

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

22nd

day of

September

20

15

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

Now on this day the County Commission of the County of Boone does hereby award bid 52-17AUG15 – Pre-Printed Envelopes for the Boone County Collector to University of Missouri Printing Services.

The terms of the bid award are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 22nd day of September, 2015.

ATTEST:

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

*Daniel K. Atwill*  
 Daniel K. Atwill  
 Presiding Commissioner

*Karen M. Miller*  
 Karen M. Miller  
 District I Commissioner

*Janet M. Thompson*  
 Janet M. Thompson  
 District II Commissioner

435-2015

# Boone County Purchasing

Jacob M. Garrett  
Buyer



613 E. Ash St., Room 1-11  
Columbia, MO 65201  
Phone: (573) 886-4393  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Jacob M. Garrett  
DATE: September 1, 2015  
RE: RFB Award Recommendation: 52-17AUG15 – Pre-Printed Envelopes for the Boone County Collector

The Request for Bid for 52-17AUG15 – Pre-Printed Envelopes closed on August 17<sup>th</sup>, 2015. Nine bid responses were received. Of these nine, three returned samples to be included in the evaluation process as instructed in paragraph 2.5.5. of the Request For Bid. Recommendation for award for offering the lowest & best on cost, samples and prior experience of the responsive bids is University of Missouri Printing Services.

Cost of the contract is \$10,673.59 and will be paid from department 1150 – Collector, account 23001 – Envelope and Office Forms Printing. \$12,000.00 was budgeted for this bid.

cc: Bid File  
Brian McCollum, Collector

435-2015

52-17AUG15 - Pre-Printed Envelopes												
BID TABULATION												
PRICING												
Item	General Printing Services				Affordable Solutions				Cenveo		K.C. Envelope Comp	
	Description	Quantity	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price		
4.10.1	#10 White Window Envelopes 24lb. Single Sided, informational bubble on front. 2,4,1.	155,000.00	\$20.21	\$1,132.55	\$22.20	\$1,441.00	\$18.87	\$2,924.85	\$20.40	\$1,620.00		
4.10.2	#10 Blue Window Envelopes 24lb. Single Sided, 2,4,2.	105,000.00	\$24.27	\$2,548.35	\$21.96	\$2,305.80	\$21.10	\$2,215.50	\$22.81	\$2,395.05		
4.10.3	#10 White Woven Envelopes 24 lb. Single Sided, 2,4,3.	5,000.00	\$29.80	\$149.00	\$31.67	\$158.35	\$27.45	\$177.25	\$36.65	\$183.25		
4.10.4	#9 Yellow Insert Envelopes 24 lb. Double Sided, 2,4,4.	105,000.00	\$20.04	\$2,104.20	\$23.59	\$2,476.95	\$16.10	\$1,690.50	\$22.98	\$2,382.90		
4.10.5	#9 White Insert Envelopes 24 lb. Double Sided, 2,4,5.	55,000.00	\$19.05	\$1,047.75	\$23.56	\$1,284.80	\$22.28	\$1,222.40	\$19.66	\$1,081.30		
4.10.6	6" x 9 1/2" White Window Envelopes, Single Sided, 2,4,6.	1,000.00	\$175.40	\$175.40	\$151.00	\$151.00	\$92.50	\$462.50	\$198.47	\$198.47		
4.10.7	#10 White Window Envelopes 24lb. Single Sided, 2,4,7.	12,500.00	\$38.64	\$386.00	\$29.86	\$373.25	\$28.86	\$360.75	\$28.45	\$355.88		
4.10.8	6 1/2" x 9 1/2" White Envelopes, Single Sided, 2,4,8.	1,000.00	\$130.00	\$130.00	\$173.14	\$173.14	\$74.45	\$74.45	\$297.18	\$297.18		
4.10.9	9" x 12" Brown Kraft Window Envelopes, Single Sided, 2,4,9.	1,000.00	\$46.50	\$46.50	\$36.10	\$36.10	\$58.30	\$58.30	\$166.91	\$166.91		
4.10.10	ENVELOPE TOTAL:			\$10,047.75		\$11,062.89		12,137.88		\$10,593.94		
4.10.11	Option 1: FOB Shipping with inside delivery to the 2nd floor of the Convention Center, 801 E. Walnut Street, Columbus, OH 43261.				\$	\$		\$1,951.94		\$1,500.00		
4.10.12	Option 2: FOB Shipping to loading dock, Boone County, employees will handle.				\$	\$		\$1,117.91		\$650.00		
4.11.	Describe Any Delinquencies:		No Response									
4.12.	Did the Vendor provide sample copies to Collector's Office?		No		YES							
Shipping is included in above prices, no discount for option 2.												
Please Print quotes on all pages 4, 10, 8 & 12, 9, 12 which is quoted in offer.												
											NO	

435-2015

52-17AUG15 - Pre-Printed Envelopes											
BID TABULATION											
PRICING											
4.10.	Description	Quantity	MAC Paper Conventents		Hampton Envelope Company		Bear Graphics & Printing		The Envelope Printery		Extended Price
			Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	
4.10.1.	#10 White Window Envelopes 2 1/4lb. Single Slided, informational bubble on front, 2.4.1.	155,000.00	\$16.84	\$2,627.70	\$15.78	\$2,445.90	\$20.50	\$3,177.50	\$20.49	\$3,174.95	\$1,174.95
4.10.2.	#10 Blue Window Envelopes 2 1/4lb. Single Slided, 2.4.2.	105,000.00	\$20.74	\$2,177.70	\$11.09	\$2,214.45	\$21.60	\$2,278.00	\$23.28	\$2,478.40	\$2,654.40
4.10.3.	#10 White Woven Envelopes 2 1/4 lb. Single Slided, 2.4.3.	5,000.00	\$35.28	\$176.40	\$11.49	\$157.45	\$36.00	\$180.00	\$11.60	\$158.00	\$158.00
4.10.4.	#9 Yellow Insert Envelopes 2 1/4 lb. Double Slided, 2.4.4.	105,000.00	\$19.67	\$2,065.35	\$18.09	\$1,899.45	\$19.70	\$2,068.50	\$20.04	\$2,104.20	\$2,104.20
4.10.5.	#9 White Insert Envelopes 2 1/4 lb. Double Slided, 2.4.5.	55,000.00	\$18.87	\$1,037.85	\$16.89	\$928.95	\$17.95	\$987.25	\$23.68	\$1,302.40	\$1,302.40
4.10.6.	6" x 9 1/2" White Window Envelopes, Single Slided, 2.4.6.	1,000.00	\$859.50	\$859.50	\$230.72	\$230.72	\$260.00	\$260.00	\$430.23	\$430.23	\$430.23
4.10.7.	#10 White Window Envelopes 2 1/4lb. Single Slided, 2.4.7.	12,500.00	\$27.48	\$343.50	\$26.52	\$331.50	\$20.50	\$256.25	\$45.90	\$573.75	\$573.75
4.10.8.	6 1/2" x 9 1/2" White Envelopes, Single Slided, 2.4.8.	1,000.00	\$751.25	\$751.25	\$114.33	\$114.33	\$89.00	\$89.00	\$151.58	\$151.58	\$151.58
4.10.9.	9" x 12" Brown Kraft Window Envelopes, Single Slided, 2.4.9.	1,000.00	\$1,059.65	\$1,059.65	\$515.80	\$1,059.65	\$425.00	\$425.00	\$571.42	\$571.42	\$571.42
4.10.0.	ENVELOPE TOTAL										
				\$11,096.90		\$8,926.05		9,921.50		\$11,121.90	
4.10.1.	Option 1: FOB Shipping with inside delivery to the 2nd floor of the Government Center, 801 E. Walnut Street, Columbus, 310 02501										
4.10.2.	Option 2: FOB Shipping to loading dock, Boone County, emergency staff address.		\$2,128.00		\$258.00		\$10,520.00		\$4,093.91		\$4,093.91
4.11.	Describe any deviations:		\$550.00		\$235.50		\$10,170.00		\$1,232.38		\$1,232.38
4.12.	Did the Vendor provide sample copies to Collection Officer?		N/A		N/A		N/A		N/A		N/A
			YES		NO		NO		NO		NO

435-2015

52-17AUG15 - Pre-Printed Envelopes									
BID TABULATION									
University of Missouri Printing Services									
4.10.	Description	Quantity	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Unit Price (Per 1000)	Extended Price	Extended Price
4.10.1.	#10 White Window Envelopes 24lb. Single Sided, informational bubble on front, 2.4.1.	155,000.00	\$21.14	\$3,276.70					
4.10.2.	#10 Blue Window Envelopes 24lb. Single Sided, 2.4.2.	105,000.00	\$23.30	\$2,446.50					
4.10.3.	#10 White Woven Envelopes 24 lb. Single Sided, 2.4.3.	5,000.00	\$31.31	\$156.55					
4.10.4.	#9 Yellow Insert Envelopes 24 lb. Double Sided, 2.4.4.	105,000.00	\$23.90	\$2,494.50					
4.10.5.	#9 White Insert envelopes 24 lb. Double Sided, 2.4.5.	55,000.00	\$20.29	\$1,115.95					
4.10.6.	6" x 9 1/2" White Window Envelopes, Single Sided, 2.4.6.	1,000.00	\$29.64	\$29.64					
4.10.7.	#10 White Window Envelopes 24lb. Single Sided, 2.4.7.	12,500.00	\$25.71	\$321.38					
4.10.8.	6 1/2" x 9 1/2" White Envelopes, Single Sided, 2.4.8.	1,000.00	\$120.35	\$120.35					
4.10.9.	12" x 12" Brown Kraft Window Envelopes, Single Sided, 2.4.9.	1,000.00	\$92.03	\$92.03					
4.10.0.	ENVELOPE TOTL:			\$10,073.59	\$0.00	\$0.00			\$0.00
4.10.1.	Option 1: FOB Shipping with inside delivery to the 1 <sup>st</sup> floor of the Government Center, 801 E. 10 <sup>th</sup> Street, Columbia, MO 65201			\$200.00					
4.10.2.	Option 2: FOB Shipping to loading dock, Boone County employees will unload.			\$9.99					
4.11.	Describe any Deviations	N/A							
4.12.	Did the Vendor provide sample copies for evaluation of cost?	YES							

**PURCHASE AGREEMENT  
FOR  
Pre-Printed Envelopes**

**THIS AGREEMENT** dated the 22<sup>ND</sup> day of September 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **University of Missouri Printing Services**, 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-Printed Envelopes**, County of Boone Request for Bid number **52-17AUG15**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response submitted **August 13, 2015** and executed by **Jeff McNeeley**, 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, this Purchasing Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

**2. Contract Duration** - This agreement shall commence on the **date of award** and extend through **August 31, 2016** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with pre-printed envelopes as per the bid specifications and as responded to on the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

**4. Delivery** - Contractor agrees to deliver envelopes as stated above to the Boone County Government Center 3<sup>rd</sup> Floor, 801 E. Walnut, Room 308, Columbia, Missouri 65201. All deliveries shall be made FOB Destination, inside delivery to the 3<sup>rd</sup> floor with freight prepaid and charged back. The seller pays the freight and charges back the buyer by adding the freight charges to the invoices. The contractor must notify the Collector's Office a minimum of five (5) business days in advance of the envelope delivery by calling Brian McCollum at (573) 886-4291.

**5. Billing and Payment** - All billing shall be invoiced to the Boone County Collector's Office located at 801 E. Walnut, Columbia, MO 65201, Office # 118. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response 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 correct monthly statements 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.

**6. 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.

**7. 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.

**8. 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.

**UNIVERSITY OF MISSOURI  
PRINTING SERVICES** *as per University Requirements*  
 by *[Signature]*  
 title \_\_\_\_\_  
 address \_\_\_\_\_  
 \_\_\_\_\_

**BOONE COUNTY, MISSOURI**  
 by: Boone County Commission  
*[Signature]*  
 Dan Atwill, Presiding Commissioner

APPROVED AS TO FORM:  
*[Signature]* *For C.J. Dykhouse*  
 C.J. Dykhouse, County Counselor

ATTEST:  
*[Signature]* *Wendy S. Noren*  
 Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, 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 this contract do not create a measurable county obligation at this time.)

*[Signature]* *June E. Pichford*      9/2/15      1150/23001 - \$10,673.59 *Tenant Supply*  
 Signature      Date      Appropriation Account



BOONE COUNTY, MISSOURI  
Request for Bid #: 52-17AUG15 – Pre-Printed Envelopes, Boone County Collector

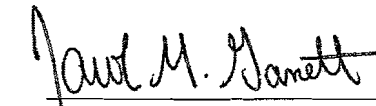
**ADDENDUM #2** - Issued August 7, 2015

This addendum is issued in accordance with the RFB Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should be acknowledged** and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- 1) The County has received the following questions and providing the response below:
  - a. In section 2.7.1, it states inside delivery to the 3rd floor. Can you please clarify where the loading dock is? **There is no loading dock, but rather an unloading area at the garage door on the corner of 9th and Ash Streets.**
  - b. To get an accurate estimate for the freight, please clarify if the truck will need to have a lift gate to lower the pallets of envelopes to the ground? **Yes, the delivery truck will need a lift gate to lower the pallets to the ground.**
  - c. Does Boone County have access to a forklift to move the pallet indoors or will the truck driver be responsible for doing that? **The County does not have a forklift. The delivery driver will be responsible for removing the pallets or boxes of envelopes from the truck.**
  - d. Then at that point, the employees would unload the pallet that is inside the building on the first floor, correct? **If option 2 is selected, the delivery driver will remove the envelopes from the truck and deposit them in the unloading area on the 1st floor of the Government Center. Boone County employees would then take the envelopes to the 3rd floor of the Government Center. If option 1 is selected, the delivery driver will remove the envelopes from the truck and deliver them to the 3rd floor of the Government Center. A pallet will not fit on the elevator.**

By:

  
\_\_\_\_\_  
Jacob M. Garrett, Buyer  
Boone County Purchasing

OFFEROR has examined **Addendum #2** to Request for Bid# 52-17AUG15 – Pre-Printed Envelopes, for Boone County Collector receipt of which is hereby acknowledged:



Company Name: University of MD Printing Services  
Address: 2800 Magnolia Blvd

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: JMM Date: 8/13/15

Authorized Representative Printed Name: Jeff McNeely



BOONE COUNTY, MISSOURI  
Request for Bid #: 52-17AUG15 – Pre-Printed Envelopes, Boone County Collector

**ADDENDUM #1** - Issued August 4, 2015

This addendum is issued in accordance with the RFB Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should be acknowledged** and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

1) Clarifications to the Request for Bid:

- a. The envelope types and quantities outlined in the Envelope Printing Needs 2015-2016 will be ordered in full at the same time, and expected delivery between October 5 and October 7, 2015.
- b. There is no printing required to the edges of the envelopes and all ink should be in black ink.

Boone County Collector  
801 E. Walnut, Rm 118  
Columbia, MO 65201-4890

By: Jacob M. Garrett  
Jacob M. Garrett, Buyer  
Boone County Purchasing

OFFEROR has examined **Addendum #1** to Request for Bid# 52-17AUG15 – Pre-Printed Envelopes, for Boone County Collector receipt of which is hereby acknowledged:

Company Name: University of MO Printing Services  
Address: 2800 Maguire Blvd

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: Jeff McNealey Date: 8/13/15

Authorized Representative Printed Name: Jeff McNealey

RFB #: 52-17AUG15

8/4/15

4. Response Form

- 4.1. Company Name: Univ of MO Printing Services
- 4.2. Address: 2800 Maguire Blvd
- 4.3. City/Zip: Columbia MO 65211
- 4.4. Phone Number: 882-5942
- 4.5. Fax Number: 882-1413
- 4.6. E-Mail Address: mcneeleyj@missouri.edu
- 4.7. Federal Tax ID: 436003859
- 4.7.1. ( ) Corporation
- ( ) Partnership - Name \_\_\_\_\_
- ( ) Individual/Proprietorship - Individual Name \_\_\_\_\_
- () Other (Specify) University
- 4.8. SIGNATURE: Jeff McNeely
- 4.9. PRINTED NAME: Jeff McNeely

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.10. PRICING				
Est #	Description	Unit Price (Per 1000)	Quantity	Extended Price
34606	4.10.1. #10 White Window Envelopes 24lb, Single Sided, informational bubble on front, 2.4.1.	\$ 21.14	155,000	\$ 3276.70
34608	4.10.2. #10 Blue Window Envelopes 24lb, Single Sided, 2.4.2.	\$ 23.30	105,000	\$ 2446.50
34609	4.10.3. #10 White Woven Envelopes 24 lb, Single Sided, 2.4.3.	\$ 31.31	5,000	\$ 156.55
34610	4.10.4. #9 Yellow Insert Envelopes 24 lb. Double Sided, 2.4.4.	\$ 22.90	105,000	\$ 2404.50
34611	4.10.5. #9 White Insert envelopes 24 lb, Double Sided, 2.4.5.	\$ 20.29	55,000	\$ 1115.95
34612	4.10.6. 6" x 9 1/2" White Window Envelopes, Single Sided, 2.4.6.	\$ 239.63	1,000	\$ 239.63
34613	4.10.7. #10 White Window Envelopes 24lb, Single Sided, 2.4.7.	\$ 25.71	12,500	\$ 321.38
34614	4.10.8. 6 1/2" x 9 1/2" White Envelopes, Single Sided, 2.4.8.	\$ 120.35	1,000	\$ 120.35

Est# 34616

4.10.9.	9" x 12" Brown Kraft Window Envelopes, Single Sided, 2.4.9.	\$ 592.03	1,000	\$ 592.03
4.10.0.	<b>ENVELOPE TOTAL</b>			\$ 10,673.59
4.10.1.	<b>Option 1:</b> FOB Shipping with inside delivery to the 3 <sup>rd</sup> floor of the Government Center, 801 E. Walnut Street, Columbia, MO 65201			\$ 200
4.10.2.	<b>Option 2:</b> FOB Shipping to loading dock. Boone County employees will unload.			\$ 0
	Note: Boone County will award either the shipping from line 4.9.1. or shipping from 4.9.2. Bidder must provide pricing for both options.			
4.11.	<b>Describe Any Deviations:</b>			

**BOONE COUNTY COLLECTOR'S  
Envelope Printing Needs 2015-2016**

QTY	DESCRIPTION	SINGLE/ DOUBLE SIDED	WHITE/ COLORED PAPER	OTHER INSTRUCTIONS
A.	155,000 #10 window envelopes-24 lb. (information area on front)	single	white	return address county seal information area on front
B.	105,000 #10 window envelopes-24 lb. (one line message on front)	single	blue	return address county seal one line message on front
C.	5,000 #10 woven envelopes-24 lb.	single	white	return address county seal
D.	105,000 #9 insert envelopes-24 lb. (mailing instructions on back)	double	yellow	return address area mailing address stamp area w/USPS info bar code mailing instructions on back
E.	55,000 #9 insert envelopes-24 lb. (mailing instructions on back)	double	white	return address area mailing address stamp area w/USPS info bar code mailing instructions on back
F.	1,000 6" x 9 1/2" white window envelope-24 lb.	single	white	return address county seal flap on top side window size 1-1/8" x 4-1/2" position 7/8" from left, 2-3/8" from bottom
G.	12,500 #10 window envelopes-24 lb.	single	white	return address county seal
H.	1,000 6 1/2" x 9 1/2" envelope-24 lb.	single	white	return address county seal flap on top side
I.	1,000 9" x 12" window envelope	single	brown Kraft	return address county seal flap on right 12" side window size - 4"x2 1/4" in upper left position - 1/2" from left edge and 2 1/4" from top

(Please complete and return with Bid)

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

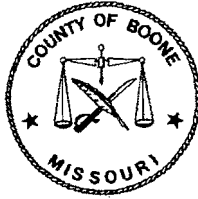
Jeff McNecley, Customer Service Supervisor

Name and Title of Authorized Representative

All Mif as per University Requirements 8/13/15

Signature

Date



**Boone County Purchasing**  
613 E. Ash Street, Room 113  
Columbia, MO 65201

## ***Request for Bid (RFB)***

***Jacob Garrett, Buyer***  
(573) 886-4393 - FAX (573) 886-4390  
Email: [jgarrett@boonecountymmo.org](mailto:jgarrett@boonecountymmo.org)

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### ***Bid Data***

Bid Number: **52-17AUG15**  
Commodity Title: **Pre-Printed Envelopes**

## **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### ***Bid Submission Address and Deadline***

Day / Date: **Monday, August 17, 2015**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex  
613 E. Ash Street, Room 113  
Columbia, MO 65201**  
  
Directions: The Boone County Annex Building is located on the corner of Ash and 7<sup>th</sup> streets.

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### ***Bid Opening***

Day / Date: **Monday, August 17, 2015**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Address: **Boone County Purchasing Department  
Boone County Annex  
613 E. Ash Street, Room 113  
Columbia, MO 65201**

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### ***Bid Contents***

- 1.0: **Introduction and General Terms and Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form  
Envelope Printing Needs 2013  
Debarment Form  
Standard Terms and Conditions  
"No Bid" Form**

## **1. Introduction and General Terms and Conditions of Bidding**

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department/s or Office/s* - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.  
*Designee* - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or email, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to compare the lowest bid received with the current Cooperative contract pricing, and award in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:



- 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a contract for the furnishing and delivery of Pre-Printed Envelopes for the Boone County Collector’s Office.
- 2.2. **QUANTITY**
- 2.2.1. The contractor must provide envelopes in the quantities outlined in the attached **Envelope Printing Needs 2015-2016**.
- 2.3. **ENVELOPE SIZE PARAMETERS**
- 2.3.1. **Throat Depth** – Minimum 6.3 mm, Maximum 37.8mm, Throat Depth at 19mm in from edge of envelope.
- 2.3.2. **Minimum Depth Clearance** – 3mm unfolded documents, 6mm folded documents.
- 2.3.3. **Maximum Insert Thickness** – 6mm.
- 2.3.4. **Maximum Envelope Size** – 266mm x 165mm Feed Tower, 266mm x 165mm HCEF.
- 2.3.5. **Minimum Envelope Size** – 162mm x 85.3mm Feed Tower, 225mm x 85.3mm HCEF.
- 2.3.6. **Flap Depth** – 30mm to 63mm at center.
- 2.3.7. **Minimum End Clearance** – 12mm Overall.
- 2.3.8. **Substance** – 70 to 110 g/m<sup>2</sup>.
- 2.3.9. **Window Size and Position** – Unless otherwise stated, window size and placement position should be industry standard for #10 envelopes. The window shall be in a consistent, fixed position per envelope type.
- 2.4. **PRINTING TECHNICAL REQUIREMENTS**
- 2.4.1. **#10 White Window Envelopes**, (Pitney Bowes DI950 FastPac Document Inserting System Compatible) cross back seamed, will be printed single sided, with return address, Boone County Seal, and an information area on front.
- 2.4.2. **#10 Blue Window Envelopes**, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); cross back seamed, will be printed single sided, with return address, Boone County Seal, and an one line message on the front.
- 2.4.3. **#10 White woven envelopes**, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); will be printed single sided, with return address, Boone County Seal.
- 2.4.4. **#9 Yellow insert envelopes**, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); cross back seamed, will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.
- 2.4.5. **#9 White insert envelopes**, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); cross back seamed, will be printed double sided, with return address area, mailing address, stamp area, bar code on the front, and mailing instructions on the back.
- 2.4.6. **6 “x 9 ½ White window envelopes**; will be printed single sided, with return address, Boone County Seal, and will have a flap along top widest side. Standard Window size 1-1/8” x 4-1/2”. Position 7/8” from left, 2-3/8” from the bottom.
- 2.4.7. **#10 White Window Envelopes**, (Pitney Bowes DI950 FastPac Document Inserting System Compatible); cross back seamed, will be printed single sided, with return address, Boone County Seal.
- 2.4.8. **6 ½” x 9 ½” White envelopes**; will be printed single sided, with return address, Boone County Seal, and will have a flap along top widest side.
- 2.4.9. **9” x 12” Brown Kraft Window Envelopes**; will be printed single sided, with return address, Boone County Seal, flap on right 12” side, window size 4” x 2 ¼” in upper left corner, window position ½” from left edge and 2 ¼” from top.

- 2.5. **ADDITIONAL INSTRUCTIONS**
- 2.5.1. Original Boone County seal artwork is available through the Purchasing Department.
- 2.5.2. The contractor **must** attach a sample envelope to the outside of each case prior to delivery in order to identify the contents of each case.
- 2.5.3. Samples of the envelopes will be provided upon request. Please note the samples do not have the print quality and print information required by the County. The sample is merely provided to note the position and information to be included on each envelope.
- 2.5.4. The quality of all printing on the envelopes for this contract must be the equivalent of or better than the quality produced by the method known as Offset printing. The County reserves the right to request samples in order to verify the quality of print. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder's expense. A request for the return of samples must be made within ten days following receipt of the samples. Each individual sample must be labeled with the bidder's name and manufacturer's brand name and number.
- 2.5.5. **EVALUATION** – Please submit one sample of each type of the envelopes listed in the attachment *Envelope Printing Needs 2015-2016*. The cost for providing these samples is the responsibility of the bidder. Suitability of the products offered as it relates to the mail equipment and U.S. Postal Service color guidelines will be a large part of the bid award evaluation. **The successful bidder will be required to provide no less than 100 each of the envelopes described in 2.4.1. and 2.4.4. These will be used for testing purposes prior to a print order being placed.**
- 2.5.6. The Contractor must provide identical envelopes to those supplied as samples. In the event substitutes are provided, the County reserves the right to refuse the envelopes and request identical envelopes to be provided within the original timeframe as agreed upon by the Contractor and the Collector's Office.
- 2.5.7. All printing on the envelopes must adhere to the US Postal Service guidelines.
- 2.5.8. All ink shall be black oil base ink.
- 2.5.9. All prices for quantities and services described on the Response Form must also include ANY AND ALL fees associated with set-up, clean-up, labor, pick-up of job request, delivery of completed job, finishing services, etc. unless otherwise specified.
- 2.5.10. The individual boxes of envelopes and the cartons/cases holding the individual boxes will be stored and stacked on top of one another in order to conserve space. Therefore, all individual boxes and cartons/cases of envelopes must be constructed of a heavier material able to withstand the weight of other boxes.
- 2.6. **DESIGNEE** – Boone County Collector's Office
- 2.6.1. **Bid Clarification Contact** - Jacob Garrett, Buyer, 613 E. Ash Street, Columbia, MO 65201. Telephone (573) 886-4393 or Facsimile (573) 886-4390 or Email: [jgarrett@boonecountymmo.org](mailto:jgarrett@boonecountymmo.org)
- 2.7. **DELIVERY** – Boone County Government Center, 3<sup>rd</sup> Floor, 801 E. Walnut, Room 308, Columbia, MO 65201. **NOTE:** The contractor **MUST** ensure that all envelopes are delivered to the 3<sup>rd</sup> floor Government Center if awarded the shipping detailed in Option 1 on the Response Form. Boone County employees **WILL NOT** be available to assist with unloading the truck. Please note that Boone County does not have an elevated loading dock. There is an elevator to the 3<sup>rd</sup> floor, which can be used for delivery. However, a pallet will not fit on the elevator - no pallets beyond the first floor. Deliveries cannot be accepted after 3:00 p.m.; they must be made before 3:00 p.m.
- 2.7.1. **Delivery Terms** – All deliveries shall be made FOB Destination with freight prepaid and charged back. Inside delivery to the 3<sup>rd</sup> floor (unless Option 2 delivery is awarded on the Response Form). The seller pays the freight and charges back the buyer by adding the freight charges to the invoices. The contractor must notify the Collector's Office a minimum of 5 business days in advance of the envelope delivery.
- 2.7.2. **Delivery Dates** – The Collector's Office anticipates ordering all types and quantities of the 2015-2016 envelope needs outlined on the attached *Envelope Printing Needs 2015-2016*. The initial order shall be delivered on or between October 5 (fifth) and October 7 (seventh), 2015. Any deviation from this delivery time frame must be worked out between the Collector's Office and the successful bidder. All envelopes should be delivered at, or near, the same time. Some envelope types and quantities outlined in the attachment may be ordered at various times throughout the contract period.
- 2.8. **OVERRUNS** - The Collector's Office expects to receive the full quantity of all styles of envelopes

ordered. Any quantity under the ordered amount must be supplied before payment in full is remitted. Unexpected overruns, not to exceed 5%, will be accepted at the unit pricing stated in the bid. No additional shipping charges will be paid on overruns.

- 2.9. **PROOF PROCESSING** – The contractor must obtain the appropriate approvals of proofs from the Collector's Office. Fax transmitted proofs will not be accepted. It is the contractor's sole responsibility to obtain the required information in a timely fashion for meeting the agreed upon delivery deadline.
- 2.10. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 15 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.11. **Contact Term: For the period September 1, 2015 through August 31, 2016.**

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses **MUST** be received by the date and time noted on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS**. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
  - 3.2.1. **Advice of Award** - If you wish to be advised of the outcome of this Bid, the results may also be viewed on our web page [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page, all Responses will be opened in public. Brief summary information from each will be read aloud, and any person present will be allowed, under supervision, to scan any Response.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
  - 3.4.1. **Rejection or Correction of Responses** - The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
  - 3.5.1. **Method of Evaluation** - The County will evaluate submitted Responses in relation to all aspects of this Bid.
  - 3.5.2. **Acceptability** - The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
  - 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services.

Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.



**Boone County Purchasing**  
613 E. Ash Street, Room 113  
Columbia, MO 65201

***“No Bid” Response Form***

Jacob Garrett, Buyer  
(573) 886-4393 – Fax: (573) 886-4390

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**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 by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

**Bid# 52-17AUG15 – Pre-Printed Envelopes**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for Not Bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

September Session of the July Adjourned

Term. 20 15

In the County Commission of said county, on the 22nd day of September 20 15

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 Community Health Advisory Council Funding Recommendations.

Done this 22nd day of September, 2015.

ATTEST:

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

*Daniel K. Atwill*  
Daniel K. Atwill  
Presiding Commissioner  
*Karen M. Miller*  
Karen M. Miller  
District I Commissioner  
*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

## **Community Services Department**

### **Community Health Advisory Council Funding Recommendations to Commission**

#### **Partial Recommendation – September 22, 2015**

As part of an amendment to the lease agreement dated December 27, 2006 between Boone County Hospital and Barnes Jewish Christian, the County of Boone receives \$500,000 annually for the purpose of addressing community health needs, as determined by the Boone County Commission.

The County appointed a Community Health Advisory Council to make recommendations to the Commission to address Boone County's community health needs.

The County issued a Request for Proposals seeking proposal applications which address community health needs and clearly demonstrate an impact on need(s)/populations(s) identified by one or more of the following resources:

- Boone Hospital's Community Health Needs Assessment
- Boone County Health Rankings
- Columbia/Boone County Community Health Assessment
- Community Input Report created for Boone County Children's Services Board

In addition, the County desires to support the greatest possible level of independence and self-sufficiency of Boone County residents by promoting their physical, mental, and social well-being to cultivate a safe and healthy community.

Responses to the Request for Proposals were due June 15, 2015, 11 proposals were received. The Community Health Advisory Council has reviewed the proposals and recommends funding eight proposals in whole or in part (please see attached), additional information is being sought on two proposals and one proposal is not being recommended for funding as the proposal falls better under the purview of the Children's Services Fund.

## 2015 Boone County Community Health Fund Proposals - Partial Recommendation

Organization Name	Name of Program	Amount of Request	Proposed Service(s)	Goal(s) of the proposed program	Advisory Council Funding Recommendation
Cathy D. Richards, Public Administrator of Boone County	Public Administrator's dental and eye care for adults	\$60,000.00	Dental work and eye glasses replacement.	Provide care so initial examinations for obvious dental needs and eye care can be assessed. Secondly addressing needs so pre-dental plans are presented & the worst is provided to the clients who need it first. Example, periodontal disease or abscessing of their teeth.	Partial funding at \$20,000.00.
The Curators of the University of Missouri	Adult Day Scholarship Program for individuals living in Boone County	\$12,000.00	Adult Day Health Care (Respite) which includes meals, nursing visits, exercise, and activities; Transportation to and from the center from the participants home (within 15 miles).	Individuals in Boone County who have limited income will be able to attend Adult Day Connection and remain at home longer and report or demonstrate higher life satisfaction. Caregivers of the participants will report less stress and higher life satisfaction.	Fund
Family Health Center of Boone County	Boone County Emergency Dental Referral Program	\$150,000.00	Limited Oral Exam; Intra-oral Periapical X-ray; Non-surgical Extraction/Basic Dental Service; Emergency room referral of dental patients to Family Dental Center.	The proposed program aims to refer identified consumers directly to an appropriate dental care environment, to address the consumer's acute dental needs, to offer an ongoing source of preventive dental care, to realize cost savings, and to prevent subsequent avoidable ER visits.	Fund
Independent Living Center of Mid-Missouri, Inc.	Senior Connect	\$41,895.00	Home Maintenance - lawn mowing, leaf raking, snow shoveling and one time projects; Case Management; Carrier Alert; Property Tax Credit Preparation Filing; Food Pantry Delivery and Grocery Shopping; Friendly Visiting.	Our goal is to help low-income seniors live independently, make homes safer, and alleviate isolation/depression while improving overall quality of life and health. Independence is about choices. We want to aid seniors in seeing all the possibilities and making a choice that is right for them.	Fund
Mary Lee Johnston Community Learning Center	Lifestyle Habits	\$31,000.00	Providing high quality nutritional food with whole grains, fresh fruits and vegetables; Parent inclusion in the curriculum of quality food planting, harvesting and meal preparation; Providing materials to enhance movement activities in 8 classrooms; Two planned parent inclusion movement events and nutritious meals with the children.	Education and development of lifestyle habits that reflect the importance of quality food selection and positive activity choices.	Partially fund program. Services 1 (Providing high quality nutritional food with whole grains, fresh fruits and vegetables) and 4 (Two parent inclusion events and nutritious meals with children), totaling \$14,800.00.
Phoenix Programs, Inc.	Substance Abuse Treatment	\$191,231.44	Outpatient Substance Abuse Counseling.	The goals of this program are to improve the health and quality of life of Boone County residents impacted by alcohol and other drug use disorders through improved access to treatment and community collaboration. Another goal is to reduce criminal activity as a result of drugs/alcohol.	Fund
The Food Bank for Central and Northeast Missouri, Inc.	Central Pantry	\$50,000.00	Central Pantry is Boone County's largest food pantry, distributing emergency grocery items.	We will continue to provide food and related groceries to those in need in Boone County at the Central Pantry by providing 180,000 food boxes (28 lbs. avg.) to 24,000 unduplicated clients. We will distribute 970,000 lbs. of fresh produce annually at the Central Pantry.	Fund with the exception that any funding over \$16,000.00 go towards healthier food options.
Voluntary Action Center	Basic Needs and Emergency Services	\$34,000.00	Co-pay assistance for prescriptions, medical visits, eyeglass services, and other medical needs; Rent assistance for homelessness prevention or rapid rehousing; Uniforms or other clothing for work; Screening for provision of infant car seats.	To provide services that specifically address and meet needs for assistance with health, employment, housing, and safety for low-income Boone County residents.	Fund
	<b>Total:</b>	\$570,126.44		<b>Total Recommended Amount:</b>	<b>\$493,926.44</b>

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

22nd

day of September

20 15

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 Consulting Services agreement with Terracon Consultants, Inc for geotechnical testing at the Fox Hollow culvert replacement project site.

The terms of the Agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Consultant Services Agreement.

Done this 22nd day of September, 2015.

ATTEST:

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

Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
District I Commissioner

Janet M. Thompson  
District II Commissioner

**APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES**

Effective the \_\_\_\_\_ day of September, 2015, Boone County, Missouri, a political subdivision of the State of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified herein.

**Consultant Name:** Terracon Consultants, Inc

**Project/Work Description:** Geotechnical testing at Fox Hollow culvert replacement project site

**Proposal Description:** Consultant to provide equipment and personnel for 1 subsurface boring at each end of current structure; as well as a report of the findings all as outlined in the attached proposal.

**Modifications to Proposal:** Fees and expenses shall not exceed \$1000.00 (One thousand dollars) without prior written approval of Owner.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Resource Management Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall be in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the General Consultant Services Agreement, or the inclusion of additional terms in the Consultant's proposal not found in the General Consultant Services Agreement, the terms and conditions of the General Consultant Services Agreement shall control unless the proposal approved herein specifically identifies a term or condition of the General Consultant Services Agreement that shall not be applicable or this Approval of Proposal indicates agreement with a specific term or terms of Consultant's proposal not found in the General Consultant Services Agreement.

**TERRACON CONSULTANTS, INC**

By [Signature]  
Title Office Manager  
Dated: 9/2/15

**BOONE COUNTY, MISSOURI**

By [Signature]  
Presiding Commissioner  
Dated: 9-22-15

**APPROVED AS TO FORM:**

[Signature]  
County Attorney

**ATTEST:**

[Signature]  
County Clerk

**APPROVED:**

[Signature]  
Resource Management Director

**Certification:**

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriations sufficient to pay the costs arising from this contract.

[Signature] 9/14/15 2041-71102  
Auditor Date

August 19, 2015



Boone County Resource Management  
801 East Walnut, Room 315  
Columbia, Missouri 65201

Attn: Mr. Micah Taylor, P.E.  
P: [573] 886 4495  
E: [mtaylor@boonecountymo.org](mailto:mtaylor@boonecountymo.org)

Re: Proposal for Geotechnical Engineering Services  
East Fox Hollow Road Culvert  
Ashland, Missouri  
Proposal Number: D0915156

Dear Mr. Taylor:

Terracon Consultants, Inc. (Terracon) is pleased to submit this proposal to provide geotechnical engineering services for the referenced project. This proposal includes an outline of the project information and our proposed scope of services, fee, and schedule.

## 1.0 PROJECT INFORMATION

### Site Location

Item	Description
Location	The proposed box culvert improvements are to occur where a small tributary crosses East Fox Hollow Road in Ashland, Missouri. Latitude: 38.784179° N Longitude: 92.342514° W
Existing structures	East Fox Hollow Road is gravel covered, two-lane, unimproved road. An existing box culvert carries the roadway across a small tributary which flows into Fox Hollow Branch creek.
Creek bank conditions	We have not included global stability analyses of any slopes in our scope of services. Please advise us if this service should be included so we can revise this proposal.

### Project Description

Item	Description
Proposed project	The proposed project will include the replacement of the existing culvert. It is anticipated that the existing culvert will be replaced with similar construction provided by shallow foundation support.
Grading	Grading plans were not provided at the time that this proposal was prepared.

Terracon Consultants, Inc. 3601 Mojave Court, Suite A Columbia, MO 65202

P [573] 214 2677 F [573] 214 2714 [terracon.com](http://terracon.com)

Environmental

Facilities

Geotechnical

Materials

### Purposes of Study

- Determine subsurface conditions at culvert abutment locations

## 2.0 SCOPE OF SERVICES

Subsurface Exploration – As requested, we propose to perform one (1) exploratory borings on each side of the gravel road approaches to the existing culvert for a total of two (2) borings. The borings will extend to practical auger refusal, or 20 feet whichever comes first. Materials encountered in the subsurface will be obtained using a split-barrel sampler at 5-foot intervals.

Site or subsurface conditions could be encountered which would merit alteration of the field boring and/or sampling programs described above. If this occurs, we will contact you to authorize any alterations that would increase the fee for this service.

Laboratory Evaluations – In the laboratory, water content and where appropriate, calibrated penetrometer tests will be performed on split-barrel samples. Soil samples will be visually classified by an engineer in accordance with the Unified Soil Classification System (USCS).

Deliverables – We will present a boring location diagram showing the approximate borehole locations as well as boring logs which will include the following information: approximate GPS coordinates, elevations referenced to a temporary benchmark, strata encountered based on field logs and sample descriptions, and associated laboratory testing including moisture content and calibrated hand penetrometer tests.

Site Access and Boring Locations – Borings can be located by Terracon personnel using a scalable site plan furnished by the client. Terracon will measure scaled distances from available site features and estimate angles. Approximate ground surface elevations at the boring locations can be obtained by Terracon using an engineer grade level and rod. If more precise boring locations and elevations are required, we recommend they be provided by a land surveyor. We understand the new culvert location will be within public right-of-way. We also understand the culvert location is readily accessible to our ATV-mounted drilling equipment, and that traffic control will not be required.

Construction Monitoring – It is not economically practical to perform enough exploratory borings on the site to identify all subsurface conditions. Some conditions affecting the design may not become known until construction is underway. Monitoring of subsurface conditions revealed during construction is employed by geotechnical engineers to compare the encountered conditions with the design concepts and to evaluate changed conditions if they are encountered. To provide a complete geotechnical service, we recommend Terracon be retained to monitor construction of this project.

Conditions – The client must provide permission and right-of-entry to Terracon to conduct the exploration within their right-of-way and must notify Terracon of the presence and location of any known subsurface utilities existing in the area of the new abutments. We will contact the

Missouri One-Call Service (MOCS) for location of utilities in public easements. Location of private lines on the property is not part of the MOCS or Terracon scope. All private lines should be marked by others prior to commencement of drilling. Terracon will take reasonable efforts to reduce damage to the property, such as rutting of the ground surface. However, it should also be understood that in the normal course of our work, some disturbance may occur. We have not budgeted to restore boring sites beyond backfilling our boreholes. If there are any restrictions or special requirements regarding this site or exploration, these should be made known to Terracon before executing the attached agreement for services.

Schedule – Upon receipt of the signed agreement, Terracon will assign a project manager, who will call to have public utilities located and marked, and schedule the field exploration. We can usually schedule drilling services within about five to seven business days from written notice to proceed. Our boring location diagram and boring logs will be submitted within about five working days following completion of field activities. If needed, verbal preliminary findings can be provided within two business days after drilling.

### **3.0 COMPENSATION**

Terracon will perform the above-described exploration, laboratory tests and geotechnical engineering services for a lump sum fee of \$1,000. The lump sum price is based on performing only the above outlined scope of services and only includes one mobilization/demobilization charge.

Should subsurface conditions be encountered which would require revisions in the subsurface exploration program, we will contact you for authorization to perform additional services. Our fee does not include the cost of follow-up work such as plan review or supplemental reports due to project changes or information that was not provided or available at the time our report was prepared. An invoice will be submitted upon completion of services.




#### 4.0 AUTHORIZATION


We appreciate the opportunity to submit this proposal, and are available to discuss the details with you. You may contact us via telephone at 573-214-2677, or via email at [bwrobber@terracon.com](mailto:bwrobber@terracon.com). To accept this proposal, please provide a notice to proceed and we will then contract under our service agreement.

We appreciate your consideration of Terracon for this work, and look forward to working as your geotechnical consultant on this project.

Sincerely,  
**Terracon Consultants, Inc.**



for: Travis J. Kassebaum, E.I.  
Staff Geotechnical Engineer



Brian W. Robben, P.E., R.G.  
Materials Department Manager

Attachment: Task Order  
Copies: 1 – Client (.PDF)

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

September Session of the July Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

22nd

day of

September

20

15

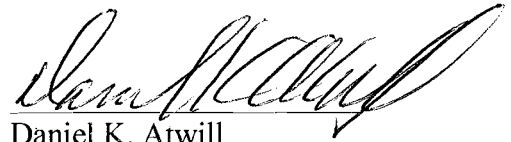
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the immediate transfer of a 2015 Ford F150 Super Crew truck (asset tag number 19623) from the assets of the Boone County Sheriff's Department to the assets of Boone County Joint Communications. Once transferred, the vehicle will be assigned to be used by the Director of Boone County Joint Communications.

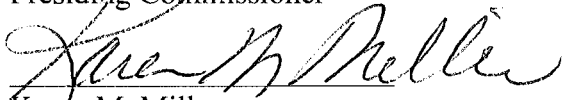
Done this 22nd day of September, 2015.

ATTEST:

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



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

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County of Boone

In the County Commission of said county, on the

22nd

day of

September

20 15

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 to Transfer Above ATS for James Barnes for the position of Senior Programmer Analyst at 108.8% of Mid-Point.

It is further order the Boone County Commissioners are hereby authorized to sign the Request to Transfer Above ATS form.

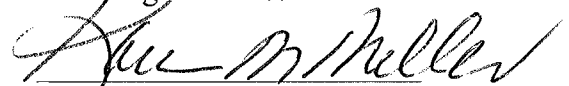
Done this 22nd day of September, 2015.

ATTEST:

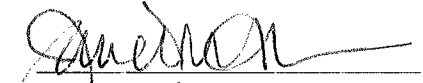
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

RECEIVED

SEP 15 2015

REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary)
BOONE COUNTY Commission Order 146-2006

BOONE COUNTY AUDITOR

Description of form: To request approval to transfer above "ATS" (authorized transfer salary).

Procedure:

- 1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation...
2. The Auditor certifies funds availability, approves budget revision...
3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
4. The Administrative Authority will schedule the request for approval by the Commission...
5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request.
6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee James Barnes Department Information Technology - 1170

Position Title Senior Programmer Analyst Position No. 804

Proposed Starting Salary (complete one only) Annual: 70,387.20 % of Mid-Point 108.8
OR Hourly: % of Mid-Point

No. of employees in this job classification within your Department? 3 total

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) James has been with Boone County IT just under 8 years and has proven to be an excellent employee. The position he would be transferring to has seen two unsuccessful candidates in just 18 months. James understands the challenges in the position and the duties he will be required to takeover. The need for knowledge transfer from the County Clerk's Office to the IT Department is immediate. There is a large amount of information that needs to be gathered in short amount of time and projects that must continue to meet the needs of the upcoming elections schedule. James has extensive experience with epollbooks and other voter registration applications.

If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: James has worked with the Clerk's Office on prior projects. He understands the importance of knowledge transfer in that office and has expressed a strong interest in shepherding that project. He has demonstrated a strong work ethic and an ability to adapt to new working environments.

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? I do not believe this transfer will have an impact on other positions within my office.

Additional comments:

Administrative Authority's Signature: [Signature] Date: 9/15/15

Auditor's Certification: [X] Funds are available within the existing departmental salary and wage appropriation (#10100).
Funds are not available within the existing departmental salary and wage appropriation (#10100); budget revision required to provide funding is attached.
Auditor's Signature: June E. Pitchford by [Signature] Date: 9/15/15
Annual increase 4,468.00 + benefits.

Human Resource Director's Recommendations: Approve. Position has been very difficult to recruit for & we've had two unsuccessful hires in the past 18 months for this position. Vital to have a good hire immediately.
Human Resource Director's Signature: [Signature] Date: 9/16/15

County Commission Approve Deny
Comment(s):

Presiding Commissioner's Signature: [Signature] Date: 9-22-15
District I Commissioner's Signature: [Signature] Date: 9/22/15
District II Commissioner's Signature: [Signature] Date: 9/22/15

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

September Session of the July Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

22nd

day of

September

20 15

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, September 29, 2015, at 8:30 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 22nd day of September, 2015.

ATTEST:

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

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
District II Commissioner

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

September Session of the July Adjourned

Term. 20 15

In the County Commission of said county, on the

22nd

day of

September

20 15

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, September 29, 2015, at 2:00 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

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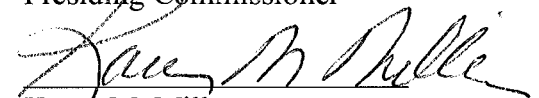
Done this 22nd day of September, 2015.

ATTEST:

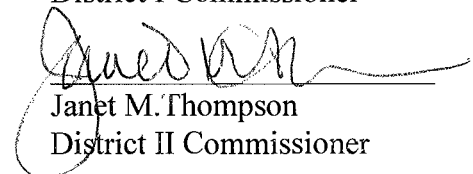
Wendy S. Noren  
 Wendy S. Noren  
 Clerk of the County Commission



Daniel K. Atwill  
 Presiding Commissioner



Karen M. Miller  
 District I Commissioner



Janet M. Thompson  
 District II Commissioner