

TERM OF COMMISSION: October Session of the October Adjourned Term

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

PRESENT WERE: Presiding Commissioner Kip Kendrick
District I Commissioner Justin Aldred
District II Commissioner Janet Thompson
Budget Administrator Kelle Westcott
Sr. Accountant Jacob Flowers
Sr. Accountant Heather Acton
Purchasing Assistant Dave Eagle
Sr. Buyer Liz Palazzolo
Boone County Deputy County Clerk Jodi Vanskike

Conference Call Information:

Number: 425-585-6224 Access Code: 802-162-168

The meeting was called to order at 1:30pm and roll call was taken.

Resource Management

1. **First Reading: Annual Cooperative Agreement with Town of Harrisburg for road sales tax revenue**

Budget Administrator Kelle Westcott stated this is Year Five of the six-year cycle and represents \$16,936.93 for Harrisburg's share of the road sales tax revenue.

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

2. Second Reading: Annual Cooperative Agreement with City of Rocheport for Road Sales Tax Revenue – First Read 09.28.23

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve the attached annual cooperative agreement with the City of Rocheport for road sales tax revenue.

The terms of the agreement are stipulated in the attached and the Presiding Commissioner is authorized to sign the same.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #453-2023**

Auditor

3. First Reading: Budget Revision – Department 1210 - Move appropriation for chair from Class 2 to Class 9

Senior Accountant Heather Acton stated the Court budgeted for a chair in Class 2. The final purchase price was over \$1,000.00 so the purchase was moved to Class 9. Ms. Acton stated this is the budget revision to move the funds.

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

4. First Reading: Budget Amendment – Department 2983 - Cover Contract Administration Services from Forvis LLP for ARPA funds

Senior Accountant Jacob Flowers stated this budget amendment is to add \$220,000.00 to the ARPA fund department to cover the cost of contract administration services from Forvis.

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

Purchasing

5. First Reading: Surplus Disposal

Purchasing Assistant Dave Eagle read the following memo:

The Purchasing Department requests permission to dispose of the following list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

	Asset #	Description	Make & Model	Department	Condition of Asset	
1	12882	FLOOR BURNISHER	CLARKE	HOUSEKEEPING	UNKNOWN	
2	14231	VACUUM	HOOVER	HOUSEKEEPING	UNKNOWN	
3	3635	FLOOR POLISHER	ADVANCE	HOUSEKEEPING	UNKNOWN	
4	NO TAG	FOUR DRAWER FILE CABINET		DETENTION - JAIL	USED	
5	NO TAG	FIVE DRAWER FILE CABINET		DETENTION JAIL	USED	
6	NO TAG	UNDER DESK FOOTREST		AUDITOR	BROKEN	
7	NO TAG	PLASTIC OFFICE DESK CHAIR MAT		COMMISSION	GOOD	

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

6. **First Reading: Award of Contract C000679 from RFP 31- 14AUG23 for Drone - DJI Matrice 30T Worry Free Basic Combo & Training from Steel City Drones for the Boone County Sheriff's Office**

Senior Buyer Liz Palazzolo read the following memo:

Request for Proposal 31-14AUG23 solicited competitive proposals for a drone that was specifically a DJI Matrice 30T Worry-Free Basic Combo with Training Service for the Boone County Sheriff's Office. Eight proposals were received and are documented in the attached bid tabulation.

A County Evaluation Committee has evaluated the proposals. Evaluation Committee members were Major Gary German, Captain Brian Leer, and Lieutenant Britt Shea with the Boone County Sheriff's Office. The Evaluation Committee conducted the subjective evaluation while the Department of Purchasing chaired evaluation meetings and the cost evaluation. Evaluation criteria included two subjective areas: Experience worth a maximum 20 points and Contractor Support and Training worth a maximum 40 points.

Cost was evaluated at a maximum 40 points because all offerors were required to provide the same brand drone, and the manufacturer sets pricing to be the same across the board for all its authorized resellers with limited exceptions. Since pricing for this product is controlled to some extent by the manufacturer, the decision was made to set the cost at 40 instead of the customary 50 points. The Cost Evaluation was conducted by the Purchasing Department and is documented separately as an attachment to this memo. Cost did not include the pricing for the spare propellers or for on-site training. There was confusion among the offerors about how to price the propellers which led to the determination to exclude the propeller pricing from the Cost Evaluation. On-site training was an option and not required. The Sheriff's Office wants to proceed with web-based training rather than on-site training. Additionally, it is noted for the record that Flymotion LLC bid two different prices for item 4.10.6, the WB37 Smart Controller. The higher price of \$59.00 instead of \$57.00 was used in the Cost Evaluation to determine maximum potential liability.

The Evaluation Committee conducted subjective evaluation scoring without knowledge of cost point scores. Cost point scores have been added to final subjective scores and the outcome is as follows:

Offeror	Experience	Contractor Support & Training	Total Cost Points	Final Overall Score
Steel City Drones	20	35	38.8	93.8
Flymotion LLC	20	32	38.4	90.4
Seiler Instrument & Manufacturing	15	33	39	87
Unmanned Vehicle Technologies, LLC	15	25	40	80
Adorama Inc.	15	28	32	75

Axon Enterprise Inc.	5	15	31	51
Florida Drone Supply	Unacceptable – See Below			
Focus Camera, LLC	Unacceptable – See Below			

The Evaluation Narrative following this memo explains the reasoning for the awarding of subjective scores.

It is noted that two proposals were determined unacceptable. The proposals from Florida Drone Supply and Focus Camera LLC were deemed unacceptable for failure to provide requested information about training which was an essential requirement of the RFP. Additional details about the offerors' experience and support which were relevant to the subjective evaluation were not provided. These proposals were removed from further consideration.

The Evaluation Committee finds the proposal from Steel City Drones of Carnegie, Pennsylvania, to be the "lowest and best" proposal and the choice for contract award. An award to Steel City Drones for a Drone – DJI Matrice 30T Worry-Free Basic Combo & Training Service for the Boone County Sheriff's Office is presented to the Commission for approval.

The initial contract period will run October 01, 2023, through September 30, 2024; the County can extend the contract month-to-month for as many as three (3) months past the contract end date if necessary.

Payment will reference this coding:

2901 – LEST Sheriff Operations/91300 – Machinery & Equipment: \$15,258.00

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

7. Second Reading: Award of Amendment #1 to Contract C000587 from Cooperative Contract CC221938006 for Mailing Equipment, Supplies & Maintenance with Pitney Bowes of Stamford, Connecticut for a New Inserter (Relay 7000 System) for the Boone County IT Department – Mail Services – First Read 10.03.23

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the award of Amendment #1 to County Contract C000587 awarded from Cooperative Contract CC221938006 for Mailing Equipment, Supplies & Maintenance with Pitney Bowes of Stamford, Connecticut, for the purchase of a New Inserter (Relay 7000 System) for the Boone County IT Department.

The contract amendment is set out in the attached and the Presiding Commissioner is authorized to sign the same.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #454-2023**

8. Second Reading: Request for Proposal Award Recommendation: C000680 (Bid 29-03AUG23) – Consultant Services for Salary Plan with McGrath Consulting Group, Inc. – First Read 10.03.23

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby approve an agreement with McGrath Consulting Group, Inc. for Consultant Services for Salary Plan for \$45,758.00. The terms of the agreement are set out in the attached contract and the Presiding Commissioner is authorized to sign the same.

Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #455-2023**

9. Second Reading: Award of Contract C000663 from RFP 18-09JUN23 for an Electronic Poll Book System with KNOWiNK LLC of St. Louis, Missouri for the Boone County Clerk’s Office – First Read 10.03.23

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the award of County Contract C000663 awarded from RFP 18-09JUN23 for an Electronic Poll Book System provided by KNOWiNK LLC of St. Louis, Missouri, for the Boone County Clerk’s Office.

The contract is set out in the attached and the Presiding Commissioner is authorized to sign the same.

Commissioner Aldred seconded the motion.
The motion carried 3 to 0. **Order #456-2023**

Commission

10. First and Second Reading: Board Appointment – Boone County Family Resources - Donald Catlett

Commissioner Aldred moved now on this day, the County Commission of the County of Boone does hereby re-appoint the following:

Donald Catlett	Boone County Family Resources Board of Directors	Re-Appointment	Three Year Term	September 30, 2023, through September 30, 2026
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Commissioner Thompson seconded the motion.
The motion carried 3 to 0. **Order #457-2023**

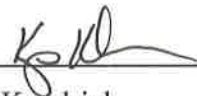
11. Public Comment

None

12. Commissioner Reports

Commissioner Thompson stated she and Commissioner Kendrick were pleased to tour the Schnieder Electric plant this morning. Commissioner Thompson stated it was so well done, and they have a vertical integration model that has really protected them. Commissioner Thompson stated they have really figured out how to keep their business moving despite what might be dangerous to that line. Commissioner Thompson stated she was very impressed with everyone and their training and their training room. Commissioner Kendrick added it was fun to be there for the shift change, to see the new crew coming into work, and stated he had no idea how much their expansion had grown.

Attest:



Kip Kendrick

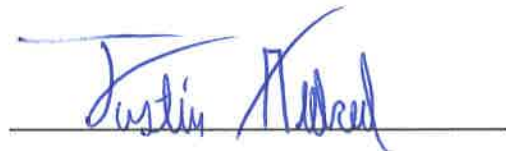
Presiding Commissioner



Brianna L. Lennon

Brianna L. Lennon

Clerk of the County Commission



Justin Aldred

Justin Aldred

District I Commissioner



Janet M. Thompson

Janet M. Thompson

District II Commissioner