

TERM OF COMMISSION: January Session of the January Adjourned Term

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

PRESENT WERE: Presiding Commissioner Dan Atwill  
District I Commissioner Fred Parry  
District II Commissioner Janet Thompson  
Director Purchasing Melinda Bobbitt  
Resource Management Administrator Kelle Westcott  
Information Technology Project Mgr. Paul Schelich  
Deputy County Clerk Mike Yaquinto

The meeting was called to order at 9:31 a.m.

### **Purchasing**

- 1. First reading; Contract Amendment Number One to 382-2013, Office Cleaning Services for Centralia Commission Office**

Melinda Bobbitt read the following memo:

*Contract 382-2013 – Office Cleaning Services for Centralia, Missouri Commission Office*, was approved by commission for award to ISS Facility Services of Columbia, Missouri on August 22, 2013, commission order 382-2013. This amendment clarifies that each cleaning is \$37.50 and cleanings are to be provided weekly.

Invoices will continue to be paid from department 1125 – Centralia Office, account 60125 – Custodial/Janitorial Service.

There were no comments or questions.

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

**2. First reading; Cooperative Contract P15-150-DT, National Office Furniture**

Melinda Bobbitt read the following memo:

Purchasing requests permission to put in place the National IPA cooperative contract P15-150-DT for National brand office furniture with Inside the Lines LLC of Columbia, MO. Contract runs through March 31, 2019 and has two, one-year renewal periods.

This is a Term and Supply contract that can be used County-wide.

Commissioner Atwill noted this is a term and supply and asked Ms. Bobbitt to clarify the meaning of this type of contract.

Ms. Bobbitt said it is a termed contract for a specified time period and the County can order off this contract throughout that period, usually one year. After that time, they can be renewed or we can go through the bid process again. It depends on the type of pricing we have with the initial contract. We have about 250 of these types of contracts, most are maintenance contracts.

Commissioner Thompson noted that there can be additions to term and supply if we find out there are other services that they can provide.

Ms. Bobbitt said occasionally, we see additional line items in the contract that were not pertinent at the time and could now be used, those can be added to the term and supply contract.

Commissioner Parry asked if these are pre-negotiated discounts.

Ms. Bobbitt said if it is a cooperative contract, it has been competitively bid, so there will be discounted prices.

Commissioner Atwill said this leads into how it can be used. Departments can purchase items up to a pre-determined amount, usually at \$6,000.

Ms. Bobbitt said there are certain times that will apply. It all depends on the type of contract negotiated.

There were no further comments or questions.

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

**3. First reading; Cooperative Contract 3-161115TV – GMC Canyon Pickup Trucks for Resource Management**

Melinda Bobbitt read the following memo:

Resource Management requests permission to utilize the Missouri Department of Transportation cooperative contract *3-161115TV – Light Duty Vehicles* with Lou Fusz Buick GMC of St. Louis, Missouri to purchase two (2) GMC Canyon 4x4 Crew Cab Pickup Trucks.

Total cost of contract is \$64,099.70 and will be paid from department 2045 – RM – Design & Construction, 1720 – Building Codes, account 92400 – Replacement Auto / Trucks. \$73,860 was budgeted for the two trucks.

The Purchasing Department requests permission to dispose of the following surplus by auction:

2005 Ford Explorer, fixed asset tag 15113

2005 Ford Explorer, fixed asset tag 15111

Attached are the Disposal Forms for signature.

Ms. Bobbitt noted we have a contract with Missouri Auto Auction.

Commissioner Parry asked if it would be appropriate to go to a local Boone County dealership and ask if they can match the negotiated price.

Ms. Bobbitt said that would undermine the entire bid process; transparency and opportunity to bid.

Commissioner Parry said that makes sense and thanked Ms. Bobbitt for the explanation.

There were no further comments or questions.

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

**4. Second reading; Contract Amendment Number One to CS 160585001 – Document Management Services (1<sup>st</sup> read 1-12-17)**

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number One to CS160585001 for Document Management Services.

The terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One to Document Management Services.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #24-2017**

### **Resource Management**

5. **First reading; Annual Consultant Service Agreements for Professional Services with: Bartlett & West, Inc., CFS Engineers, Engineering Survey and Services, Malicoat-Winslow, Olsson Associates and Scroggs Architecture**

Kelle Westcott said state statute allows us to purchase services from architecture, engineering and land surveying companies and select them based on low cost or professional merit. We pre-screen the companies within these categories to make sure they have the required insurance documents and what services they perform so we can assign projects.

Commissioner Atwill noted they are on an as needed basis.

There were no further comments or questions.

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

**Information Technology**

**6. Second reading; ERP Software Selection Project/Project Charter (1<sup>st</sup> read 1-10-17)**

Commissioner Parry said since there was no one present for the first reading, could we get a brief explanation on this request as to the purpose of the document.

Paul Schelich said this outlines our plan for the software selection, notably a vendor. This will be a 2 to 3 year process and this lays the groundwork for that selection.

Commissioner Parry thanked Mr. Schelich for the explanation.

There were no further comments or questions.

Commissioner Thompson moved on this day the County Commission of the County of Boone does hereby accept the attached Project Charter detailing the process for the selection of the ERP Software.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #25-2017**

**Commission**

**7. 1<sup>st</sup> & 2<sup>nd</sup> reading; Organizational Use of the Courthouse Plaza and Government Center Chambers by Mid-Missouri Peaceworks for January 21, 2017**

Commissioner Parry moved on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Courthouse Plaza and Government Center Chambers by Mid-Missouri Peaceworks for January 21, 2017 from 11:00 a.m. to 3:00 p.m.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #26-2017**

## **8. Public Comment**

None

## **9 Commissioner Reports**

Commissioner Parry inquired about the use of the Chambers and Courthouse Plaza and the obligations associated with security, locking up and cleaning up.

Commissioner Thompson said we have a policy in place that details the application and use as well as requiring a deposit. If it is anticipated there will be possible demonstrations involved, law enforcement is contacted, either the Boone County Sheriff or Columbia Police Department, sometimes both, depending on where the event might have an impact. Often, we talked to the applicants and offer some considerations on safety, etc. and asked them to look at them.

Commissioner Atwill noted that all applicants should be referred to the Commissioner's Office so they can speak with the office administrator on scheduling such an event and I don't believe we have ever denied a request.


Commissioner Parry inquired about the 30-day advance rule.

Commissioner Atwill said it is in the policy statement, but we waive that.

There were no further comments or questions.

The meeting adjourned at 9:47 a.m.

Attest:

  
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Wendy S. Noren  
Clerk of the County Commission

  
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Daniel K. Atwill  
Presiding Commissioner

  
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Fred J. Parry  
District I Commissioner

  
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Janet M. Thompson  
District II Commissioner