

TERM OF COMMISSION: March Session of the February Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Commission Chambers

PRESENT WERE: Presiding Commissioner Keith Schnarre
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Deputy County Clerk Shawna Victor

The meeting was called to order at 9:30 a.m.

Subject: Purchasing Department

Melinda Bobbitt, Purchasing Department Director, was present on behalf of these items.

A. Proposal Opening for 18-25MAR03 (Medical Examiner Support Services)

Melinda Bobbitt stated two proposals were received and zero “No Bids”.

Commissioner Elkin stated the Commissioners will read the name of the company that submitted the proposal. Mrs. Bobbitt noted the remainder of the documents will become part of the public record at the time the contract is executed or when all proposals are rejected.

Commissioner Schnarre opened a proposal from BR Services located at 1520 Business Loop 70 W, Columbia.

Commissioner Elkin opened a proposal from Fountain Enterprises, Inc. located at 5609 St. Charles Road, Columbia.

These proposals will be forwarded to the Purchasing Department for review and a recommendation from the Department will come forward at a later date.

B. First Reading of Bid 13-25FEB03 (Lease of Road Construction Equipment Term and Supply)

Melinda Bobbitt stated the bid for Lease of Road Construction Equipment Term and Supply was issued on February 4, 2003 and closed on February 25, 2003. A total of six bids were received. Purchasing and the Public Works Department recommend the following awards:

A review of all vendor submitted bid responses and supporting documentation from Victor L. Phillips, Cummings, McGowan & West, Hertz Co., Roland Machinery Co., United

Rentals, and Tri-State Construction Equipment Company has been completed for **BID # 13-25FEBO3 -Lease of Road Construction Equipment Term and Supply.**

Recommend Multiple Awards: to those vendors having the lowest and/or best bid meeting all requirements of the bid specifications whose offer(s) provide the greatest value from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, and for those reasons as outlined in detail below. **Award shall be to Primary, Secondary and Tertiary Vendors** for each piece of equipment bid. Sufficient funds of \$123,680.00 have been budgeted and to be paid from organization 2040, account 71700.

Reasons For Award:

4.7.1. Self-propelled Single Smooth Drum Vibratory Roller - **Primary Award to Hertz Co.** as lowest bid @ a cost of \$3,000/mo. **Secondary Award to United Rentals** as second lowest bid @ a cost of \$3,126.68/mo. **Tertiary Award to Victor L. Phillips Co.** as third lowest bid @ a cost of \$3,795.00/mo. Equipment bids meet all requirements of the bid specifications for acceptable models.

4.7.2. Self-propelled Single Drum Padfoot Vibratory Roller - **Primary Award to United Rentals** as best bid @ a cost of \$3,126.68/mo. Although the model of equipment bid, Bomag BW213PDH-3, was not lowest bid, the manufacturer's machine specifications were compared and determined to meet bid specifications as an acceptable model. Lowest bid received from Hertz Co. @ \$3,000/mo is not an acceptable model in size; too small a machine for our intended application. **Secondary Award to Victor L. Phillips Co.** as second lowest bid @ a cost of \$3,795.00/mo. Machine bid meets all requirements of the bid specifications as an acceptable model. **Tertiary Award to Roland Machinery Co.** as third lowest bid @ a cost of \$3,800.00/mo. Machine bid meets all requirements of the bid specifications as an acceptable model.

4.7.3. Self-propelled Pneumatic Roller Compactor – Only two (2) bids were received. **Primary Award to Victor L. Phillips Co.** as best bid @ a cost of \$2,250.00/mo. The manufacturer's machine specification were compared and determined to meet bid specifications as an acceptable model. **Secondary Award to Tri-State Construction Equipment Co.** as second lowest bid @ a cost of \$3,300.00/mo. Machine meets all requirements of the bid specifications as an acceptable model.

4.7.4. Crawler Dozer – **Primary Award to Tri-State Construction Equipment Co.** as best bid @ \$6,300/mo. Although the model of equipment bid, John Deere 850C, was not lowest bid, it is an acceptable model as stated in the minimum specifications section 2.3.4. Lowest bid from Hertz Co @ \$1.650/mo is not an acceptable model in size, a finishing dozer which is too small machine for the intended application. **Secondary Award to Roland Machinery Co** as second lowest bid @ a cost of \$7,900/mo. Machine bid meets all requirements of the bid specifications as an acceptable model.

4.7.5. Trace Hoe/Excavator w/Attachments (Hydraulic Quick Coupler, Hydraulic Breaker, 36" Severe Duty Bucket, 60" Ditching Bucket) – **Primary Award to Roland Machinery Co.** as best bid @ a cost of *Trackhoe/Excavator - \$4,650/mo, Hydraulic Quick Coupler – No Charge, Hydraulic Breaker - \$4,500/mo, 36" Severe Duty Bucket – No Charge, and 60" Ditching Bucket - \$450/mo, for a total cost of \$9,600/mo.* Although the model of equipment bid, Komatsu PC200LC, was not lowest bid, it is an acceptable model as stated in the minimum specifications section 2.3.6. Lowest bid received from Hertz Co. for a total cost of \$7,350/mo is not an acceptable model in size; a much smaller engine, hydraulic pump output, lifting capacity and overall weight of machine. These are critical factors when lifting and swinging large diameter culvert pipe for removal and replacement. The machine Hertz Co. bid was rented in 2002 and returned because it could not lift and swing the pipe and broke down on three occasions the first and second weeks; too small a machine for the intended application. Vendor could not supply with needed size machine or find a hydraulic breaker that would fit the machine. Therefore, the bid was subsequently awarded to the next lowest bidder, Victor L. Phillips. **Secondary Award to Victor L. Phillips Co.** as second lowest bid @ a total cost of *\$9,650/mo.* The manufacturer's machine specifications were compared and determined to meet bid specifications as an acceptable model. The vendor did not bid the requested size ditching bucket of 60" but responded with furnishing a 48" bucket. After discussions with the department end user's, it was determined to be an allowable substitute; referencing the difference in cost saving of \$1,250/mo in awarding machine and attachments to Victor L. Phillips over Tri-State Construction Equipment Co. **Tertiary Award to Tri-State Construction Equipment Co.** as third lowest bid @ a cost of *\$10,900/mo.* Machine bid meets all requirements of the bid specifications as and acceptable model.

4.7.6. Backhoe 4WD – **Primary Award to Roland Machinery Co.** as best bid @ a cost of *\$1,790/mo.* Although the model of equipment, Komatsu WB140, was not lowest bid, the manufacturer's machine specifications were compared and determined to meet bid specification as an acceptable model. Lowest bid received from Hertz Co. for a total cost of \$1,300/mo is not an acceptable model and does not meet specifications of section 2.3.7.1. **Secondary Award to Victor L. Phillips** as second lowest bid @ a cost of *\$1,900/mo.* Machine bid meets all requirements of the bid specifications as an acceptable model. **Tertiary Award to United Rentals** as third lowest bid @ a cost of *\$2,113.84/mo.* Machine meets all requirements of the bid specifications as an acceptable model.

4.7.7. Self-Propelled Water Tanker Distributor – **Primary Award to Hertz Co.** as best bid @ a cost of *\$3,850/mo.* Unit bid meets all requirements of the bid specifications as an acceptable model. Lowest bid received from Victor L. Phillips Co. for a total cost of \$2,400/mo is not an acceptable model in size and does not meet bid specifications. Section 2.3.8.1 of the bid specifications call for a minimum of 3,000 to 5,000 gallon capacity. Victor L. Phillips submitted a response for a 2,000 gallon capacity unit. **Secondary Award to United Rentals** as second lowest bid @ a cost of *\$4,169.92/mo.* Unit bid meets all requirements of the bid specifications as an acceptable model. **Tertiary**

Award to Victor L. Phillips for a smaller unit @ a cost of \$2,400/mo only if Primary and Secondary Vendors cannot supply at time of need.

4.7.8. Finishing Dozer – Primary Award to Tri-State Construction Equipment Co. as best bid @ a cost of \$3,100/mo. Machine bid meets all requirements of the bid specifications as an acceptable model. **Secondary Award to United Rentals** @ a cost of \$2,197.49/mo. and **Tertiary Award to Victor L. Phillips Co.** @ a cost of \$2,290/mo. only if Primary Vendor cannot supply at time of need. Secondary and Tertiary bids received do not meet required acceptable models and are older 1999 machines with more than 750 hours. Lowest bid received from Roland Machinery @ a cost of \$2,125/mo does not meet bid specifications of section 2.3.7.1.

Commissioner Elkin stated there was a lot of work that went into this bid review. He noted there was a situation last year where a Trackhoe was leased and the Department had a difficult time finding another Trackhoe which resulted in a road remaining closed for a few days longer than scheduled.

Commissioner Miller stated she believes it is appropriate to have multiple vendors for equipment when there are times when there are three different crews working in three different parts of the County and they all need equipment.

There was no further discussion on this item.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for award.

C. First Reading of City of Columbia Cooperative Bid 15/2002 (Drug and Alcohol Testing)

Melinda Bobbitt stated Boone County has been purchasing Drug and Alcohol Testing Services from the State of Missouri cooperative contract with Cox Toxicology. This contract has expired. Greg Edington, Public Works; Betty Dickneite and Susan Wells, Human Resources; and Melinda Bobbitt, Purchasing, discussed options for purchasing these services. Cox Toxicology offered to extend the same prices for another year. The State of Missouri has a cooperative contract with New Beginnings Medical Surveillance, and the City of Columbia has a cooperative contract with Mid Missouri Testing Collections. The City of Columbia cooperative contract offers the lowest testing rates.

Public Works, Human Resources, and Purchasing recommend utilizing the City of Columbia Cooperative Agreement, 15/2002, for the purchase of these services. This contract extends through December 31, 2003 and has four one-year optional renewals.

The budgeted amount for these services are \$3,000 from department 2040 – Public Works

Maintenance Operations, account 71100 – Outside Services.

There was no further discussion on this item.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

D. First Reading for Approval to Dispose of Surplus Property.

Melinda Bobbitt stated the Purchasing Department has identified and listed items as surplus. To date, there has not been any interest in any of these items. The department is requesting approval for disposal through Kemper Auction. The majority of these items are in poor condition.

There was no further discussion on this item.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Public Works

A. Second Reading and Approval of General Consultant Service Agreements

- i. Harrington and Cortelyou, Inc**
- ii. EFK Moen, LLC**
- iii. Trabue, Hansen and Hinshaw**
- iv. RTI Consultants (with Facilities Maintenance)**
- v. Peckham and Wright**

Commissioner Elkin moved to approve the following General Consultant Service Agreements:

- Harrington and Cortelyou, Inc.,
- EFK Moen, LLC,
- Trabue, Hansen and Hinshaw,
- RTI Consultants, and
- Peckham and Wright

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 142-2003**

B. First Reading of Contract with Harrington and Cortelyou, Inc. (Bridge Inspections Project)

David Nichols, Public Works Design and Construction Manager, was present on behalf of this item.

David Nichols stated this is a contract with Harrington and Cortelyou, Inc for the inspection of County bridges that are not part of the Missouri Department of Transportation's inventory, which is any structure that is less than 20'. There are approximately 13 bridges in Boone County that will be inspected. It has been almost 20 years since these bridges have been looked at. This spring, there will be a MoDOT inspection of the remaining bridges and the Department felt this would be a good time to have the others inspected as well. These inspections will produce an engineering report with recommendations and then the Department will prioritize replacement or repair work. This information will help with the Department's bridge inventory as a part of GASB 34.

Commissioner Elkin stated he believes the arch structures are a great alternative.

Commissioner Schnarre asked if the arch structures will be inspected in the future. Mr. Nichols stated if the structure is over 20' then it will be inspected by MoDOT, if they are under then the Department will inspect them.

Commissioner Schnarre asked if these are considered culverts. Mr. Nichols stated the culverts are inspected by the interns the Department uses during the summer.

Mr. Nichols stated this contract is in the amount of \$9,720.00 and the consultant has allowed for the addition of bridges if the Department finds more that need to be inspected.

There was no further discussion on this item.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: Clerk's Office – Approval of Training Contract

Commissioner Elkin stated this is a contract for employee training. Wendy Noren, Boone County Clerk, requested this item be approved today, waiving the second reading because there will be a training session held at the Sheriff's Department this afternoon.

There was no objection to waiving the second reading.

Commissioner Elkin noted the amount of the contract is \$1,800.00.

Commissioner Elkin moved to approve the contract with Synergy at Work for training programs for County employees.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 143-2003**

Subject: Information Technology – First Reading of Budget Revision

Michael Mallicoat, Information Technology Director, was present on behalf of this item.

Michael Mallicoat stated this budget revision is for the purchase of a mail sorting station to be placed in the 3rd floor mailroom. Currently Mail Services is doing the mail sorting in the GIS Department on the 1st floor and this is disruptive to the GIS Department. Mail Services has found a mail sorting station that would allow this function to be moved to the 3rd floor. The amount of this budget revision is \$849.00.

There was no further discussion on this item.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: County Counselor – First Reading of Budget Revision

Commissioner Miller stated this budget revision is to cover the purchase of a fax machine for the County Counselor's Office. The County Counselor thought he could buy the machine out of the supplies budget because it was a small amount but the Auditor's Office requested it to be paid out of the Office Equipment budget to make the fax machine a fixed asset of the County. Currently the County Counselor does not have a Class 9 budget. This budget revision is in the amount of \$275.00.

There was no further discussion on this item.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval.

Subject: First Reading of Budget Amendment (Self Health Trust)

Commissioner Miller stated the Self Health Trust, which oversees the County's insurance

coverage for employees, has run into a deficit due to a 2002 4th quarter catastrophic event of an employee. This event put the Trust in a position of needing the County to increase the investment in the fund. This was unknown at the time of the budget approval and had it been known we would have requested a higher premium to take care of the deficit, now it requires emergency funds to be used. The shortages have been identified and the Trust wants to have a \$200,000 fund balance at the end of 2003. With the estimated amount that is needed a budget amendment has been prepared which moves funds from General Revenue, Assessment Fund, Road and Bridge Fund, and Prosecuting Attorney Tax Collection and Bad Check Funds. All departments that have employees pay into this fund. The total of this budget amendment is approximately \$571,000.

Commissioner Schnarre noted of the \$571,000, \$371,000 is to cover shortage and \$200,000 is for the fund balance.

Commissioner Miller stated she believes \$200,000 was transferred in to this fund in 2001 out of General Revenue and this would reallocate those funds back to all funds that should have paid instead of General Revenue.

Commissioner Elkin asked if the Fire District is included in this. Commissioner Miller stated that is correct because they do pay a share into this fund.

There was no further discussion on this item.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available meeting with an appropriate order for approval after the required 10 day waiting period.

Subject: Second Reading and Approval of Contract with City of Columbia (Historic Avenue of the Columns Agreement)

Commissioner Schnarre moved to approve the Historic Avenue of the Columns Economic Development Funding Agreement with the City of Columbia.

Commissioner Elkin seconded the motion.

Commissioner Schnarre stated this contract is in the amount of \$18,500 that the County will be paying as one of four partners in the Historic Avenue of the Columns Committee. This contract is for design of the Historic Avenue of the Columns.

There was no further discussion and no public comment.

The motion passed 3-0. **Order 144-2003**

Subject: City/County Health Facility Project

A. First Reading of Budget Amendment

B. First Reading of Amendment to Agreement for Professional Architectural Services

Commissioner Schnarre stated in September 2002 there was a meeting between the City and the County. At this meeting, it was anticipated there would not be enough funds for the completion of the City/County Health Facility. Both entities agreed to increase the budget to complete the facility. At that time, they increased the cost of the facility by approximately \$700,000.00 and there is also an increase in the architectural fee. The amendment was recently received from the architect on the amount of their increase. The architectural fee will be increased by \$145,000.00, which is the County's share.

The budget amendment is for \$145,000 to establish an architectural services budget for the City/County Health Facility Project.

The amendment to the agreement for professional architectural services outlines the architectural fees.

Commissioner Elkin stated the total architectural fees are \$288,820.00, with the County's share being \$145,000.00.

Commissioner Miller stated this is a significant increase in the architectural fees. The County's cost, as the Commission dealt with in 2002, was only \$50,000.00. The \$145,000.00 increase is more than doubling the County's architectural fees.

Commissioner Schnarre noted there has been a shuffling of Phase I and Phase II costs.

There was no further discussion on these items.

Commissioner Schnarre stated this is a first reading and requested the Deputy County Clerk to schedule these items for a second reading at the next available meeting with an appropriate order for approval after the required 10 day waiting period.

Subject: Appointments to Boards/Commissions

A. Road and Bridge Advisory Committee

Commissioner Miller moved to appoint Tom Satalowich as Rock Bridge Township representative to the Boone County Road and Bridge Advisory Committee for a four year term to expire on March 18, 2007.

Commissioner Elkin seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 145-2003**

B. Regional Sewer District Board

Commissioner Elkin moved to appoint Don Stamper to the Boone County Regional Sewer District Board of Trustees for an interim term to expire on January 1, 2004.

Commissioner Miller seconded the motion.

There was no discussion and no public comment.

The motion passed 3-0. **Order 146-2003**

Commissioner Reports

Commissioner Schnarre

Notice of Voluntary Annexations

Commissioner Schnarre stated the County has been notified of the following voluntary annexations:

- Approximately 2.04 acres of land owned by Olivet Properties, LLC, located on both sides of Bethany Drive, east of Scott Boulevard, and
- Approximately 3.00 acres of land owned by Clifford Mings, located on the southwest corner of St. Charles Road and Grace Lane.

Commissioner Miller

No reports at this time.

Commissioner Elkin

No reports at this time.

There was no public comment.

The meeting adjourned at 10:02 a.m.

Attest:

Keith Schnarre
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner