



NOTICE OF INTENT TO DECLARE SINGLE FEASIBLE SOURCE SSP#201203-171

ORIGINATING OFFICE:	Taney County Commission / Purchasing / Recorder's Office
PERSON(S) REQUESTING: (Services as listed here are needed by these and others.)	Robert Dixon, Recorder of Deeds – Taney County Donna Neely, County Clerk – Taney County Brenda Neal, Circuit Clerk -Taney County
DATE RELEASED:	Saturday March 17, 2012
RESPONSE DEADLINE / DISCUSSION DATE:	Thursday April 19, 2012 @ 9:00 AM
CONTACT PHONE NUMBER:	417-546-9021
DISCUSSION LOCATION:	Taney County Commission hearing room Forsyth, Missouri 65653

Any/all discussions concerning this process to declare Sole Source will be held in front of the Taney County Commission, on above date & time, with a final determination to be made shortly thereafter.

Vendor Name	Ozark Mountain Underground Vault and Storage, LLC. (OMUVS)
Vendor Address	PO Box 923 Branson, Missouri 65616
Vendor Phone	417-336-4473
Service Description	Store Archive-able Public Records Underground and Vaulted.
Estimated Cost	Approx. / but not limited to: \$16,000.00 annually

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

1. Please check the reason(s) for this sole request:
 - Only Known Source-Similar service not available from another vendor
 - Equipment or service must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase - Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)
 - Other - List (attach additional sheets if necessary)
 - Store thousands of Taney County Archive-able Public Records underground and vaulted.
 - Creating digital images of thousands of oversized **BOUND** book pages.
 - Converting digital images to .jpeg file format for thousands of Book Images.
 - Burning said images to DVD, creating one DVD for each book.
 - Create comma, delimited text file per book (Per Image: Book, Page, Image File Name) to be delivered on DVD with images.
 - Delivering DVDs to Taney County for installation into existing Docu-Ware application.
 - Responding to Public Information requests for specific records within a very small time window, often less than 8 hours - working with several County Departments.

2. Briefly describe the service you are requesting and its function. *Details as listed in question # 1 above as well as all other tasks listed within the remaining questions.*

3. Describe the unique features/compatibility of the service that precludes competitive bidding.
The Ozark Mountain Underground Vault and Storage LLC. is the only Vendor who can store thousands of Taney County Archive-able Public Records underground and vaulted. As well as handle all other necessary items as listed under item #1 above. Here in Taney County.

4. What research has been done to verify this vendor as the only known source? *It is common knowledge that there are no other such options available within Southwest Missouri.*

5. Does this vendor have any distributors, dealers, resellers, etc. that sell their service to others?
 - Yes (please attach a list of known sources) *N/A*
 - No

6. Must this service be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain. **YES.** *In fact The Ozark Mountain Underground Vault and Storage LLC has the unique ability to deliver DVDs to Taney County for installation into existing "Docuware" software system in order to accomplish a huge part of the tasks we are requiring within this process, as they have been. Also being provided are scanned images via email in a very short time window upon request. (This to meet the needs of all Taney County Residents when asked for. Per RSMo.)*

7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. is anticipated/projected over the useful life of this product? *This is desired to be a long term arrangement with eventual upgrades, additional tasks, and modifications to required processes. No expiration date.*

8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s). *N/A*

9. How has this service been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers. *Previously Public Record research has been done on a case by case process using county employees forced to spend a large amount of time digging through stored books and files and then handle ancient over-sized ledger books as carefully as possible. As this process became less and less efficient and storage space ran out Taney County was forced to seek other options. As such we engaged the above mentioned Vendor who alone was able to deliver the required solutions and remedies, as listed, at a fair price.*

10. What are the consequences of not securing this specific service? *Extensive increase in costs to the county, possible RSMo. violations due to not being capable of providing requested information within set timeframes required by law, jeopardy of losing hundreds of older documents already in distress, as well as a clear disservice to the residents of Taney County by not overseeing these assets to the best of our ability.*

11. List any other information relevant to the acquisition/continuation of this service. *Having the Ozark Mountain Underground Vault and Storage LLC in place long term allows experienced individuals who live here, know the process and the area, to provide these services, as listed - for Taney County to continue this efficient, required, and cost saving service for all residents of Taney County and others.*

NOTE: If any possible viable competition has been established resulting from responses received during this process that meets / exceeds ALL requirements as set forth within this document please circle "YES" here and attach details in writing to this SSP. Otherwise a motion will be made by the Taney County Commission to finalize this declaration by a signature below designating listed Vendor on page 1, as a "Single Feasible Sole Source" available to provide those said services listed within this SSP as well as within any necessary or required approved contracts that may follow...

Commission Approval: _____
Signature Date



Taney County, Missouri
SSP#201203-171 Ozark Mountain Underground

ADDENDUM #1 - April 2, 2012

This addendum is issued as a notice to add the below information in the Sole Source Procurement Notice of Intent package currently out. Said information is hereby incorporated into and made a part of the Full SSP. Responders are reminded that receipt of this addendum **should** be acknowledged and submitted with any other form of written response elected upon by any/all interested parties..

Specifications for the above noted SSP and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

NOTE: *Due to circumstances the discussion date for this SSP has been postponed two weeks. The new date is now:*

Thursday April 19, 2012 @ 9:00 A.M.

Thank you.

By,

Ron Erickson, Director of Purchasing
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

Responder has examined copy of Addendum #1 to **SSP#201203-171 Ozark Mountain Underground**, receipt of which is hereby acknowledged:

Company Name: _____
Address: _____

Phone Number: _____ Fax Number: _____
E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____