

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

March Session of the February Adjourned Term. 20 02

In the County Commission of said county, on the 26th day of March 20 02

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the attached Acceptable Use Policy for Computer Services from the Information Technology Department.

Done this 26th day of March, 2002.

Don Stamper
Presiding Commissioner

ATTEST:

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner



BOONE COUNTY

Department of Information Technology

ROGER B. WILSON BOONE COUNTY GOVERNMENT CENTER
801 E. Walnut, Room 221
Columbia, MO 65201-4890
573-886-4315

144

Michael H. Mallicoat

Director

DATE: March 26, 2002
TO: Don Stamper, Presiding Commissioner
Karen Miller, Associate Commission
Skip Elkin, Associate Commissioner
FROM: Michael H. Mallicoat
SUBJECT: Acceptable Use Policy – Computer Services

Upon unanimous recommendation and approval by the Information Technology Advisory Committee and in behalf of ITAC, I would like to present the **Acceptable Use Policy – Computer Services** for commission approval. This new policy applies to all employees who are users of any of the county's computer services, and replaces the current e-mail policy (Section 6.14) in the Personnel Policy Manual.

The adoption of this policy includes:

1. The requirement for all users of Boone County computer services to sign the User Agreement, verifying their understanding and compliance with the policy. Users will forward their signed agreement to the Security Administrator in the Information Technology department, where a central file will be kept.
2. All employees will file their copy of the policy along with their Personnel Policy Manual.
3. The Personnel Policy Manual will be revised to include this new Acceptable Use Policy.

An implementation plan will be announced within the next couple of months to cover more specific detailed procedures and timing.



BOONE COUNTY

Acceptable Use Policy – Computer Services

Document Date: March 13, 2002

Introduction

The Internet and electronic mail (e-mail) computer services are comprised of thousands of interconnected networks, which provide digital pathways to millions of information sites. Because these networks subscribe to a common set of standards and protocols, users have worldwide access to Internet hosts and their associated applications and databases. Electronic search and retrieval tools permit users to gather information and data from a multitude of sources and to communicate with other Internet and e-mail users who have related interests. Access to the Internet provides government agencies with the opportunity to locate and use current and historical data from multiple sources worldwide in their decision-making processes. Authorized employees, volunteers and contractors of Boone County government are encouraged to develop the skills necessary to effectively utilize these tools in the performance of their jobs.

These, and other computer services, provide benefits to all departments within Boone County government. It is the policy of the County that employees, volunteers and contractors whose job performance can be enhanced through the use of computer services, and that these services are in line with helping the departments accomplish their missions and goals, be provided the privilege to access these computer services, and become proficient in their capabilities.

Purpose

The purpose of this policy is to establish guidelines for the appropriate use of computer services provided to Boone County employees, volunteers and contractors through the Information Technology department. This includes the use of the Internet, Intranet, e-mail, computer hardware and software, and general security.

Use of computer services provided by Boone County constitutes agreement to the guidelines and policies set forth by this document. All users are required to read this policy and sign the provided agreement statement prior to being allowed access to any Boone County computer services.

Authorization

This Acceptable Use Policy for Computer Services has been approved by the Information Technology Advisory Committee, comprised of all department heads and elected officials in Boone County government, and has been made enforceable under Commission Order #xxxxx, dated February xx, 2002. This policy supercedes all other E-mail and Internet Use policies.

Scope & Definitions

This policy applies to all Boone County users (full, part-time and temporary employees), volunteers and contractors during the time they are using any of the County's computer services. As used in this policy the term "computer services" or "computer system" means all county owned or leased computer equipment and networks connecting such equipment, county owned or licensed computer programs and software, and electronic mail, intranet and internet services provided through use of such equipment, programs and software. As used in this policy, the term "Administrative Authority" means the county elected official or officials who hire, appoint, contract with, or otherwise authorize users under their supervision and control to use county computer services and to whom such users are responsible, or his or her designee. For purposes of this policy, the County Commission shall be the principle Administrative Authority for Department Directors under its supervision and control, but the Department Directors shall be considered Administrative Authorities responsible for users under their supervision and control.

General Principles and Guidelines For Network Usage

County computer services users should understand the following principles and adhere to the following guidelines:

- County-provided computer networks and systems such as Internet, Intranet and e-mail privileges are considered County governmental resources and are intended to be used for business purposes.
- Correspondence by e-mail is not private. Individuals using county computer services to access the Internet are subject to having activities monitored by system or security personnel. Use of the County e-mail system constitutes consent to security monitoring, and users should remember that sessions are not private. Users may be subject to limitations on their use of such resources. All data and information contained within the county computer system is the property of the County and subject to Administrative Authority supervision and control to the same extent as paper documents containing such data or information. Therefore, the County and its Administrative Authorities have the right to control, monitor and manage all such data and information.
- County e-mail accounts, Internet IDs and web pages shall not be used for anything other than County-sanctioned communications as authorized under this general policy and individual policies, which may be established by Administrative Authorities.
- The distribution of any information through county computer services is subject to review by the Information Technology Department and Administrative Authorities, whose offices or departments create, transmit or receive information through the county computer system. The County, by this general policy and individual Administrative Authorities, reserves the right to determine the suitability of this information. In monitoring information distribution through the county computer system, the Information Technology Department acts primarily to preserve and promote the security and operational integrity of county computer systems. The content of e-mail, documents, files, etc. will not be reviewed by IT without written authorization from the Administrative Authority, unless there is some system security issue involved. It is the responsibility of individual Administrative Authorities to police the content of the information distributed by users under their authority and control subject to the general provisions of this policy.
- The law permits and sometimes requires certain information and records to be treated as privileged or confidential. The Information Technology Department does not act as custodian of information or records contained within the county computer system for the various offices and departments within county government. Requests for access to information and records and the designation of what records or information are public or are closed or confidential is the responsibility of the Administrative Authority whose office or department generates and retains such information or records. Any public requests for access to information or records contained within the county computer system will be immediately communicated to the Administrative Authority responsible for the custody of such information or records. At the direction of the Administrative Authority having control of specified information or records, the Information Technology Department will provide the Administrative Authority with assistance in retrieving and copying information electronically when feasible to do so and under conditions permitted by law which protect system security and prevent county liability for electronic use of information.

Internet

Acceptable Use

Subject to the other terms and conditions of this policy, authorized computer services users may use the Internet access provided by Boone County for:

- Work-related purposes.
- Accessing, during working hours, job-related information as needed to meet the requirements of their jobs.

Unacceptable Use

Users are prohibited from using the Internet access provided by Boone County for:

- Engaging in any unlawful activities or any other activities, which would in any way bring discredit on Boone County.
- Engaging in personal commercial activities, including offering services or merchandise for sale or ordering services or merchandise from on-line vendors.
- Engaging in any fundraising or political activity.
- Engaging in practices which might jeopardize the County's computer systems and data files, including, but not limited to, virus attacks, when downloading files from the Internet.

- Any illegal purpose, including, but not limited to, violating copyright, privacy, plagiarism or intellectual property laws.
- Accessing inappropriate sites, where viruses are likely to originate. These include, but are not limited to, pornographic sites, hacking sites and warez sites (shareware).
- Using Hotmail, AOL, MS Outlook or any other non-standard software to access e-mail, unless approved in advance by the Information Technology Advisory Committee. Currently, the only County authorized e-mail software is GroupWise.
- Accessing, retrieving or printing text and graphics information that exceeds the bounds of generally accepted standards of good taste and ethics.
- Knowingly causing interference with or disruption to any network, information service, equipment or any user thereof.
- Accessing material containing obscene or sexually explicit language and/or images.
- Knowingly causing any other person to view content that could render the County liable pursuant to state or federal anti-discrimination laws and anti-harassment laws.
- Knowingly downloading or requesting software or media files or data streams that the employee has reason to believe will use a greater amount of network bandwidth than is appropriate. For example, this includes, but is not limited to, video streaming, audio streaming and Napster.
- Knowingly damaging any computers, computer systems, computer networks or other electronic information systems.
- Downloading files from unknown sources or origin.

E-mail

Acceptable Use

Subject to the other terms and conditions of this policy, users may use the e-mail services provided by Boone County for:

- Work-related business.
- Although the majority of entries on the GroupWise calendar should be business related, it is permissible to make personal entries on a limited basis.

Unacceptable Use

Users are prohibited from using the e-mail services provided by Boone County for:

- Sending unsolicited bulk e-mail without the Administrative Authority's approval.
- Sending material containing obscene or sexually explicit language and/or images.
- Any illegal purpose, including, but not limited to, violating copyright, privacy, plagiarism or intellectual property laws.
- Disseminating legally privileged or confidential information or information protected from public disclosure under section 610.021 RSMo, or other laws making the information confidential, without the consent of the Administrative Authority or other person who is entitled to assert a legal privilege or invoke the law permitting confidentiality.
- Opening files attached to an e-mail from an unknown, suspicious or untrustworthy source.
- Opening files attached to an e-mail if the subject line is questionable or unexpected.
- Sending e-mail under someone else's signature without their consent.
- Knowingly causing any other person to view content that could render the County liable pursuant to state or federal anti-discrimination laws and anti-harassment laws.

Computer Software

Acceptable Use

The Boone County Information Technology Department supports an approved set of software on user personal computers. This software includes Microsoft Windows and Microsoft Office Suite Standard edition, which includes Word and Excel. Microsoft Office Suite Professional edition includes PowerPoint and Access, which must be requested on an exception basis.

- Only approved software may be used on county personal computers. Requests for additional software shall be made to the user's Administrative Authority, who in turn, shall submit the request to the Information Technology Director for review by the Information Technology Advisory Committee.

Unacceptable Use

Users are prohibited from:

- Installing unapproved software on user personal computers. An approved PC software list for Boone County is maintained by the Information Technology Department. The Information Technology Department will periodically audit each user's computer to check for unauthorized software that has been installed. This audit will be done automatically through the use of sophisticated network tools. Anytime unauthorized software is found installed, the Information Technology Department has the authority to immediately remove the unauthorized software and/or disable the user's access to any or all computer services. Proof of license for all Boone County PC and server software is to be maintained by the Information Technology Department.
- Installing and/or using screen savers that have not been approved by the Information Technology Advisory Committee.

Computer Hardware

Acceptable Use

Subject to the other terms and conditions of this policy, users may use computer hardware that their Administrative Authorities deem necessary for them to perform their job duties.

Unacceptable Use

Users are prohibited from using computer hardware in the following manner:

- Attaching or removing any external devices or internal components without the direct approval and coordination of the Information Technology Department. Digital cameras, however, are an exception, and can be attached and detached to personal computers without the Information Technology Department's approval and coordination, provided this is the standard operating procedure for the user's department.
- Moving a desktop workstation to another desk or location without the direct approval and coordination of the Information Technology Department.

General Security

Acceptable Use

All users are expected to take reasonable precautions to protect against unauthorized use of the computer systems for which they have been granted access. **Use of county computer services constitutes consent to security monitoring, and employees should remember that sessions are not private.** Acceptable use includes:

- Scanning all floppies and CDs for viruses before use, particularly if the media did not come from a known and trusted source.
- Users who identify security problems must report them to their Administrative Authority and discuss with no one else except the Information Technology Department security administrator.

Unacceptable Use

Users are prohibited from the following activities:

- Knowingly altering Boone County data and/or databases when not authorized by the Information Technology Department and/or the Administrative Authority responsible for the data or data base information.
- Sharing or exchanging computer passwords and/or IDs with anyone else, except with the Administrative Authority or his or her designee, or the Information Technology security administrator.
- Accessing information of a confidential nature for which the user has not been authorized. For example, this could include, but is not limited to, HR's applicant database, Sheriff's department investigative files and Prosecuting Attorney's criminal case files.
- Engaging in any activity that would compromise the security of any County host computer.
- Posting User IDs and passwords on user computer monitors or in visible places nearby. If the user must write down his/her User ID and password to remember it, then the User ID and password shall be kept under lock and key.

- Unauthorized use or attempt to use another person's password or account.
- Intentionally uploading or creating computer viruses.

Administrative Authority Responsibilities

Subject to annual and special appropriations made available for funding county computer services, Administrative Authorities have the final decision making authority in determining to whom and to what extent county computer services will be provided to persons under their supervision and control. Provided, however, the County Commission exercises final decision-making in determining whether to permit a private contractor or other private party to access or use county computer services to accomplish contractual obligations or other duties or functions related to county government requiring computer services. In addition, each Administrative Authority is responsible for the following:

- Arranging for access to county computer services for users under their supervision and control who need this access to conduct the official business of the County or perform governmental or professional functions for or on behalf of the county.
- Requiring persons under their supervision and control to understand this entire policy.
- Monitoring persons under their supervision and control who use county computer services for the purpose of promoting compliance with this policy.
- When a report or allegation of a violation of this Acceptable Use Policy occurs with regard to a person under an Administrative Authority's supervision or control, and the report or allegation does not involve a threat of damage, actual damage, or breach of security to county computer services, the Administrative Authority shall assume the responsibility for investigating or directing an investigation of such report or allegation and making a final determination as to whether a violation has been committed. In addition, the Administrative Authority shall be responsible for determining what disciplinary action, if any, will be taken. If the report or allegation does involve a threat of damage, actual damage, or breach of security, the Information Technology department is authorized to immediately disable the user's access to any or all computer services. IT will then notify the Administrative Authority of the employee as soon as possible.
- Responding directly and in a timely manner to requests for access to or copies of electronic data or information under their supervision and control when presented and otherwise complying with Missouri Open Meetings and Records law.
- Determining and deciding on their own behalf and on behalf of users under their supervision and control what electronic data or information contained within county computer systems under their supervision and control is considered open to public inspection and copying, and what information is closed based on a lawful claim of privilege or confidentiality.
- Notifying the Information Technology department's helpdesk immediately after any employee under an Administrative Authority's supervision and control leaves county government for whatever reason, and requesting that IT terminate that employee's rights to all Boone County computer systems.

Information Technology Department Responsibilities

Except as may otherwise be provided by special policy or agreement and subject to funding limitations, the Information Technology (IT) Department is responsible for the general operation and maintenance of county computer services. Specifically, the Information Technology Department shall have the following responsibilities:

- Maintaining computer system and service security to prevent damage to the system and services themselves and the information contained within the county computer system.
- Preventing unauthorized use of county computer services and the data and information contained within the system. For these purposes the IT Department will keep and may monitor logs of Internet and e-mail usage which may reveal information such as which Internet servers (including World Wide Web sites) have been accessed by users and the e-mail addresses of those with whom they have communicated. The IT Department will not, however, engage in real-time surveillance of Internet usage or e-mail messages unless required by law or when requested by an Administrative Authority or the County Commission as Administrative Authority for the IT Department.
- Auditing all personal computers for authorized software and hardware. For these purposes the IT Department will keep and maintain a master list for the county of all authorized personal computer hardware and software, including proof of license. Anytime unauthorized software is found installed, the Information Technology Department has the authority to immediately remove the unauthorized software and/or disable the user's access to any or all computer services.

- Reviewing and approving the technical specifications for all computer hardware and software before any orders are placed.
- Ordering and installing (or directing the installation of) all computer hardware and software.
- Promptly notifying any Administrative Authority of a request for electronic access to or copies of data or information under the supervision or control of an Administrative Authority, and cooperate with and provide assistance to any such Administrative Authority in complying with such requests.

Consequences of Unacceptable Use

- Persons authorized to use county computer services to access and use the Internet and e-mail that do not comply with this policy and as a result cause damage to the system, or data or information contained within the system, or whose noncompliant use causes the county or its officials to incur monetary liability may be required to indemnify Boone County for any direct loss and reasonably foreseeable consequential losses suffered by the County by reason of a violation of this policy.
- Reported and substantiated breaches of confidentiality or unauthorized use will result in the employee being put on notice that appropriate disciplinary action will be forthcoming.



BOONE COUNTY

Acceptable Use Policy – Computer Services User Agreement

I have read the Boone County Acceptable Use Policy for Computer Services. I understand and agree to abide by this policy. Any violation of this policy may result in the immediate suspension of access privileges, and may also be grounds for further disciplinary/legal action.

User (please print): _____

User (signature): _____

Title: _____

Department: _____ Date: _____

For Administrative Authority Use Only

The user has read and signed the Acceptable Use Policy – Computer Services Agreement above, which governs the use and security of all Boone County computer systems and data/information. I request that this user be granted access to (or removed access from) the following computer systems and services. I verify that all requested new services are required for this user to be able to perform his/her job duties, which are consistent with the mission and goals of the department and Boone County. (Note: This form can also be used to REMOVE a user's access from selected computer systems.)

____ Novell Network

____ Departmental AS/400 Applications

____ Internet

____ MS PowerPoint

____ GroupWise E-mail

____ MS Access

____ (Other) _____

____ (Other) _____

Comments: _____

Administrative Authority (please print): _____

Administrative Authority (signature): _____

Title: _____

Department: _____ Date: _____

For Information Technology Use Only

The above user has been granted access to (or removed access from) the computer systems as requested above by the user's Administrative Authority. Also, the Information Technology Department has contacted this user and given him/her their User ID and password for each system. A Helpdesk work order for this request has been completed, and has been filed with the other Acceptable Use Policy – Computer Services Agreements.

Information Technology Security Administrator (please print): _____

Information Technology Security Administrator (signature): _____

Help Desk Work Order Number: _____ Date: _____

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of the February Adjourned Term. 20 02

In the County Commission of said county, on the 26th day of March 20 02

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the Request For Proposal (Proposal # 20-30APR02) for a Ground Lease for Multi-Purpose Sports Facility Development located at the Boone County Fairgrounds per attached proposal.

Done this 26th day of March, 2002.



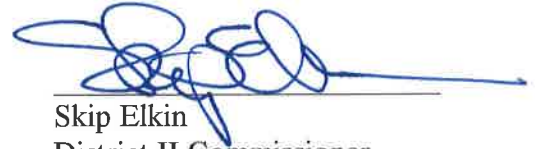
Don Stamper
Presiding Commissioner

ATTEST:

Wendy S. Noren sr
Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner



Request for Proposal

Boone County Purchasing
601 E. Walnut Street, Room 208
Columbia, Missouri 65201

Melinda Bobbitt, CPPB, Director
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

Proposal Number: 20-30APR02
Commodity Title: _____

**GROUND LEASE FOR MULTI-PURPOSE SPORTS
FACILITY DEVELOPMENT – BOONE COUNTY
FAIRGROUNDS**

DIRECT PROPOSAL FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Pre-Proposal Conference

Day / Date: TUESDAY – April 9, 2002
Time: 1:30 P.M. C.S.T
Location Boone County Fairgrounds Office
5212 North Oakland Gravel Road
Columbia, MO 65202

Proposal Submission Address and Deadline

Day / Date: TUESDAY – April 30, 2002
Time: 9:15 A.M. C.S.T. (No late proposals will be accepted)
Location / Mail Address: Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 208
Columbia, MO 65201
Directions: The Johnson Building is located on the Northeast corner
at 6th Street and Walnut Street. Enter the building from
the East Side. Wheel chair accessible entrance is
available on the West side of the building.

Proposal Opening

Day / Date: TUESDAY – April 30, 2002
Time: 9:30 A.M. C.S.T.
Location / Address: Boone County Government Center
801 E. Walnut, Commission Chambers
Columbia, MO 65201

Proposal Contents

- 1.0: Instructions and General Conditions
- 2.0: Introduction and General Information
- 3.0: Specifications
- 4.0: Proposal Submission Information
- 5.0: Response Page
- Exhibit A Prior Experience
- Exhibit B Boone County Fairgrounds Map
- Exhibit C Boone County Fairgrounds Preliminary Master Plan



NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals for the following:

**BID #: 20-30APR02 – Ground Lease for Multi-Purpose Sports Facility Development
– Boone County Fairgrounds**

A pre-proposal conference with walk-around of the Boone County Fairgrounds has been scheduled for Tuesday, April 9, 2002, at 1:30 p.m. in the Boone County Fairgrounds Office, 5212 N. Oakland Gravel Road, Columbia, Missouri.

Sealed proposals will be accepted until **9:15 a.m. on Tuesday, April 30, 2002** in the Boone County Purchasing Office, Boone County Johnson Building, Room 208, 601 E. Walnut Street, Columbia, MO 65201.

The Request for Proposal is scheduled to be opened at 9:30 a.m. on April 30, 2002 during the Boone County Commission meeting, Boone County Government Center, Commission Chambers, 801 E. Walnut Street, Columbia, MO 65201

Specifications are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org. Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB
Director of Purchasing

Insertion: April 1, 2002
COLUMBIA MISSOURIAN



1. INTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions of Bidding and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with the material and/or supplies, equipment or services as detailed in the following proposal.

a) **Proposal Closing:** All proposals shall be delivered before 9:15 A.M., C.S.T., on Tuesday, April 30, 2002 to:

Boone County Purchasing Department
Melinda Bobbitt, CPPB, Director
601 E. Walnut Street, Room 208
Columbia, Missouri 65201-4460

- b) The County will not accept any proposals received after 9:15 A.M. and shall return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and five (5) numbered copies of the proposal (total of six). Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, only names of Offerors will be read aloud
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return *Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

1.2 **Evaluation of Proposals (Procedure):**

- a) The County will first examine proposals to eliminate those that are clearly non-responsive to the stated requirements. Therefore, Offerors should exercise particular care in reviewing the Proposal Format required for this RFP.

- b) The evaluation committee shall then score all proposals based upon the evaluation factors detailed herein. Upon completion of the scoring, the committee may recommend short listing the proposals that are potentially acceptable.
- c) At this point, the County may request presentations by Offerors, and carry out lease negotiations for the purpose of obtaining best and final offers, and conduct detailed reference checks on the short listed proposers.
- d) The County reserves the right to contact any and all references to obtain, without limitation, information regarding the Offeror's performance on previous projects. A uniform sample of references will be checked for each short-listed Offeror.
- e) The County reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
- f) Receipt of a proposal by the County or a submission of a proposal to the County offers no rights upon the Offeror nor obligates the County in any manner.
- g) No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to the Request for Proposal. Boone County reserves the right to select the Offeror which best meets its goals and objectives, needs, fiscal constraints, quality levels and service expectations.

1.3 Ambiguity, Conflict, or Other Errors in the RFP:

- a) If an Offeror discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposal, they shall immediately notify the Department of such error in writing and request modification or clarification of the document. The County will make modifications by issuing a written revision and will give written notice to all parties who have received this RFP from the County.
- b) The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting the proposal or it shall be waived.
- c) Implied Requirements: Products and services that are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Offeror, shall be included in the proposal.
- d) The County will not be liable in any way for any costs incurred by any Offeror in the preparation of their proposal in response to this RFP, nor for the presentation of their proposal and/or participation in any discussions or negotiations.

- 1.4 **Rejection of Proposals:** The right is reserved to accept or reject in whole or in part any or all proposals submitted, to waive technicalities, and to accept the offer the County considers the most advantageous to the County. Further, the County shall reject the proposal of any Offeror that is determined to be non-responsive. The unreasonable failure of an Offeror to promptly supply information in connection with respect to responsibility may be grounds for a determination of non-responsibility.
- 1.5 **Acceptance of Proposals:** The County will accept all proposals that are submitted properly. However, the County reserves the right to request clarifications or corrections to proposals.
- 1.6 **Requests for Clarification of Proposals:** Requests by the Department for clarification of proposals shall be in writing.
- 1.7 **Validity of Proposals:** Offeror should state how many days or months proposals remain valid beyond the 120 days minimum.
- 1.8 **Receipt and Opening of Advertised, Sealed Proposals:** The Offeror(s) and public are invited, but not required, to attend the formal opening of proposals. Offeror(s) names only will be read aloud to the public. No decisions related to an award of a contract or creation of any contractual or lease relationship, or purchase order will be made at the opening.
- a. Information provided in your response will be considered proprietary and will not be divulged during the selection process. Because ground leases or contractual agreements of this nature require the use of public property, it should be noted that the successful firm's proposal will become public record after its acceptance by the County Commission. All proposals and tabulation sheets are kept by the County for a period of time established by regulation or statutes after the award is made and are available for inspection at any time during regular working hours.
 - b. Proposals will be opened in the Boone County Commission meeting on Tuesday, April 30, 2002 at 9:30 A.M., C.S.T. located at the following address:

Boone County Government Center
Commission Chambers
801 E. Walnut Street
Columbia, Missouri 65201

NOTE: Proposal Closing and Proposal Opening times and locations are different. Refer to paragraph 1.1, a. for Proposal Closing time and location.

1.9 **Withdrawal of Proposals:** Proposals may be withdrawn without prejudice any time before the deadline for receipt of proposals. If a mistake or error is discovered by the Offeror or by the County after the proposal opening, the County has the right to call this error to the Offeror's attention and request verifications of the proposal. If the Offeror acknowledges the mistake and requests relief, the County will proceed in the following manner:

- a. **Withdrawal:** Permission to allow an Offeror to withdraw their proposal without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious disparity between the prices of the lowest Offeror and of the other Offerors, an Offeror may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.



2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1 This document constitutes a request for competitive, sealed proposals for a **Ground Lease for a Multi-Purpose Sports Facility located at the Boone County Fairgrounds**, as set forth herein.

2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Specifications
- 4) Proposal Submission Information
- 5) Response Page
- 6) Exhibit A – Prior Experience
- 7) Exhibit B – Boone County Fairgrounds Map
- 8) Exhibit C – Boone County Fairgrounds Preliminary Master Plan

2.1.3. Pre-Proposal Conference

2.1.3.1 To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference with walk-around of the Boone County Fairgrounds has been scheduled for Tuesday, April 9, 2002, at 1:30 p.m. in the Boone County Fairgrounds Office, 5212 N. Oakland Gravel Road, Columbia, Missouri.

a) **Directions:** From Interstate 70, exit on 128 A. Go three miles north on Hwy. 63 to Oakland Gravel Road exit. Follow signs. (See attached Exhibit B – Map).

2.1.3.2 All potential Offerors are encouraged to attend this conference in order to ask questions and provide comments on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.

2.1.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

2.2. Guideline for Written Questions:

2.2.1 All questions regarding this Request for Proposal shall be submitted in writing no later than 5:00 p.m., April 8, 2002. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Boone County Purchasing. No verbal responses to questions will be given prior to or following the pre-proposal conference. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet.

a. Melinda Bobbitt, CPPB
Director of Purchasing
601 E. Walnut Street, Room 208
Columbia, Missouri 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

2.2.2 Responses to questions will be addressed at the pre-proposal conference. The responses and usage will become a part of a written addendum, which will be mailed out after the pre-proposal conference.



3. SPECIFICATIONS

3.1 Scope:

- 3.1.1 Boone County – Missouri intends to let a ground lease for a multi-purpose sports facility to be located within the Boone County Fairgrounds. Proposals should include the construction of a facility that would accommodate two ice rinks. One ice rink and ancillary facilities should accommodate a competitive hockey franchise. A second ice rink should entertain other ice activities, including open public skating. The County will also consider other comprehensive proposals that may include the construction of a baseball stadium that would accommodate a competitive baseball franchise. Proposals of larger or smaller scale will be considered and may include parts of or overall operations management of entire fairgrounds.

3.2 Background Information:

- 3.2.1 Boone County is situated in Central Missouri and is dissected by Interstate 70 and US Highway 63. It is a fast-growing county known for its highly educated work force, low cost of living, award-winning schools, and unique blend of rural and urban lifestyles. Boone County includes nine communities: six cities (Columbia, Centralia, Ashland, Rocheport, Sturgeon, Hallsville) and three other communities (the Town of Harrisburg, the Village of Hartsburg and McBaine). The County has a population of approximately 132,000 and contains 685 square miles.
- 3.2.2 Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com> and information pertaining to the Boone County Fairgrounds from: <http://bocofair.missouri.org/>
- 3.2.3 Boone County will make available upon request to the Offeror at no cost, GIS Maps indicating property boundaries and existing structures.
- 3.2.4 Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

3.3 Minimum Requirements:

- 3.3.1 Respondent's name, address, phone number and contact person.

3.3.2 Developer Information:

1. Principals' History and Resume
2. Any Local Affiliates or Participants
3. Experience in Boone County, Missouri and other counties
4. Proposed Development Project Affiliates or Partners
 - i. Contractor
 - ii. Architect
 - iii. Financier

3.3.3. Project Narrative information and schematics explaining the overall character of the development. This section must contain the following information:

1. Nature of the activities and land use proposed;
2. Proposed Ownership of the Facility;
3. Proposed Management Structure of Facility (including, if any, the management of parts of or entire fairgrounds).
4. Changes to be made to the roadway system (including changes to ingress/egress);
5. Proposed tenants and users;
6. Information demonstrating the Developer's ability to secure tenants or other users of the development, including commitments from any users or tenants;
7. Proposed development schedule, including start and completion dates.

3.3.4. Project Development Budget identifying the proposed cost for:

1. Site Acquisition;
2. Site Development;
3. Construction of new building(s), by individual building;
4. Consultants and other soft costs;
5. Fees (development or management fees);
6. Financing costs.

3.3.5. Project Financials and Business Plan

1. Total Project costs (from Project Development Budget)
2. Evidence of any commitment(s) to finance project costs;
3. Proposed financing structure;
4. Project pro forma demonstrating the financial feasibility of the project, including the need, amount and sources of private funding, and if applicable, a demonstration of the need, amount and duration of financial support to be provided by the County;
5. Proposed Business plan demonstrating ability of facilities to be self-supporting without tax payer subsidy, preferably supported by a market study;
6. Evaluation of impact of proposed project on regional economy.



4. PROPOSAL SUBMISSION INFORMATION

4. RESPONSE TO PROPOSAL

4.1 Submission of Proposals:

4.1.1 When submitting a proposal, the Offeror should include the **original and five (5), numbered, additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, CPPB, Director of Purchasing
601 E. Walnut Street, Room 208
Columbia, MO 65201

b. The proposals must be delivered no later than 9:15 a.m. on April 30, 2002. Proposals will not be accepted after this date and time.

4.1.2 To facilitate the evaluation process, the Offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc.. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the Boone County Fairgrounds to access the service.

4.1.3 The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

4.1.4 Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.2 Competitive Negotiation of Proposals: The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

4.2.1 Negotiations may be conducted in person, in writing, or by telephone.

4.2.2 Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.

4.2.3 Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

4.2.4 The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.3 Evaluation and Award Process:

4.3.1 After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. Developer Information per Paragraph 3.3.2..... 20%
- b. Schematics of Development per Paragraph 3.3.3..... 20%
- c. Project Development Budget per Paragraph 3.3.4..... 30%
- d. Project Financials and Business Plan per Paragraph 3.3.5..... 30%

- 4.3.2 After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

4.4 Evaluation:

- 4.4.1 Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 4.4.2 The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Exhibit A to this RFP or in a similar manner):
- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
 - b. Dates and locations of the service/contract; and
 - c. A brief, written description of the specific prior services performed and requirements thereof.
- 4.4.3 The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 4.4.4 Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 4.4.5 The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Performance Requirements by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by

whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

4.5 Anticipated Schedule of Events Associated with Selection Process:

<u>Action</u>	<u>Date</u>
RFP Issued	March 27, 2002
Proposal Closing	April 30, 2002, 9:15 A.M., C.S.T.
Proposal Opening	April 30, 2002, 9:30 A.M., C.S.T.
Proposal Review Completed	May 7, 2002
Potential Interviews	May 9-10, 2002
Selection	May 17, 2002



5. Response Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Note: This form must be signed. All signatures must be original and not photocopies.



EXHIBIT A

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:
Address:

Contact Name:
Telephone Number:

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:
Address:

Contact Name:
Telephone Number:

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:
Address:

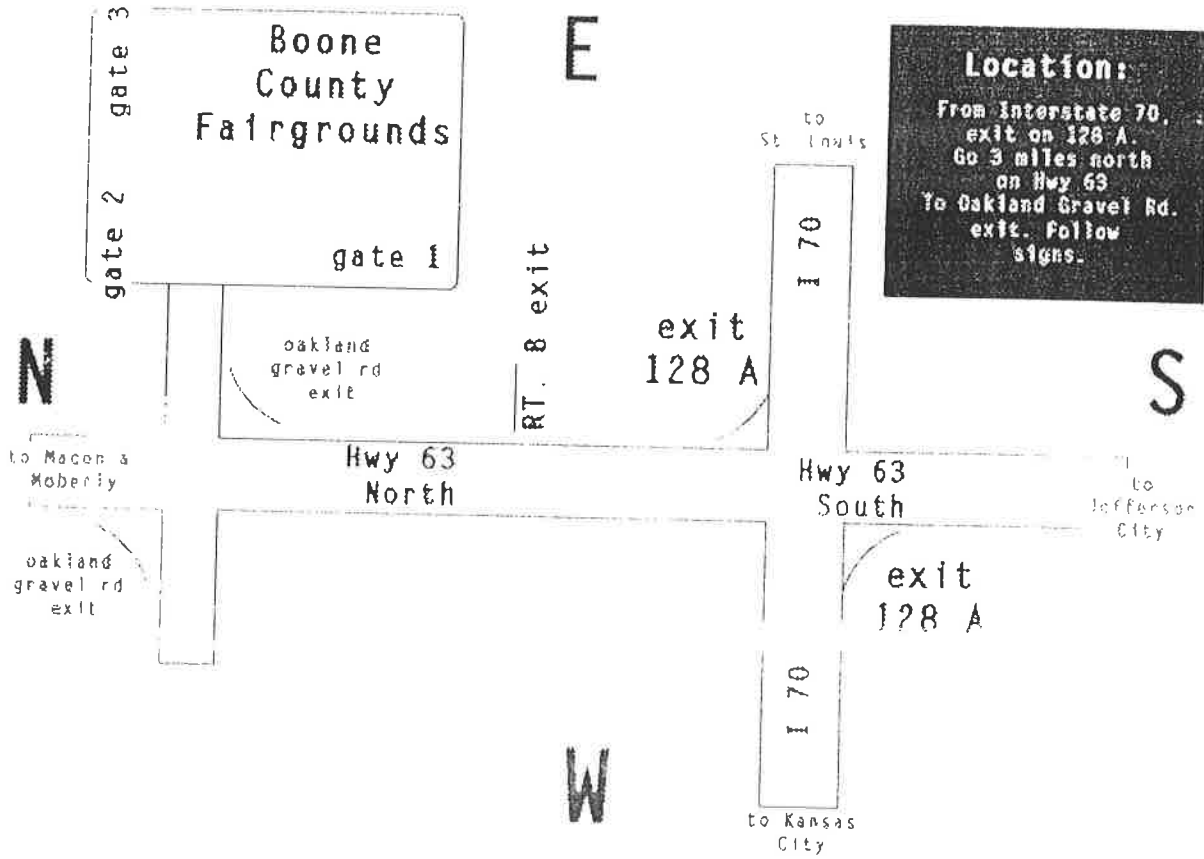
Contact Name:
Telephone Number:

Date of Contract:
Length of Contract:

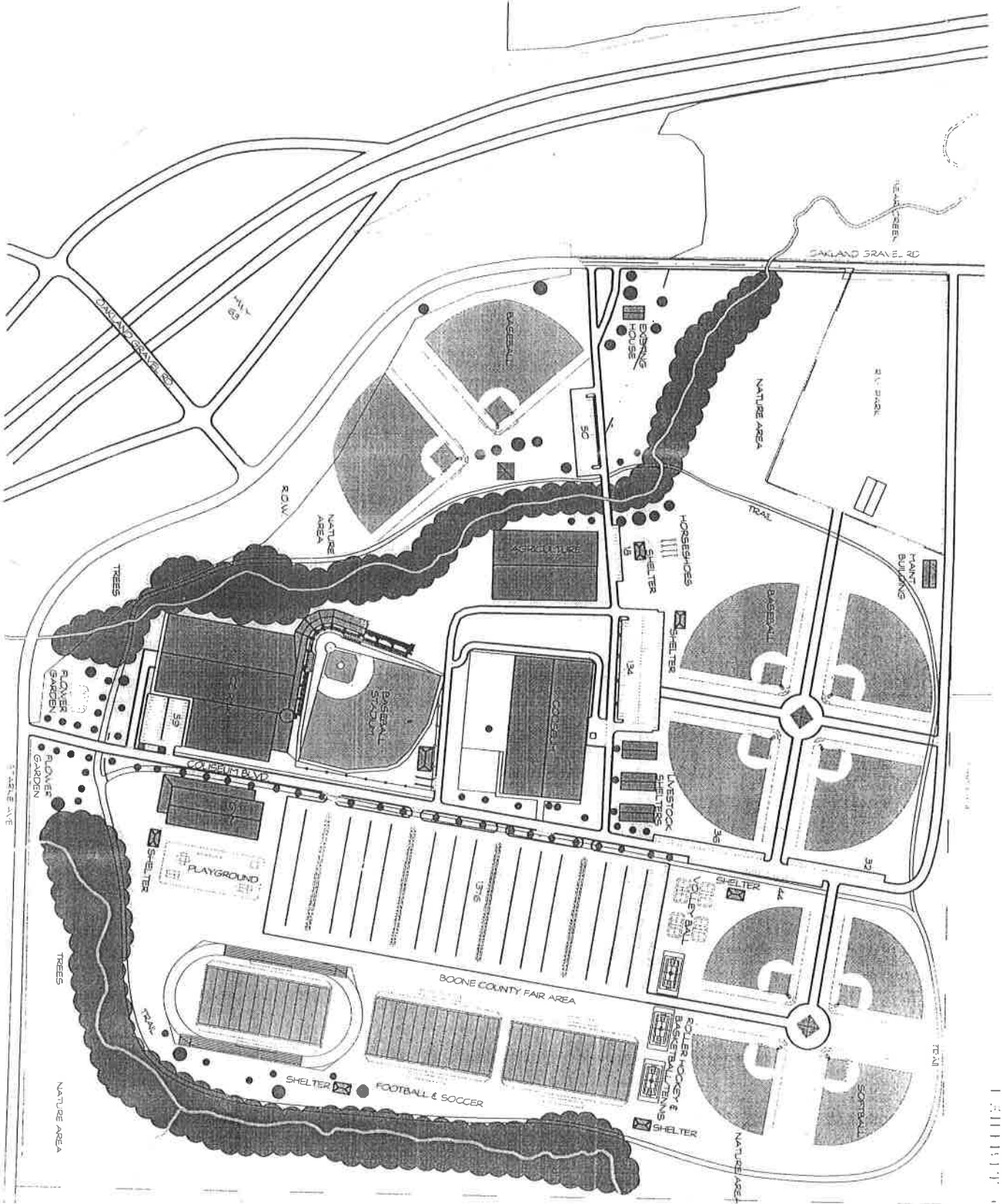
Description of Prior Services (include dates):

Boone County Fairgrounds: How to get to the fairgrounds

FIGURE B



Boone County Fairgrounds Preliminary Master Plan



- ROLLER-HOCKEY
BASEBALL TENNIS
COURTS
- RESTROOMS & CONCESSION
COURT
- SHELTER
- NATURE AREA
- FLOWER GARDEN
- TREES
- CREEK
- ROAD

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



601 E. Walnut-2nd Floor
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4402

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM

ONLY IF YOU DO NOT WANT TO SUBMIT A BID

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list for this service/commodity, please remove form and return to the Purchasing Department. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. *If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4402.*

If you have questions, please call the Purchasing Office at (573) 886-4391. Thank you for your cooperation.

#20-30APR02 - Sports Facility
(Bid Number)

(Business Name)

(Date)

(Address/P.O. Box)

(Telephone)

(City, State, Zip)

(Contact)

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

March Session of the February Adjourned

Term. 20 02

In the County Commission of said county, on the

26th day of March 20 02

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds on June 8 and June 9, 2002 from 8:00 a.m. to 5:30 p.m. for the Outdoor Music Fair and Seminars during the J.W. Boone Ragtime and Early Jazz Festival. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 26th day of March, 2002.



Don Stamper
Presiding Commissioner

ATTEST:

Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Don Stamper, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Commission Agenda

Boone County Commission

146-2002

APPLICATION FOR PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE GROUNDS

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: OUTDOOR MUSIC FAIR AND SEMINARS DURING S. W. BOONE RAGTIME & EARLY JAZZ FESTIVAL

Date(s) of Use: JUNE 8 AND 9, 2002 (SUNDAY & MONDAY)

Time of Use: From: 8 a.m./p.m. thru 5:30 a.m./p.m.

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department grounds of time and place of use and abide by all applicable laws and ordinances in using Courthouse
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization: JOHN WILLIAM BOONE HERITAGE FOUNDATION

Organization Representative/Title: LUCILLE SALERNO, Ph. D., PRESIDENT

Phone Number: 445-2539(H) 884-5570 (OFFICE)

Date of Application: 3/13/02 (ARRANGEMENTS WITH PERFORMERS HAVE TO BE MADE MORE THAN ONE YEAR IN ADVANCE.)

PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Wendy S. Woren sr
Clerk

BOONE COUNTY, MISSOURI

Don Stamper
Commissioner

DATE: 03/26/2002

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

March Session of the February Adjourned

Term. 20 02

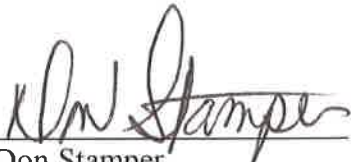
In the County Commission of said county, on the

26th day of March 20 02


the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds and the Commission Chambers on May 27, 2002 from 8:00 a.m. to 1:00 p.m. for the Memorial Day Courthouse Ceremony. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 26th day of March, 2002.


Don Stamper
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner



Boone County Commission

147-2002

Commission
agenda

APPLICATION FOR PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY COURTHOUSE GROUNDS

The undersigned organization hereby applies for a permit to use the Boone County Courthouse grounds as follows:

Description of Use: MEMORIAL DAY COURTHOUSE CEREMONY

Date(s) of Use: Monday 27 May, 2002

Time of Use: From: 8 a.m/p.m thru 1 a.m/p.m

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department grounds. of time and place of use and abide by all applicable laws and ordinances in using Courthouse
2. To remove all trash or other debris which may be deposited on the courthouse grounds by participants in the organizational use.
3. To repair or replace or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds.
4. To conduct its use of courthouse grounds in such a manner as to not unreasonably interfere with normal courthouse functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds as specified in this application.

Name of Organization: MEMORIAL DAY SALUTE TO VETERANS

Organization Representative/Title: MIKE RANDERSON / RETIRE OFFICERS ASSOCIATION

Phone Number: 875-7663

Date of Application: MARCH 22, 2002

PERMIT FOR ORGANIZATIONAL USE OF COURTHOUSE GROUNDS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Wendy S. Noren sr
Clerk

Don Stamper
Commissioner

DATE: 03/26/2002

Don Stamper, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

147-2002

ROGER B. WILSON BOONE COUNTY GOVERNMENT CENTER REQUEST TO USE CONFERENCE ROOM

Today's Date March 22 2002 Date of Event Monday 27 May 2002 Hours Needed 8^{AM} - 1 PM

Organization MEMORIAL DAY SALUTE TO VETERANS

Contact MIKE RANDASEN Telephone # 875-7663

Substitute ERIC CUNNINGHAM Telephone # 875-7649

TYPE OF EVENT

Will be used only in INLET MAT weather to
Allow Honored GUESTS For Ceremony to
STAGE OUT OF THE weather before courthouse
Ceremony.

Room requested:

Chambers _____ Room 208
 Room 139 _____ Room 220

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

March Session of the February Adjourned

Term. 20 02

County of Boone

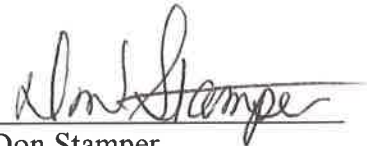
In the County Commission of said county, on the

26th day of March 20 02

the following, among other proceedings, were had, viz:


Now on this day, the County Commission of the County of Boone does hereby appoint Jeff Barrow, Joe Bindbeutel, Chris Cady, Steve Cheavens, Sarah Coats, Marjorie Digges, Robert Eisentrager, Dave Griggs, Larry Grossman, Paul Land, Charles Laun, Ben Londeree, Larry Moore, Marty Riback, David Rogers, Bob Walters, Patti Watts, and Leanna Dawn Zweig to the Joint City of Columbia/Boone County Storm Water Task Force.

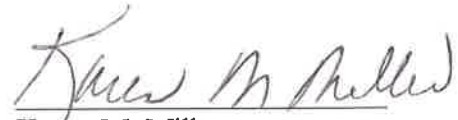
Done this 26th day of March, 2002.



Don Stamper
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission



Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner