

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned Term. 20 04

In the County Commission of said county, on the 2nd day of December 20 04

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

Now on this day the County Commission of the County of Boone does hereby award bid 76-23NOV04 for Pre-Numbered and Labeled File Folders to Safe Business Systems. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 2nd day of December, 2004.



Keith Schnarre
Presiding Commissioner

ATTEST:



Wendy S. Noren
Clerk of the County Commission

absent

Karen M. Miller
District I Commissioner



Skip Elkin
District II Commissioner

Boone County Purchasing

Heather Turner, CPPB
Buyer



601 E. Walnut, Room 209
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

499-2004

MEMORANDUM

TO: Boone County Commission
FROM: Heather Turner, CPPB
DATE: November 29, 2004
RE: 76-23NOV04 Pre-Numbered and Labeled File Folders

The Bid for Pre-Numbered and Labeled File Folders closed on November 23, 2004. Five bids were received. Purchasing and the Circuit Clerk's Office recommend award to Safe Business Systems for submitting the low bid.

Total cost of the contract is \$8,416.79 to be paid out of department 1221-Circuit Clerk, account number 23000 – Office Supplies. The remaining balance in this account is \$9,600.

Please find attached a copy of the bid tabulation for your review.

ATT: Bid Tabulation

cc: Rosa Dietiker, Circuit Clerk's Office
Bid File

BID TABULATION

76-23NOV04 - Un-Numbered and Labeled File Folders

4.7.	PRICING	QTY	Safe Business Systems		Comner Business Systems		Ecom Folders		FedEx/Kinkos		Samco Business Products	
			Price Per 100 Folders	Extended Price	Price Per 100 Folders	Extended Price	Price Per 100 Folders	Extended Price	Price Per 100 Folders	Extended Price	Price Per 100 Folders	Extended Price
4.7.1.	SMEAD 2BET2-150LBE 1&3 (Blue)	7000	\$34.43	\$2,410.10	\$53.00	\$3,710.00	\$36.60	\$2,562.00	\$120.86	\$8,460.20	\$47.00	\$3,290.00
4.7.2.	SMEAD 2BET2-150LGN 1&3 (Green)	5000	\$34.43	\$1,721.50	\$53.00	\$2,650.00	\$36.60	\$1,830.00	\$122.00	\$6,100.00	\$47.00	\$2,350.00
4.7.3.	SMEAD 2BET2-150L 1&3 (Manila)	9500	\$32.62	\$3,098.90	\$49.00	\$4,655.00	\$32.00	\$3,040.00	\$120.11	\$11,410.45	\$47.00	\$4,465.00
4.7.4.	SMEAD 2BET2-150LR 1&3 (Red)	1200	\$34.43	\$413.16	\$53.00	\$636.00	\$36.60	\$439.20	\$136.75	\$1,641.00	\$47.00	\$564.00
4.7.5.	SMEAD 2BET2-150LY 1&3 (Yellow)	1500	\$34.43	\$516.45	\$53.00	\$795.00	\$36.60	\$549.00	\$133.00	\$1,995.00	\$47.00	\$705.00
4.7.6.	SMEAD 2K2-150L 1&3 (Manila)	1200	\$21.39	\$256.68	\$26.00	\$312.00	\$10.00	\$120.00	\$118.00	\$1,416.00	\$26.00	\$312.00
4.7.7.	TOTAL			\$8,416.79		\$12,758.00		\$8,540.20		\$31,022.65		\$11,686.00
4.7.8.	Copy of Software Used to Print Labels		Free plus Free Epson C86 Inkjet Printer If Awarded Folders		\$75.00		\$140.00		N/A			\$68.28
4.8.	PRICING-INDIVIDUAL LABELS	QTY	Price Per 500 Labels	Extended Price	Price Per 500 Labels	Extended Price	Price Per 500 Labels	Extended Price	Price Per 500 Labels	Extended Price	Price Per 500 Labels	Extended Price
4.8.1.	2005 (05) ETYJ Year Labels	1000	No Bid	No Bid	\$7.00	\$14.00	\$20.00	\$40.00	\$17.10	\$34.20	\$4.97	\$9.94
4.8.2.	"BA" Labels	2000	No Bid	No Bid	\$7.00	\$28.00	\$20.00	\$80.00	\$17.10	\$68.40	No Bid	No Bid
4.8.3.	"TR" Labels	1000	No Bid	No Bid	\$7.00	\$14.00	\$20.00	\$40.00	\$17.10	\$34.20	No Bid	No Bid

C:\Documents and Settings\Administrator\Local Settings\Temp\76-23NOV04 - Pre-Numbered and Labeled File Folders

BID TABULATION

76-23NOV04 - -Numbered and Labeled File Folders

		Safe Business Systems		Conner Business Systems		Ecom Folders		FedEx/Kinkos		Samco Business Products		
4.8.4.	"MC" Labels	1000	No Bid	No Bid	\$7.00	\$14.00	\$20.00	\$40.00	\$17.10	\$34.20	No Bid	No Bid
4.8.5.	"TC" Labels	1000	No Bid	No Bid	\$7.00	\$14.00	\$20.00	\$40.00	\$17.10	\$34.20	No Bid	No Bid
4.8.6.	"MU" Labels	1000	No Bid	No Bid	\$7.00	\$14.00	\$20.00	\$40.00	\$17.10	\$34.20	No Bid	No Bid
4.8.7.	"CR" Labels	1000	No Bid	No Bid	\$7.00	\$14.00	\$20.00	\$40.00	\$17.10	\$34.20	No Bid	No Bid
4.8.8.	"CV" Labels	1000	No Bid	No Bid	\$7.00	\$14.00	\$20.00	\$40.00	\$17.10	\$34.20	No Bid	No Bid
4.8.9.	"FC" Labels	1000	No Bid	No Bid	\$7.00	\$14.00	\$20.00	\$40.00	\$17.10	\$34.20	No Bid	No Bid
4.8.10.	"PR" Labels	500	No Bid	No Bid	\$7.00	\$7.00	\$20.00	\$20.00	\$17.10	\$17.10	No Bid	No Bid
4.8.11.	"MH" Labels	500	No Bid	No Bid	\$7.00	\$7.00	\$20.00	\$20.00	\$17.10	\$17.10	No Bid	No Bid
4.8.12.	TOTAL		No Bid	No Bid		\$154.00		\$440.00		\$376.20		\$9.94
4.8.	DESCRIBE ANY DEVIATION(S)	GBS Brand Folders Matching Smead Brand		Labels 4.8.2 through 4.8.11 will be printed on Avery 8167 Labels. See samples for all labels.		None		None		Folders delivered flat and printed on directly. No labels used		None
4.11.	Maximum Percentage Increase	0%		5%		5%		0%		0%		5%
	% 1 st Renewal	8%		5%		3%		0%		0%		5%
4.12.	Delivery ARC:	5 Weeks		3-4 Weeks Maximum		30		3 Weeks		6-8 Weeks		

No Bid
Missouri Vocational Enterprises

11/29/04

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

DATE

Safe Business Systems

1-800-605-8288

New

VENDOR NAME

PHONE #

VENDOR NO.

330 Sovereign Court
ADDRESS

Manchester
CITY

MO 63011
STATE ZIP

BID DOCUMENTATION

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements.
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (>\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

Transaction Not Subject To Bidding For The Following Reason:

- Utility
- Travel
- Dues
- Refund
- Cooperative Agr
- Other (Explain):
- Training
- Pub/Subscriptions
- Required Gov Payment
- Agency Fund Distribution

To: County Clerk's Office

#76-23NOV04

(Enter Applicable Bid / Sole Source / Emergency Number)

Comm Order # 499-2004

Return to Auditor's Office

Bill To Department # 1221

Ship To Department # 1221

Department				Account				Item Description	Qty	Unit Price	Amount
2	2	1		2	3	0	0	Smead 2BET2 - 150 LBE 1&3 - Price Per 100 Folders	7000	34.43	2410.10
								Smead 2BET2 - 150 LGN 1&3 - Price Per 100 Folders	5000	34.43	1721.50
								Smead 2BET2 - 150L 1&3 - Price Per 100 Folders	9500	32.62	3098.90
								Smead 2BET2 - 150LR 1&3 - Price Per 100 Folders	1200	34.43	413.16
								Smead 2BET2 - 150LY 1&3 - Price Per 100 Folders	1500	34.43	516.45
								Smead 2K2 - 150L 1&3 - Price Per 100 Folders	1200	21.39	256.68
								Total			8416.79

I certify that the goods, services or charges specified above are necessary for the use of this department, are solely for the benefit of the county, and have been procured in accordance with statutory bidding requirements.

Requesting Official

Auditor Approval

**PURCHASE AGREEMENT FOR
PRE-NUMBERED AND LABELED FILE FOLDERS**

THIS AGREEMENT dated the 2 day of DEC 2004 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Safe Business Systems**, herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:


1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for Pre-Numbered and Labeled File Folders, bid number **76-23NOV04** including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, any applicable Addenda, as well as the Contractor's bid response dated November 18, 2004 executed by Kevin Butler, on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the bid specifications including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, and any applicable Addenda shall prevail and control over the Contractor's bid response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the items identified and responded to in sections 4.7.1. through 4.7.8. of the bid for a total cost of Eight Thousand Four Hundred Sixteen Dollars and Seventy-Nine Cents (\$8,416.79).
3. **Delivery** - Contractor agrees to deliver the equipment per the bid specifications and within five (5) weeks after receipt of order.
4. **Billing and Payment** - All billing shall be invoiced to the Boone County Circuit Clerk's Office and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.
5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

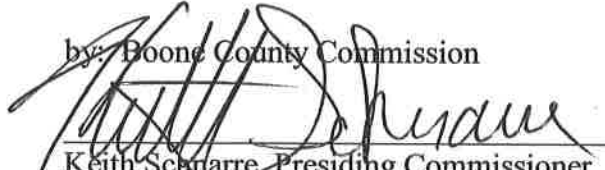
6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

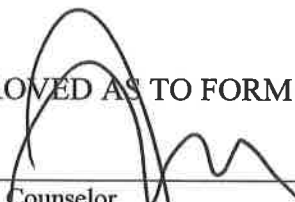
7. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

~~Safe Business Systems~~
by 
title PRESIDENT

BOONE COUNTY, MISSOURI
by: Boone County Commission

Keith Schjarre, Presiding Commissioner

APPROVED AS TO FORM:

County Counselor

ATTEST:

Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION
In accordance with RSMo 55.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of the contract do not create in a measurable county obligation at this time.)

June Pitchford by KJ 12/1/2004
Signature Date Appropriation Account
1221/23000
\$8,416.79

Boone County Purchasing

Kerry Patton
Office Specialist



601 E. Walnut, Room 205
Columbia, MO 65201
Phone: (573) 886-4394
Fax: (573) 886-4390
kpatton@boonecountymo.org

November 30, 2005

Safe Business Systems
Kevin Butler
330 Sovereign Ct.
Manchester, MO 63011-0000

RE: Bid # 76-23NOV04 Pre-Numbered and Labeled File Folders

Dear Mr. Butler:

The County of Boone wishes to renew Bid # 76-23NOV04 Pre-Numbered and Labeled File Folders. Confirming our letter dated November 4, 2005, you agree to renew the contract under the same terms and conditions as set in the original bid. The contract renewal period is **January 1, 2006 through December 31, 2006.**

Sincerely,

Kerry Patton
Office Specialist

cc: Rosa Dietiker, Circuit Clerks Office
Bid File

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned Term. 20 04

In the County Commission of said county, on the 2nd day of December 20 04

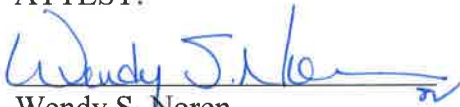
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the use of the Courtyard Square on December 6, 2004 from 10:30 to 11:30 a.m. for a Presentation of S.M.A.R.T. Course Certificates sponsored by the S.M.A.R.T. Advisory Board. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 2nd day of December 2004.


Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

absent
Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Keith Schnarre, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



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

Boone County Commission

500-2004

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Government Center as follows:

Description of Use: Presentation of S.M.A.R.T. Course Certificates

Date(s) of Use: 12-6-04

Time of Use: From: 10:30 a.m./p.m. thru 11:30 a.m./p.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Chambers Atrium - Rm220 - Rm208 - Rm139

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 of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, 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 and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building 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 and/or use of rooms as specified in this application.

Name of Organization/Person: S.M.A.R.T. Advisory Board

Organization Representative/Title: Michele McBride / S.M.A.R.T. Coordinator

Address/Phone Number: 34 Brady Commons / 882-9335

Date of Application: 12-2-04

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

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 Suber
County Clerk

BOONE COUNTY, MISSOURI

Roger B. Wilson
County Commissioner

DATE: 2 DEC 2004