**PROPOSAL REQUIREMENTS**

The following items require an answer

9 Conflict of Interest Questionnaire

Does this vendor have conflict of interest with Christian County?

10 Conflict of Interest pt. 2

If responder stated there is a conflict of interest with the Christian County, please list the name and details below. If no conflict exists, enter N/A.

11 Felony Conviction Details

If your firm is owned or operated by anyone who has been convicted of a felony, please list their name and the details of the conviction. If not applicable, please enter N/A (not applicable).

12 Anti-Collusion Statement

I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

☒ I agree.

1
3**Debarment or Suspension Certification**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement of good or services equal to or in excess of \$100,000. Vendors receiving individual awards of \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

(I) Certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency under the Federal OMB, A-102, common rule.

Failure to certify will render bidder non-responsive and will not be considered for award.

1
4**PREQUALIFIED BIDDER APPLICATION****PREQUALIFIED BIDDER APPLICATION**

The following questions require answers

1
5**Company Name**

Company Name: _____

1
6**Company Address**

Company Address: _____

1
7**Company Telephone**

Company Telephone: _____

1
8**Company Email**

1
9**Company type: (check one) Corporation Partnership Sole Proprietor**

Company type: (check one) Corporation Partnership Sole Proprietor

2
0**Authorized Representative's Name**

Authorized Representative's Name

Please print name.

Note: If the Applicant is a partnership, the partnership name must be printed, followed by the signature of at least one of the partners. If the Applicant is a corporation, the corporate name must be printed, followed by the signature of a duly authorized officer and the corporate seal affixed.

2 1	VENDOR GENERAL INFORMATION VENDOR GENERAL INFORMATION
2 2	Name of Firm Name of Firm Techtree Partners llc
2 3	How long has your firm been in business as an IT Solutions Provider? 1. How long has your firm been in business as an IT Solutions Provider? 7 Years
2 4	How long has your firm been in business under its present name? 3. How long has your firm been in business under its present name? 7 Years
2 5	Have you ever failed to complete a project? Have you ever failed to complete a project? No
2 6	If you have ever failed to complete a project please provide details, if no, enter n/a If you have ever failed to complete a project please provide details, if no, enter n/a N/A
2 7	Do you have any projects undertaken in the last 5 years that have resulted in partial or final settlement of the contract by arbitration or litigation? If so, please provide details: 1. Do you have any projects undertaken in the last 5 years that have resulted in partial or final settlement of the contract by arbitration or litigation? If so, please provide details: No
2 8	If so, please provide details: If so, please provide details. If not, please enter n/a N/A
2 9	List types of work or activities that your firm engages in: List types of work or activities that your firm engages in: Network infrastructure, surveillance, intrusion, A/V, door access
3 0	IT DATA SOLUTIONS REQUIREMENTS IT DATA SOLUTIONS REQUIREMENTS Unless instructed otherwise on a particular question below, responses to questions that request information on “applicable projects” should be tailored toward the specific type of work that your firm is applying to perform.

**3
1** **EXPERIENCE DETAILS**

1. The firm must have been in business in the field of IT Data Solutions a minimum of five (5) years AND acceptably performed work of a similar nature for other companies. Consideration may be given to a firm that has changed ownership but has kept most of its original employees or a firm that has been organized by employees of another adequately established FIRM. Decisions regarding qualifications of this nature are at the sole discretion of Christian County. Provide the details and years of experience for your firm:

7 Years

**3
2** **REFERENCES****REFERENCES**

A minimum of three (3) IT Data Solution projects must have been completed within the last five (5) years for applicable projects. List references below:

#1 Carter Co Door Controls #2 MACs #3 MACs

**3
3** **REFERENCE #1**

Name of Company, Company Representative, Company Email, Company Phone, Project Scope:

Veregy Josh Haas jhaase@veregy.com 417-844-2252 Door COntrol

**3
4** **REFERENCE #2**

Name of Company, Company Representative, Company Email, Company Phone, Project Scope:

CoxHealth Rick Wieder rick.wieder@coxhealth.com 417-343-2414 MACs

**3
5** **REFERENCE #3**

Name of Company, Company Representative, Company Email, Company Phone, Project Scope:

CMH Mike Bruce mbruce@citizensmemorial.com 417-298-3119

**3
6** **TRADE/PROFESSIONAL CERTIFICATIONS**

Please provide what trade/professional certifications your firm/employees have. If none, write n/a.

N?A

**3
7** **PROJECT MANAGER(S) RESUME**

Please provide your potential Project Manager(s) below.

Please attach their resumes under Response Attachments.

Rick Manweiler

**3
8** **RENEWALS****RENEWALS:**

This contract shall be valid for a period of one (1) year from the date of the award. Christian County will have the sole option to extend the agreement period in one-year increments, or any portion thereof, for a total cumulative period of three (3) additional years. If exercised, the option shall be executed at the same prices as quoted herein subject to a maximum percentage of increase, if any, quoted by the bidder above for each applicable option period. All percentages of increased stated shall be computed against the previous year's agreement prices.

Note: The renewal dates below are anticipated dates.

3 9	RENEWAL #1 ENTER MAXIMUM INCREASE NOT TO EXCEED
	First Renewal (Year 2) October 4, 2024 – October 3, 2025 Max Increase Not to Exceed: _____%.
	10%
4 0	RENEWAL #2 ENTER MAXIMUM INCREASE NOT TO EXCEED
	Second Renewal (Year 3) October 4, 2025 – October 3, 2026 Max Increase Not to Exceed: _____%.
	10%
4 1	RENEWAL #3 ENTER MAXIMUM INCREASE NOT TO EXCEED
	Third Renewal (Year 4) October 4, 2025 – October 3, 2026 Max Increase Not to Exceed: _____%.
	10%

Bid Lines

1	Hourly Rate (Monday through Friday) 8:00 a.m. - 5:00 p.m. (include travel in this hourly rate).
	Quantity: <u> 1 </u> UOM: <u>EA</u> Price: \$80.00 Total: \$80.00
2	Hourly Rate (Weekends/Holidays)Only done at the request of the County (include travel in this hourly rate).
	Quantity: <u> 1 </u> UOM: <u>EA</u> Price: \$100.00 Total: \$100.00

Response Total: \$180.00

Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417)582-4300

AGREEMENT FOR CONTRACT SERVICES

THIS AGREEMENT FOR CONTRACT SERVICES (the "Agreement") is made and entered into as of November 15, 2023, by and between the County of Christian, ("County"), and the Contractor identified on page one of this document, ("Contractor"). (The term Contractor includes professionals performing in a consulting capacity.)

PART I – FUNDAMENTAL TERMS

- A. Location of Project:** Christian County location(s) as set forth in the Scope of Services, included herein. See RFQ 2023-19 Data Solutions Services.
- B. Description of Services/Goods to be Provided:** Provide goods/services in accordance with Scope of Services, included herein.
- C. Term:** Unless terminated earlier as set forth in this Agreement, the services shall commence on **November 16, 2023 Commencement Date**) and shall continue until **November 15, 2024** with the option to renew for three (3) additional one-year periods.
- D. Party Representatives:**
 - D.1.** The County designates the following person to act on County's behalf: Bill Rawlings, IT Manager. The Contractor designates the following person to act on Contractor's behalf: See the contact name identified and signed on page one of this document.
- E. Notices:** Contractor shall deliver all notices and other writings required to be delivered under this Agreement to County at the address set forth in the General Provisions. The County shall deliver all notices and other writings required to be delivered to Contractor at the address set forth following Contractor's signature below.
- F. Integration:** This Agreement represents the entire understanding of County and Contractor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with regard to those matters covered by this Agreement. This Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements, and understandings, if any, between the parties, and none shall be used to interpret this Agreement.

PART II - GENERAL PROVISIONS

1. SECTION ONE - SERVICES OF CONTRACTOR

- 1.1. Scope of Services.** In compliance with all terms and conditions of this Agreement, Contractor shall provide the goods and/or services shown on the Scope of Services, which may be referred to herein as the "services" or the "work." If this Agreement is for the provision of goods, supplies, equipment or personal property, the terms "services" and "work" shall include the provision (and, if designated in the Scope of Services, the installation) of such goods, supplies, equipment or personal property.
- 1.2. Changes and Additions to Scope of Services.** County shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to, or deducting from said work. No such work shall be undertaken unless a written order is first given by County to Contractor, incorporating therein any adjustment in (i) the Budget, and/or (ii) the time to perform this Agreement, which adjustments are subject to the written approval of the Contractor. It is expressly understood by Contractor that the provisions of this Section 1.2 shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time

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consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefore.

- 1.3. **Standard of Performance.** Contractor agrees that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.
- 1.4. **Performance to Satisfaction of County.** Contractor agrees to perform all work to the satisfaction of County within the time specified. If County reasonably determines that the work is not satisfactory, County shall have the right to take appropriate action, including but not limited to: (i) meeting with Contractor to review the quality of the work and resolve matters of concern; (ii) requiring Contractor to repeat unsatisfactory work at no additional charge until it is satisfactory; (iii) suspending the delivery of work to Contractor for an indefinite time; (iv) withholding payment; and (v) terminating this Agreement as hereinafter set forth.
- 1.5. **Instructions from County.** In the performance of this Agreement, Contractor shall report to and receive instructions from the County's Representative designated in Paragraph D.1 of the Fundamental Terms of this Agreement. Tasks or services other than those specifically described in the Scope of Services shall not be performed without the prior written approval of the County's Representative.
- 1.6. **Familiarity with Work.** By executing this Agreement, Contractor warrants that Contractor (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties, and restrictions attending performance of the services under the Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Contractor discover any conditions, including any latent or unknown conditions, which will materially affect the performance of the services hereunder, Contractor shall immediately inform the County of such fact and shall not proceed except at Contractor's risk until written instructions are received from the County's Representative.
- 1.7. **Prohibition Against Subcontracting or Assignment.** Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of County. In addition, neither the Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated, or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of County. In the event of any unapproved transfer, including any bankruptcy proceeding, County may void the Agreement at County's option in its sole and absolute discretion. No approved transfer shall release any surety of Contractor of any liability hereunder without the express consent of County.
- 1.8. **Compensation.** Contractor shall be compensated in accordance with the terms of the Budget. Included in the Budget are all ordinary and overhead expenses incurred by Contractor and its agents and employees, including meetings with County representatives, and incidental costs incurred in performing under this Agreement.

2. SECTION TWO - INSURANCE AND INDEMNIFICATION

- 2.1. **Insurance:** Without limiting Contractor's indemnification obligations, Contractor shall procure and maintain, at its sole cost and for the duration of this Agreement, insurance coverage as provided below, against all claims for injuries against persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, and/or subcontractors. In the event that Contractor subcontracts any portion of the work in compliance with Section 1.7 of this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the contractor is required to maintain pursuant to this Section 2.
- 2.2. **Contractor's Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be from companies authorized to issue insurance in the State of Missouri and shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better

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rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- 2.3. **Comprehensive General Liability Insurance** -The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The Insurance carried by Contractor shall name Christian County, Missouri, its elected officials and employees as additional named Insureds in amounts sufficient to cover the sovereign immunity limits for Christian County and said Insurance shall be not less than \$500,000.00 per person and \$3,500,000.00 for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 2.4. **Workers Compensation Insurance** -The Contractor shall take out and maintain during the life of this contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$1,000,000.00 each accident whichever is greater. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 2.5. **Commercial Automobile Liability** - The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$500,000.00 per claimant and \$3,000,000.00 for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.6. **Professional Liability** - (covering errors and omissions): One Million Dollars (\$1,000,000.00) per claims made.
- 2.7. **Other Insurance** - Such other policies of insurance as may be required in the Special Provisions.
- 2.8. **Proof of Carriage of Insurance** -The Contractor shall furnish the County with Certificate(s) of Insurance which name the County, its elected officials and employees as additional Insureds in an amount as required in this contract and sufficient to cover sovereign immunity limits for Missouri public entities (\$376,378.00 per claimant and \$2,509,186.00 per occurrence for 2010) as calculated by the Missouri Department of Insurance, financial institutions, professional registration, and publish annually in the Missouri Register pursuant to Section 537.610, RSMo. Each party shall require a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.9. **Indemnity Agreement**: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Christian from its own negligence.
- 2.10. In no event shall the language or requirements of this Agreement constitute or be construed as a waiver or limitation of the County's rights or defenses with regard to County's applicable sovereign,

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governmental or official immunities and protections as provided by federal and state constitutions, statutes, and laws.

3. SECTION THREE - LEGAL RELATIONS AND RESPONSIBILITIES

- 3.1. Compliance with Laws:** Contractor shall keep itself fully informed of all existing and future state and federal laws and all County statutes and regulations which in any manner affect those employed by it or in any way affect the performance of services pursuant to this Agreement. Contractor shall at all times observe and comply with all such laws, statutes, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Contractor. When applicable, Contractor shall not pay less than the prevailing wage, which rate is determined by the Missouri Department of Labor and Industrial Relations of the State of Missouri.
- 3.2. Licenses, Permits, Fees and Assessments:** Contractor shall obtain at its sole cost and expense all licenses, permits, and approvals that may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the services required by this Agreement, and shall indemnify, defend, and hold harmless County against any such fees, assessments, taxes, penalties, or interest levied, assessed, or imposed against County thereunder.
- 3.3. Non-Discrimination Assurance.** With regard to work under this Agreement, the Contractor agrees as follows::
- a. **Civil Rights Statutes:** The Contractor shall comply with all state and federal statutes relating to nondiscrimination, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d and 2000e, et seq.), as well as any applicable titles of the "Americans with Disabilities Act" (42 U.S.C. § 12101, et seq.). In addition, if the Contractor is providing services or operating programs on behalf of the department or the Commission, it shall comply with all applicable provisions of Title II of the "Americans with Disabilities Act".
 - b. **Nondiscrimination:** The Contractor covenants for itself, its assigns, and all persons claiming under or through it, that there shall be no discrimination against any person on grounds of race, color, religion, creed, sex, disability, national origin, age or ancestry of any individual in the selection and retention of subcontractors, including procurement of materials and leases of equipment in the performance of this Agreement. The County shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. § 21.5, including employment practices.
 - c. **Solicitations for Subcontracts, Including procurements of Material and Equipment:** These assurances concerning nondiscrimination also apply to subcontractors and suppliers of the Contractor. These apply to all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract including procurement of materials or equipment. Each potential subcontractor or supplier shall be notified by the Contractor of the requirements of this Agreement relative to nondiscrimination on grounds of the race, color, religion, creed, sex disability or national origin, age or ancestry of any individual.
 - d. **Information and Reports:** The Contractor shall provide all information and reports required by this Agreement, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be necessary to ascertain compliance with other contracts, orders and instructions. Where any information required of the Contractor is in the exclusive possession of any other who fails or refuses to furnish this information, the Contractor shall so certify to the County as appropriate and shall set forth what efforts it has made to obtain the information.
 - e. **Sanctions for Noncompliance:** In the event the Contractor fails to comply with the nondiscrimination provisions of this Agreement, the County shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:
 - (i) Withholding of payments under this Agreement until the Contractor complies; and/or
 - (ii) Cancellation, termination or suspension of this Agreement, in whole or in part, or both.
 - f. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraph 3.3 of this Agreement in every subcontract, including procurements of materials and leases of equipment,

RFQ #2023-19 Data Solutions Services

unless exempted by the statutes, County Commission order, or instructions issued by the County. The Contractor will take such action with respect to any subcontract or procurement as the County may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that in the event the Contractor becomes involved or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the County to enter into such litigation to protect the interests of the County.

- 3.4. **Section 285.530(2) RSMo. and 292.675 RSMo. Affidavit.** Contractor shall comply with the provisions of Sections 285.525 through 285.550, and 292.675 RSMo., from the commencement until the termination of this Agreement. For any contract over \$5,000.00 and for any public works project contract the Contractor shall provide County an acceptable notarized Affidavit stating:

- a. That Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- b. That Contractor does not knowingly employ any person who is an authorized alien in connection with the contracted services.
- c. That Company has verified the completion of a 10-hour construction safety program with respect to the employees working in connection with the contracted services.

Copies of the required Affidavits can be found on the County's Purchasing website: <http://www.Christiancountymo.org/purchasing/index.php>. Additionally, Contractor must provide County with documentation evidencing current enrollment in a federal work authorization program (e.g., electronic signatory page from E-verified program's memo of understanding). Refer to Attachment I, Notice and Instructions to Bidder/Vendors regarding Sections 285.525 through 285.550, RSMo., effective January 1, 2009 and Section 292.675 RSMo., effective August 28, 2009, attached hereto.

- 3.5. **Independent Contractor.** Contractor shall perform all services required herein as an independent contractor of County and shall remain at all times as to County a wholly independent contractor. County shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise, or a joint venturer, or a member of any joint enterprise with Contractor. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of County. Neither Contractor nor any of Contractor's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from the County. County is under no obligation to withhold State and Federal tax deductions from Contractor's compensation. Neither Contractor nor any of Contractor's employees shall be included in the competitive service, have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

- 3.6. **Use of Patented Materials.** Contractor shall assume all costs arising from the use of patented or copyrighted materials, including but not limited to equipment, devices, processes, and software programs, used or incorporated in the services or work performed by Contractor under this Agreement. Contractor shall indemnify, defend, and save the County harmless from any and all suits, actions or proceedings of every nature for or on account of the use of any patented or copyrighted materials.

- 3.7. **Proprietary Information.** All proprietary information developed specifically for County by Contractor in connection with, or resulting from, this Agreement, including but not limited to inventions, discoveries, improvements, copyrights, patents, maps, reports, textual material, or software programs, but not including Contractor's underlying materials, software, or know-how, shall be the sole and exclusive property of County, and are confidential and shall not be made available to any person or entity without the prior written approval of County. Contractor agrees that the compensation to be paid pursuant to this Agreement includes adequate and sufficient compensation for any proprietary information developed in connection with or resulting from the performance of Contractor's services under this Agreement. Contractor further understands and agrees that full disclosure of all proprietary information developed in connection with, or resulting from, the performance of services by Contractor under this Agreement shall be made to County, and that Contractor shall do all things necessary and proper to perfect and maintain ownership of such proprietary information by County.

- 3.8. **Retention of Funds.** Contractor hereby authorizes County to deduct from any amount payable to Contractor (whether arising out of this Agreement or otherwise) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate County for any losses, costs, liabilities, or damages suffered by County, and all amounts for which County may be liable to third parties, by reason

RFQ #2023-19 Data Solutions Services

of Contractor's negligent acts, errors, or omissions, or willful misconduct, in performing or failing to perform Contractor's obligations under this Agreement. County in its sole and absolute discretion, may withhold from any payment due Contractor, without liability for interest, an amount sufficient to cover such claim or any resulting lien. The failure of County to exercise such right to deduct or withhold shall not act as a waiver of Contractor's obligation to pay County any sums Contractor owes County.

- 3.9. **Termination By County.** County reserves the right to terminate this Agreement at any time, with or without cause, upon written notice to Contractor. Upon receipt of any notice of termination from County, Contractor shall immediately cease all services hereunder except such as may be specifically approved in writing by County. Contractor shall be entitled to compensation for all services rendered prior to receipt of County's notice of termination and for any services authorized in writing by County thereafter. If termination is due to the failure of Contractor to fulfill its obligations under this Agreement, County may take over the work and prosecute the same to completion by contract or otherwise, and Contractor shall be liable to the extent that the total cost for completion of the services required hereunder, including costs incurred by County in retaining a replacement contractor and similar expenses, exceeds the Budget.
- 3.10. **Right to Stop Work: Termination By Contractor.** Contractor may terminate this Agreement only for cause, upon thirty (30) days' prior written notice to County. Contractor shall immediately cease all services hereunder as of the date Contractor's notice of termination is sent to County, except such services as may be specifically approved in writing by County. Contractor shall be entitled to compensation for all services rendered prior to the date notice of termination is sent to County and for any services authorized in writing by County thereafter. If Contractor terminates this Agreement because of an error, omission, or a fault of Contractor, or Contractor's willful misconduct, the terms of Section 3.8 relating to County's right to take over and finish the work and Contractor's liability therefore shall apply.
- 3.11. **Waiver.** No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing.
- 3.12. **Legal Actions.** Legal actions concerning any dispute, claim, or matter arising out of or in relation to this Agreement shall be instituted and maintained in an appropriate court with jurisdiction in Christian County, and Contractor agrees to submit to the personal jurisdiction of such court.
- 3.13. **Rights and Remedies are Cumulative.** The rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.
- 3.14. **Attorneys' Fees.** In any action by the County against the Contractor seeking enforcement of any of the terms or provisions of this Agreement or in connection with the performance of the work hereunder, if the County is the party prevailing in the final judgment in such action or proceeding, in addition to any other relief which may be granted, the County shall be entitled to have and recover from the Contractor its reasonable costs and expenses, including, but not limited to, reasonable attorney's fees, expert witness fees, and court costs. If the County is required to initiate or defend litigation with a third party because of the violation of any term or provision of this Agreement by the Contractor, then the County shall be entitled to its reasonable attorney's fees and costs from the Contractor.
- 3.15. **Force Majeure.** The time period specified in this Agreement for performance of services shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of County or Contractor, including, but not restricted to, acts of nature or of the public enemy, unusually severe weather, tornadoes, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including County, if the delaying party shall within ten (10) days of the commencement of such delay notify the other party in writing of the causes of the delay. If Contractor is the delaying party, County shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of County such delay is justified. County's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against County for any delay in the performance of this Agreement, however caused. Contractor's sole remedy shall be extension of this Agreement pursuant to this Section 3.14.
- 3.16. **Non-liability of County Employees.** No official, employee, agent, representative, or volunteer of County shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach

by County, or for any amount which may become due to Contractor or its successor, or for breach of any obligation of the terms of this Agreement.

- 3.17. **Conflicts of Interest.** No official, employee, agent, representative or volunteer of County shall have any financial interest, direct or indirect, in this Agreement, or participate in any decision relating to this Agreement that affects his or her financial interest or the financial interest of any corporation, partnership, association or other entity in which he or she is interested, in violation of any Federal, State or County law or statute. Contractor shall not employ any such person while this Agreement is in effect.
- 3.18. Contractor represents warrants and covenants that he, she or it presently has no interest, direct or indirect that would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement. Contractor further agrees that while this Agreement is in effect, Contractor shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Contractor's obligations and responsibilities under this Agreement.

4. SECTION FOUR - MISCELLANEOUS PROVISIONS

- 4.1. **Records and Reports.** Upon request by County, Contractor shall prepare and submit to County any reports concerning Contractor's performance of the services rendered under this Agreement. County shall have access, upon reasonable notice, to the books and records of Contractor related to Contractor's performance of this Agreement in the event any audit is required. All drawings, documents, and other materials prepared by Contractor in the performance of this Agreement (i) shall be the property of County and shall be delivered at no cost to County upon request of County or upon the termination of this Agreement, and (ii) are confidential and shall not be made available to any individual or entity without prior written approval of County. Contractor shall keep and maintain all records and reports related to this Agreement for a period of three (3) years following termination of this Agreement, and County shall have access to such records in the event any audit is required.
- 4.2. **Notices.** Unless otherwise provided herein, all notices required to be delivered under this Agreement or under applicable law shall be personally delivered, or delivered by United States mail, prepaid, certified, return receipt requested, or by reputable document delivery service that provides a receipt showing date and time of delivery. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 4:00 p.m. on the second calendar day following dispatch. Notices to the County shall be delivered to the following address, to the attention of the County Representative set forth in Paragraph D.1 of the Fundamental Terms of this Agreement:

To County: Christian County
Purchasing Department
202 W. Elm Street
Ozark, Missouri 65721

Notices to Contractor shall be delivered to the address set forth below Contractor's signature on Part I of this Agreement, to the attention of Contractor's Representative set forth in Paragraph D.2 of the Fundamental Terms of this Agreement. Changes in the address to be used for receipt of notices shall be effected in accordance with this Section 4.2.

- 4.3. **Construction and Amendment.** The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. The headings of sections and paragraphs of this Agreement are for convenience or reference only, and shall not be construed to limit or extend the meaning of the terms, covenants and conditions of this Agreement. This Agreement may only be amended by the mutual consent of the parties by an instrument in writing.
- 4.4. **Severability.** Each provision of this Agreement shall be severable from the whole. If any provision of this Agreement shall be found contrary to law, the remainder of this Agreement shall continue in full force.
- 4.5. **Authority.** The person(s) executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

- 4.6. **Special Provisions.** Any additional or supplementary provisions or modifications or alterations of these General Provisions shall be set forth in the Special Provisions.

THIS AGREEMENT FOR CONTRACT SERVICES MUST BE SIGNED AND INCLUDED WITH THE BID SUBMISSION. IF AWARDED, THE CONTRACT WILL BE SIGNED AND CERTIFIED BY CHRISTIAN COUNTY AND ONE COPY OF THIS AGREEMENT WILL BE RETURNED TO YOU.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first set forth above.

COUNTY OF CHRISTIAN

By:



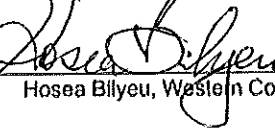
Lynn Morris, Presiding Commissioner

By:



Bradley A. Jackson, Eastern Commissioner

By:



Hosea Blyeu, Western Commissioner

CONTRACTOR

Company Name: Techtree

By:



Rick Manweiler

Title:

Owner

By:

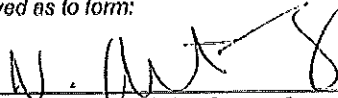
Title:

AUDITOR CERTIFICATION

I certify that the expenditure contemplated by this document is within the purpose of the document is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of anticipated revenue appropriated for payment of same.

Approved as to form:

By:



N. Austin Fax, Christian County Counselor



Amy Denf, Christian County Auditor

11/30/2023
Date





Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417)582-4300

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Johnny Williams
Western Commissioner

October 23, 2025

Techtree Partners LLC
316 South Market Ave.
Springfield, MO 65806
ATTN: Rick Manweiler
417-425-1079

RE: RFQ #2023-019 Data Solutions Services

The Christian County Commission voted in session today to renew the contract for Data Solutions Services (RFQ #2023-019) to Techtree Partners LLC.

The original contract was awarded in 2023 with options to renew. This is the second contract renewal (year three). This contract renewal will begin 11/16/2025 and go through 11/15/2026.

Your point of contact will be IT Manager Bill Rawlings. Mr. Rawlings can be reached by email at Brawlings@christiancountymo.gov or at 417-582-5131.

Johnny Williams
Western Commissioner

Date: 10-23-25

Lynn Morris
Presiding Commissioner

Date: 10-23-25

Bradley A. Jackson
Eastern Commissioner

Date: 10-23-2025



Statewide Document Destruction and Disposal Services MS250274001 through MS250274004

Issuance Date: 8/6/2025

Revision Date: N/A

CONTRACT PERIOD/RENEWAL OPTIONS	
Current Contract Period:	August 4, 2025 through August 3, 2026
Original Contract Period:	August 4, 2025 through August 3, 2026
Available Renewal Period Options:	Two (2)
Potential Final Expiration Date:	August 3, 2028

ALL PURCHASES MADE UNDER THESE CONTRACTS MUST BE FOR PUBLIC (STATE AGENCY) USE ONLY. PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

A state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the Judicial and Legislative branches of the State of Missouri.

BUYER CONTACT INFORMATION	
Name:	Ryan Bulinski
Email:	Ryan.bulinski@oa.mo.gov
Phone Number:	573-522-0001



ORGANIZATION

Statewide Contract History
Contract Information
Instructions and Information
Contract Pricing
Contract Scope of Work
Appendix A – Satisfactory Survey



STATEWIDE CONTRACT HISTORY

The following table summarizes actions related to this Notification of Statewide Contract:

ACTION ISSUE DATE	SUMMARY OF CHANGES
8/4/2025	Initial issuance of statewide contracts.



CONTRACT INFORMATION

MS250274001			
MissouriBUYS SYSTEM ID::		MB00145223	
Contractor Name:		Big Bear Shredding LLC	
Contractor Address:		528 N Prince Lane Springfield, MO 65802	
Contact Information:		Name:	John Garrett
		Phone Number:	417-657-4733
		Fax Number:	N/A
		Email Address:	Service@BigBearShredding.com
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

MS250274002			
MissouriBUYS SYSTEM ID::		MB00115411	
Contractor Name:		Delta Document Shredding LLC	
Contractor Address:		P.O. Box 905 Sikeston, MO 63801	
Contact Information:		Name:	Chuck Leible
		Phone Number	5734711177
		Fax Number:	N/A
		Email Address:	chuckleible@gmail.com
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



MS250274003			
MissouriBUYS SYSTEM ID:: MB00093624			
Contractor Name: Onsite Mobile Document Destruction of Missouri, LLC			
Contractor Address: P.O. BOX 238 Camdenton, MO 65020			
Contact Information: Name: Diane Oltmann Phone Number: 573-873-5915 Fax Number: 573-8735915 Email Address: onsitedoc@charter.net			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No

MS250274004			
MissouriBUYS SYSTEM ID:: MB00137780			
Contractor Name: Vital Records Control			
Contractor Address: 3052 S. 24th St Kansas City, KS 66106			
Contact Information: Name: David Cleland Phone Number: 6152235501 Fax Number: na Email Address: dcleland@vrcnetwork.com			
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No



INSTRUCTIONS AND INFORMATION



1. The contractor shall provide Document Destruction and Disposal Services for any state agency of the State of Missouri (hereinafter referred to as the state agency), in accordance with the provisions and requirements stated herein and to the sole satisfaction of the state agency.
 - a. For purposes of the contract, a state agency shall be defined as a division, section, bureau, office program, board, regional/district office, etc., that exists within a department of Missouri State Government. For purposes of this document, this shall also include the University of Missouri system and the Judicial and Legislative branches of the State of Missouri.
2. The contractor shall provide services in the region(s) awarded, as specified on the Notice of Award issued by the Division of Purchasing.

Vendor	Region
Big Bear Shredding	Southwest
Delta Document Destruction	Southeast
Onsite Document Destruction	Central
VRC	Greater Kansas City Region
VRC	Northwest

3. The contractor shall perform all services during normal State of Missouri hours, which are typically 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding official state holidays. A listing of state holidays can be found at the following website: <http://oa.mo.gov/commissioner/state-holidays>.



4. **Performance Requirements:**

- a. The contractor shall perform document destruction services on-site at each applicable state agency facility on an as needed, if needed basis or on a regular scheduled basis, as mutually agreed upon between the contractor and each applicable state agency.
- b. The contractor shall provide the document destruction services by no later than five (5) business days after a request for service is made, or by the date mutually agreed upon between the state agency and the contractor. The state agency shall request services by telephone, fax, or other method as agreed upon between the contractor and each state agency.
- c. The contractor shall understand and agree that the State of Missouri requires flexibility in the arrangements and methods for the collection of documents on a building-to-building and case-by-case basis. The contractor shall coordinate and work in good faith with each state agency and designee in seeking and obtaining the arrangements and methods of collection.
- d. The contractor shall understand that the state agency or designee shall, at any time throughout the contract, accompany the contractor during any collection, hauling, weighing, or destruction process being conducted by the contractor. The contractor shall not restrict or in any way limit the state agency's right or ability to oversee any and all services provided by the contractor.
- e. If requested by the state agency, the contractor shall supply locked security containers for the collection of documents in the size(s) and quantity specified by the applicable state agency. The contractor shall provide all containers free of charge.
 - i. Each container shall have a drop-slot and a key-locked deadbolt. The contractor shall place each container in the location requested by the state agency, provided that placement is in accordance with applicable fire codes.
 - ii. The contractor shall clearly mark containers for their intended use.
 - iii. The contractor shall not limit the number of containers at any particular state agency site. However, if containers are requested, the state agency estimates that approximately one (1) 40-45 gallon, or estimated size of 36" x 20" x 19.5" container may be required for every 25-30 employees. The state agency designee will notify the contractor if it is determined that different sizes or additional containers are required. The contractor shall coordinate and work in



good faith with each state agency designee in determining the number and size of containers required.

- iv. The contractor shall retain ownership of the containers. The contractor shall understand and agree that the State of Missouri shall not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the possession, use, maintenance, delivery, return, and/or collection from the containers provided by the contractor.
- f. The contractor shall understand and agree that in most cases, documents to be destroyed will be in a locked storage area at the state agency facility. Therefore, the contractor, with accompaniment by a state agency designee, shall transport the documents on carts or other method from each storage area to the contractor's truck on-site. The contractor shall load and unload all documents without assistance from the state agency.
 - i. In the event the state agency utilizes a covered container, the contractor shall handle and transport such to ensure that no record is lost or mislaid in route.
 - 1. However, in the event the state agency does not have the documents in covered container(s), the contractor shall make every effort to ensure that no record is lost or mislaid in route.
 - ii. If requested, the contractor shall remove and/or dispose of all cardboard boxes that were used to contain the documents. The contractor is encouraged to reuse or recycle all cardboard boxes.
- g. The contractor shall collect all documents from an identified location, weigh all documents using a certified scale, destroy completely, and provide the state agency with a Certificate of Destruction and weigh ticket. At a minimum, the Certificate of Destruction must include the name and address of the state agency facility, date of service, description and weight of documents destroyed, service representative name, and truck number.
 - i. The contractor shall destroy all documents to a maximum size of no greater than particles one square inch. However, if requested by the state agency and if the contractor is capable (as specified in **Attachment 2**), the contractor shall destroy documents to a maximum size of 5/16".
 - ii. The contractor shall clean up the immediate document destruction area and ensure that all loose material particles collected are



removed each time document destruction services are performed.

- h. Confidentiality: Due to the sensitivity of the documents being destroyed, the contractor shall not disclose any information obtained from the documents in the event the contractor observes any such documents during the course of pick up and document destruction. Furthermore, to the extent the contractor may have access to any report, tax return, or other information received by a state agency in connection with the administration of the tax laws of the State, the contractor specifically shall comply with section 32.057, RSMo. The contractor shall agree and understand that all discussions with the contractor and all information gained by the contractor as a result of the contractor's performance under the contract shall be confidential and that no reports, documentation, or material prepared as required by the contract shall be released to the public without the prior written consent of the state agency. Any person making unlawful disclosure of information in violation of such section shall, upon conviction, be guilty of a class D felony. Therefore, as the need for confidentiality dictates, the contractor shall agree and understand that any of the following may be required; however, the determination of what is required shall rest solely on the state agency designee.
 - i. The state agency designee shall witness the destruction of the confidential documents.
 - ii. The contractor shall submit a letter to the applicable state agency office guaranteeing that the confidentiality of all such documents were maintained from the time of collection until the documents were destroyed and that none of the documents were read or copied by the contractor or contractor's personnel prior to such destruction.
 - iii. If required by the state agency, the contractor and any required contractor personnel must sign specific documents regarding confidentiality, security, or other similar documents upon request. Failure of the contractor and any required personnel to sign such documents shall be considered a breach of contract and subject to the cancellation provisions of this document.

5. **CONTRACT MANAGEMENT:**

- a. The state agency should monitor, measure, and manage the contractor's performance of services and delivery of products according to the contractual requirements. Please refer to the Contract Management Guide:



<https://oapurch.state.mo.us/procurementsources.shtm>

- b. In the event your state agency encounters any issues or has any concerns or questions regarding the contract, please contact the Division of Purchasing in writing to the attention of the buyer shown on the front page of this document.
 - c. To assist the Division of Purchasing in monitoring the performance of the contractors and ensuring quality services are provided to state agencies, state agencies are strongly encouraged to submit documentation regarding the contract and contractor performance to the Division of Purchasing to the attention of the buyer listed on the front page of this document.
6. **SATISFACTION SURVEY:** Customer service is a top priority. The Division of Purchasing desires to work with state agencies to identify solutions if there are any contract concerns. State agencies are encouraged to complete the Satisfaction Survey, Appendix A, regarding their experience with the contract. Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.



CONTRACT PRICING

CENTRAL REGION

Central Region consists of the following counties: Carrol, Chariton, Randolph, Monroe, Saline, Howard, Boone, Audrain, Callaway, Montgomery, Pettis, Cooper, Moniteau, Cole, Osage, Gasconade, Benton, Morgan, Miller, Maries, Camden, Pulaski, Phelps, Laclede, and Dent		
OnSite Mobile Document Destruction of Missouri, LLC Contract MS250274003		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
01	0 – 500 Pounds	\$0.20
02	Over 500 Pounds	\$0.20
Line Item	Description	Firm, Fixed Minimum Charge
03	Minimum Charge	\$50.00

GREATER KANSAS CITY REGION

Greater Kansas City Region consists of the following counties: Platte, Clay, Ray, Jackson, Lafayette, Cass, Johnson, Bates, and Henry		
Vital Records Control Contract MS250274004		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
04	0 – 500 Pounds	\$0.00
05	Over 500 Pounds	\$0.12
Line Item	Description	Firm, Fixed Minimum Charge
06	Minimum Charge	\$45.00



CONTRACT PRICING

NORTHWEST REGION

Northwest Region consists of the following counties: Atchison, Nodaway, Worth, Harrison, Holt, Andrew, Gentry, Dekalb, Daviess, Buchanan, Clinton, and Caldwell		
Vital Records Control Contract MS250274004		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
13	0 – 500 Pounds	\$0.00
14	Over 500 Pounds	\$0.14
Line Item	Description	Firm, Fixed Minimum Charge
15	Minimum Charge	\$70.00

SOUTHEAST REGION

Southeast Region consists of the following counties: Iron, Madison, Perry, Bollinger, Cape Girardeau, Reynolds, Shannon, Wayne, Stoddard, Scott, Oregon, Carter, Butler, Mississippi, Ripley, New Madrid, Pemiscot, and Dunklin		
Delta Document Shredding, LLC Contract MS250274002		
Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
16	0 – 500 Pounds	\$0.20
17	Over 500 Pounds	\$0.20
Line Item	Description	Firm, Fixed Minimum Charge
18	Minimum Charge	\$75.00



CONTRACT PRICING

SOUTHWEST REGION

Southwest Region consists of the following counties: Vernon, St. Clair, Hickory, Dallas, Barton, Cedar, Polk, Dade, Jasper, Lawrence, Greene, Webster, Wright, Texas, Newton, Barry, Stone, Christian, Douglas, Howell, McDonald, Taney, and Ozark

**Big Bear Shredding, LLC
Contract MS250274001**

Line Item	Weight Category	Firm, Fixed Price <i>per pound</i>
19	0 – 500 Pounds	\$0.34
20	Over 500 Pounds	\$0.34
Line Item	Description	Firm, Fixed Minimum Charge
21	Minimum Charge	\$68.00



This satisfaction survey is provided for users to report good and/or poor contractor performance. Any contract user may complete the survey and return it to the buyer identified on page one of this notice.

Users are advised that serious contractor performance issues should be immediately reported to the buyer identified on page one of this notice.

GENERAL CONTRACT INFORMATION	
Contract Number and Contractor Name	Contract Number: Contractor Name:
Does the contract meet the needs of your state agency?	Yes: ☐ No: ☐ If no, please explain:
How could the contract be improved?	

Please complete the following form to document your agency's experience with the contractor.

CONTRACTOR PERFORMANCE	
Do the services provided by the contractor meet the requirements of the contract and as required by your agency?	Yes: ☐ No: ☐ If no, please explain:



Has your agency encountered any problems with the contractor? If so, how would you rate their ability to resolve the problem?	Yes: ☐ No: ☐ Please explain:
Describe the responsiveness of the contractor to inquiries.	Please explain:
Describe your overall experience with the contractor.	Please explain:
Other	Please explain:



SURVEY COMPLETED BY:

Name:

State Agency:

Email:

Date:

AVAILABILITY TO SERVE AS AN EVALUATOR:

**At the time of rebid, would you be available,
and like to be considered, to serve as a
member of the evaluation team?** Yes: ☐ No: ☐

Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.



Christian County Commission

100 W. Church Street Room 100
Ozark, Missouri 65721
(417) 582-4300

Lynn Morris
Presiding Commissioner

Bradley A. Jackson
Eastern Commissioner

Johnny Williams
Western Commissioner

October 23, 2025

Big Bear Shredding LLC
528 N. Prince Lane
Springfield, MO 65802
Attn: Luke Westerman
Luke@BigBearShredding.com
417-657-4733

The Christian County Commission voted in session today to award the contract for Document Destruction and Disposal Services to Big Bear Shredding, LLC.

The terms and conditions of this contract are governed by the State of Missouri's contract #MS250274001.

This contract is effective December 13, 2025, through December 12, 2026.

Johnny Williams
Western Commissioner

10-23-25

Date

Lynn Morris
Presiding Commissioner

10/23/25

Date

Bradley A. Jackson
Eastern Commissioner

10/23/2025

Date