

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

7th

day of

November

20

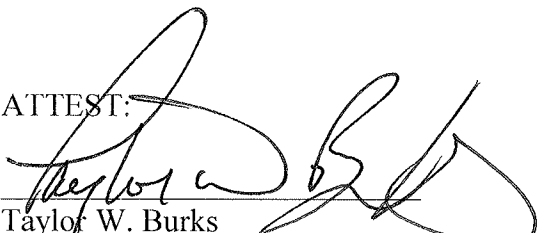
17

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 Payroll Calendar for FY2018.

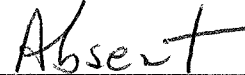
Done this 7th day of November, 2017.

ATTEST:

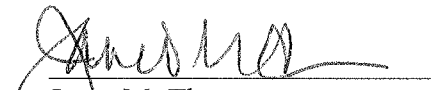

Taylor W. Burks
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner


Absent

Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

2018 PAYROLL CALENDAR

Payroll Requisition Due Date		Pay Date
	January	
1 Monday Jan 8		Friday Jan 12
2 Monday Jan 22		Friday Jan 26
	February	
3 Monday Feb 5		Friday Feb 9
4 Friday Feb 16	1 Presidents Day 2/19	Friday Feb 23
	March	
5 Monday Mar 5		Friday Mar 9
6 Monday Mar 19		Friday Mar 23
	April	
7 Monday Apr 2		Friday Apr 6
8 Monday Apr 16		Friday Apr 20
	May	
9 Monday Apr 30		Friday May 4
10 Monday May 14		Friday May 18
	June	
11 Friday May 25	2 Memorial Day 05/28	Friday June 1
12 Monday June 11		Friday June 15
13 Monday June 25		Friday June 29
	July	
14 Monday July 9		Friday July 13
15 Monday July 23		Friday July 27
	August	
16 Monday Aug 6		Friday Aug 10
17 Monday Aug 20		Friday Aug 24
	September	
18 Friday Aug 31	3 Labor Day 09/03	Friday Sept 7
19 Monday Sept 17		Friday Sept 21
	October	
20 Monday Oct 1		Friday Oct 5
21 Monday Oct 15		Friday Oct 19
	November	
22 Monday Oct 29		Friday Nov 2
23 Friday Nov 9	4 Veterans Day 11/12	Friday Nov 16
24 Monday Nov 26		Friday Nov 30
	December	
25 Monday Dec 10		Friday Dec 14
26 Friday Dec 21	5 Christmas Day 12/25	Friday Dec 28
1 Monday February 19 CLOSED Presidents Day 2 Monday May 28 CLOSED Memorial Day 3 Monday September 3 CLOSED Labor Day 4 Monday November 12 CLOSED Veterans Day 5 Tuesday December 25 CLOSED Christmas Day		
(2018 Payroll Calendar - excel)		

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In the County Commission of said county, on the

7th

day of

November

20

17

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

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the City of Columbia Cooperative Contract 106/2017 – Two-Way Radios and Repair to purchase Two-Way Radios and Repair Service from WirelessUSA, Inc. of Maryland Heights, MO.

The terms of the Term & Supply Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement for Two-Way Radios and Repair

Done this 7th day of November, 2017

ATTEST:

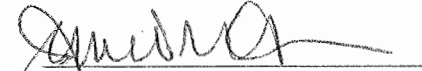
Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

498-2017

Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing



613 E. Ash St., Room 110
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: October 26, 2017
RE: Cooperative Contract: *106/2017 – Two-Way Radios and Repair*

The Sheriff and Public Works Departments request permission to utilize the City of Columbia cooperative contract *106/2017* to purchase Two-Way Radios and Repair Service from WirelessUSA, Inc. of Maryland Heights, Missouri.

This is a Term and Supply contract and invoices will be paid from departments 2901 – Sheriff Operations LE Sales Tax and 1251 – Sheriff, accounts 60200 – Equipment Repairs/Maintenance and 60250 – Equipment Installation Charges.

cc: Contract File
Gary German, Sheriff / Greg Edington, Public Works

**PURCHASE AGREEMENT
FOR
TWO-WAY RADIOS AND REPAIR
TERM AND SUPPLY**

THIS AGREEMENT dated the 7th day of November 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **WirelessUSA, Inc.** 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 a term and supply contract for the **furnishing and repair of Two-Way Radios**, in compliance with all bid specifications and any addendum issued for the City of Columbia, Request for Proposal number **106/2017** as well as Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are 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 Purchase Agreement and the City of Columbia Request for Proposal number **106/2017** shall prevail and control over the contractor's bid response.

2. **Contract Duration** - This agreement shall commence on **September 1, 2017 and extend through August 31, 2018** subject to the provisions for termination specified below. This contract may be automatically renewed for **an additional four (4) years** unless canceled by the Purchasing Director in writing prior to a renewal term.

3. **Rates and Charges** - Contractor agrees to provide radios and radio related repair in accordance with its bid response at the charges specified therein during the contract period. The County agrees to pay all invoices within thirty days of receipt. 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.

Motorola XPR5550E	\$641.00
Motorola XPR3500E	\$462.00
Motorola XPR5350E	\$608.00
Motorola XPR7350E	\$807.00
Motorola XPR7550E	\$871.00
Percentage off List for Radios:	30%
Percentage off List for Options on Items:	22%
Percentage off List for Accessories:	18%
Labor Rate:	\$92.00 / hour; \$46.00 / ½ hour

4. **Delivery** - Contractor agrees to deliver equipment as set forth in the bid documents and within 20 days after receipt of order. Delivery shall be to the ordering department: Boone County Public Works, 5551 Tom Bass Rd., Columbia, MO 65201 or Boone County Sheriff, 2121 County Drive, Columbia, MO 65202.

5. **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 hardware and/or service is chronically deficient such that it is unreasonable to continue services pursuant to this agreement, or
- c. If appropriations are not made available and budgeted for any calendar year or in the event funding by grant or otherwise is discontinued.


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.

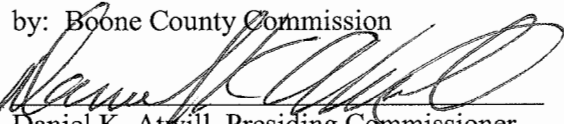
7. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality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

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

WirelessUSA, INC.

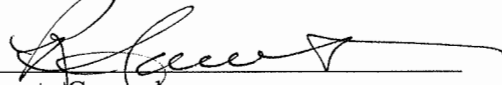
Boone County, Missouri

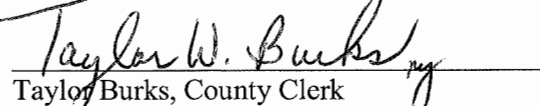
by 
 title Vice President

by: Boone County Commission

 Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:


ATTEST:


 County Counselor


 Taylor Burks, 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 the contract do not create a measurable county obligation at this time.)

 1251 / 2901 / 60200 / 60250 Term and Supply
 Signature Date 10/27/2017 Appropriation Account

STANDARD CONTRACT 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. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
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. 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.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. 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.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. 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.
12. 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 advertising from other vendors.
13. 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.

14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. 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.
16. **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.
17. **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.



CITY OF COLUMBIA, MISSOURI

FINANCE DEPARTMENT
PURCHASING DIVISION

NOTIFICATION OF CONTRACT AWARD

CONTRACT FOR: TWO-WAY RADIOS AND REPAIR

RFP NUMBER: 106/2017

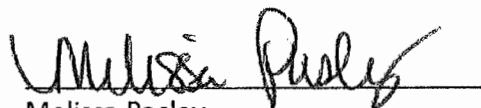
August 24, 2017


The City of Columbia hereby accepts the attached proposal submitted by Wireless, USA in response to attached RFP 106/2017 for line items indicated herein.

Please contact the Procurement Officer shown below if there are any questions pertaining to this contract.

CONTRACT NUMBER	ITEMS AWARDED	VENDOR NUMBER	CONTRACTOR NAME
106/2017	All	4064	Wireless USA, INC 148 Weldon Parkway Maryland Heights, MO 63043 Dave Hoelscher dave.hoelscher@wirelessusa.com (314) 615-3100

See attached price list
Discount off of list: 30%


Melissa Pasley
Senior Procurement Officer
(573) 817-5005


Lawrence Luck
Purchasing Agent
(573) 874-7375

cc: Mike Guilford, Stephanie Stenger, Dave Eagle

701 E Broadway, 5th Floor • P.O. Box 6015 • Columbia, Missouri 65205
(573) 817-5005

*USE THIS PRICING

Discount off of list for radios <u>30%</u>			
<u>ITEM DESCRIPTION</u>	<u>LIST PRICE</u>	<u>COST TO CITY</u>	<u>COMMENTS</u>
MOTOROLA APX6000	\$ _____	\$ _____	Missouri Contract
MOTOROLA APX6500	\$ _____	\$ _____	Missouri Contract
MOTOROLA APX7000	\$ _____	\$ _____	Missouri Contract
MOTOROLA APX7500	\$ _____	\$ _____	Missouri Contract
MOTOROLA HT1250	\$ _____	\$ _____	No longer available
MOTOROLA XPR 5550	\$916.03	\$641.00	Now the XPR5550E
MOTOROLA XPR3500	\$660.00	\$462.00	Now the XPR3500E
MOTOROLA XPR5350	\$869.00	\$608.00	Now the XPR5350E
MOTOROLA XPR7350	\$1,153.17	\$807.00	Now the XPR7350E
MOTOROLA XPR7550	\$1,244.83	\$871.00	Now the XPR7550E
PERCENTAGE OFF OF LIST FOR OPTIONS ON ITEMS		22%	

PERCENTAGE OFF OF LIST FOR ACCESSORIES		18%	
LABOR RATE (Specify per HR, 1/2 HR, etc.)		\$92.00 hr/\$46 1/2hr	
<p>This list should not be considered as an all inclusive list. Some items on this list may no longer be available. If so, please include the new recommended model in the comments section and the price for the new model.</p>			

City of Columbia Purchasing (City of Columbia) Supplier Response

Bid Information		Contact Information		Ship to Information	
Bid Creator	Melissa Pasley Procurement Officer	Address		Address	
Email	melissa.pasley@como.gov	Contact		Contact	
Phone	(573) 8175005	Department		Department	
Fax		Building		Building	
Bid Number	106/2017	Floor/Room		Floor/Room	
Title	Radios & Repair	Telephone		Telephone	
Bid Type	RFP	Fax		Fax	
Issue Date	6/28/2017 03:00 PM (CT)	Email		Email	
Close Date	7/28/2017 05:00:00 PM (CT)				

Supplier Information

Company Wireless USA
 Address P.O. Box 775582
 St. Louis, MO 63177-5582
 Contact
 Department
 Building
 Floor/Room
 Telephone (314) 615-3131
 Fax (573) 814-2233
 Email
 Submitted 7/7/2017 02:48:55 PM (CT)
 Total \$3,519.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature John Briggs Email john.briggs@wirelessusa.com

Supplier Notes

Bid Notes

Proposals may be submitted in a sealed envelope at the purchasing office or uploaded electronically on the City's E-bidding website. Electronic Proposals are limited to 5 Response Attachments. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Purchasing Department, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened. The proposals must be in a sealed envelope and marked in bold letters RFP 106/2017.

Bid Activities

Bid Messages

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Terms and Conditions	Accept terms and conditions	Accept
2	Cooperative Contract Pricing	Would you be willing to offer the same pricing to members of the Mid-Missouri Public Purchasing Cooperative? (Not responding to this question will not impact the evaluation of this bid.)	Agree
3	Payment Terms	Indicate Payment Terms:	Net 30
4	Declaration of bidding without collusion	In submitting this quotation, the bidder declares that the only persons or parties interested in the quotation as principals are those named herein and that the quotation is made without collusion with any other person, firm, or corporation.	Declaration of bidding without collusion
5	Terms of Bid Offer	In submitting this quotation it is understood that the right is reserved by the City to reject any and all bids and it is agreed that the bids may not be withdrawn for a period of sixty (60) days from the specified time for receiving bids.	Terms of Bid Offer
6	W-9 Submission	Provide a current W-9 using any of the following methods: by uploading and attaching to their bid response; by emailing the W-9 to the Buyer named on page 1 of this document; or by mailing to the City of Columbia Purchasing Division, 701 E. Broadway, 5TH Floor, Columbia, MO 65205.	attached
7	Delivery ARO (After Receipt of Order)	Indicate number of calendar days required to deliver after receipt of Purchase Order.	20
8	Warranty	Please provide warranty information, if any. Indicate "None" if no warranty is offered.	2 years
9	Renewal Options	Term & Supply Contract Renewal Options: Contract subject for renewal at the end of the first contract period, for four (4) additional one-year periods, based upon agreement by both parties as to pricing, delivery, past vendor service, etc. This contract may be canceled by the City upon 10 days written notice to the vendor for non-compliance to these requirements, delivery problems, or other just cause so deemed by the City.	Renewal Options Acknowledgement
10	Term and Supply Contract Conditions	TERM AND SUPPLY CONTRACT for furnishing City of Columbia with ITEM(S) DESCRIPTION, as needed and as requested, from date of award through Month, DD, YYYY. AGREE PRICES WILL BE FIRM FOR THE FIRST YEAR OF THE CONTRACT PERIOD.	Term & Supply Contract Acknowledgement
11	Contract Administration Contact	Provide the contact information for the person in your firm responsible for contracting and authorizing renewals of the contract. Name/Job Title/Phone/Fax/Email	John Briggs, Communications Consultant, 573-814-2195, fax-573-814-2233, john.briggs@wirelessusa.com
12	SERVICE LOCATIONS	Indicate where items will be serviced. (Location of warehouse, or shipping address of where radio is to be sent for repairs.)	Wireless USA 1621-C Towne Dr. Columbia, Mo 65202

DO NOT USE THIS PRICING

Line Items

#	Qty	UOM	Description	Response
1	1	HR	Shop Technical Labor for Repairs List billing increment: (1/4 hour, 1/2 hour, 1 hour, etc)	\$92.00
			Item Notes:	
			Supplier Notes:	
2	1	HR	Flat Rate for Estimating Repairs to any one item, including labor rate. List billing increment: (1/4 hour, 1/2 hour, 1 hour, etc)	\$92.00
			Item Notes:	
			Supplier Notes:	
3	1	EA	Motorola XPR7350 Portable Radio	\$759.00
			Manufacturer: Motorola Manufacturer #: XPR7350	
			Item Notes:	
			Supplier Notes: XPR7350E	
4	1	EA	Motorola XPR7550 Portable Radio	\$809.00
			Manufacturer: Motorola Manufacturer #: XPR7550	
			Item Notes:	
			Supplier Notes: XPR7550E	
5	1	EA	Motorola XPR5350 Mobile Two Way Radio	\$579.00
			Manufacturer: Motorola Manufacturer #: XPR5350	
			Item Notes:	
			Supplier Notes: XPR5350E	
6	1	EA	Motorola XPR5550 Mobile Two Way Radio	\$689.00
			Manufacturer: Motorola Manufacturer #: XPR5550	
			Item Notes:	
			Supplier Notes: XPR5550E	

7	1	EA	Motorola XPR3500 Portable Radio	\$499.00
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Manufacturer: Motorola Manufacturer #: XPR7550

Item Notes:

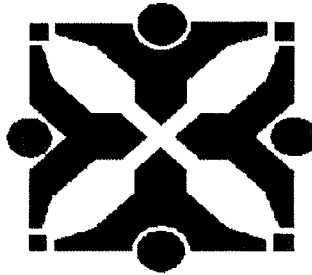
Supplier Notes: XPR3500E

Response Total:	\$3,519.00
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REQUEST FOR PROPOSAL

106/2017 TWO-WAY RADIOS AND REPAIR

FOR THE CITY OF COLUMBIA, MISSOURI



FINANCE/PURCHASING DIVISION
LAWRENCE LUCK
PURCHASING AGENT
701 E BROADWAY, 5TH FLOOR
COLUMBIA, MO 65201

MICHELE NIX
DIRECTOR OF FINANCE
(573) 874-6285

MELISSA PASLEY
SENIOR PROCUREMENT OFFICER
(573) 817-5005

Request for Proposal No. 106/2017
Closing Date: 5:00 p.m. CST, Friday, JULY 28, 2017

TABLE OF CONTENTS

INTRODUCTION AND BACKGROUND

GENERAL REQUIREMENTS

SCOPE OF WORK

OFFERORS INSTRUCTIONS

EVALUATION AND AWARD

EXHIBITS

(A) – W-9 FORM

(B) – PRICING PAGE

1. INTRODUCTION AND BACKGROUND

The City of Columbia is seeking a term and supply contract for the purchase of Motorola radios.

1.1 DUE DATE FOR PROPOSALS: Proposals may be submitted in a sealed envelope at the purchasing office or uploaded electronically on the City's E-bidding website at <http://www.gocolumbiamo.com/Finance/purhome.php>. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Purchasing Department, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened. Proposal must be in sealed envelope and marked in bold letters "RFP 106/2017 – Two Way Radios and Repair."

1.2 SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
JULY 14, 2017	CLOSE OF WRITTEN REQUESTS FOR QUESTIONS
JULY 28, 2017	REQUEST FOR PROPOSAL IS DUE BY 5:00 P.M. CST
AUGUST, 2017	CONTRACT START DATE
The above dates are target dates and subject to change.	

2. GENERAL REQUIREMENTS

- 2.1 VALIDITY OF PROPOSALS: Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.
- 2.2 REJECTION OF PROPOSALS: The City of Columbia reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Columbia to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.
- 2.3 WITHDRAWAL OF PROPOSALS: Any Offeror may withdraw their proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) days after the scheduled closing time for the receipt of proposals.
- 2.4 ALTERATION OF SOLICITATION: The wording of the City of Columbia's solicitation may not be changed or altered in any manner. Respondents taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Columbia, whose decision will be final.

- 2.5 RESPONSE MATERIAL OWNERSHIP: All material submitted regarding this RFP becomes the property of the City of Columbia. Any person may review proposals after the "Notice of Intent to Award" letter has been issued, subject to the terms of this solicitation.
- 2.6 INCURRING COSTS: The City of Columbia shall not be obligated or be liable for any cost incurred by Respondents prior to issuance of a Contract. All costs to prepare and submit a response to this solicitation shall be borne by the Respondent.
- 2.7 COLLUSION CLAUSE: Any agreement or collusion among Respondents and prospective Respondents to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such Respondents void.
- 2.8 CONTRACT DOCUMENTS: The final Contract between the City of Columbia and the Respondent will include by reference:
- Respondent's Proposal
 - The Specifications contained in this RFP Any changes, additions or modifications hereto will be in writing and signed by the Purchasing Agent. No other individual is authorized to modify the Contract in any manner.
- 2.9 FUNDS: Financial obligations of the City of Columbia payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to the City of Columbia.
- 2.10 TAX EXEMPTION: The City of Columbia is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available upon request by the successful Respondent.
- 2.11 RESPONSIBILITY: The City of Columbia reserves the right to require the apparent successful vendors to file proof of his/her ability to properly finance and execute the Contract, together with his/her record of successful completion of similar Contracts prior. The award of the Contract will be contingent upon providing acceptable proof and record of performance. *This information will become a part of the contents of the file and hence public record unless the Respondent indicates this material confidential and request this information be returned at the expense of the Respondent. This applies only to matters of financial reporting.*

- 2.12 COOPERATIVE CONTRACT PRICING: Offeror shall agree to offer the same price to members of the Mid-Missouri Public Purchasing Cooperative.
- 2.13 TERM & SUPPLY CONTRACT RENEWAL OPTIONS: Contract is subject for renewal at the end of the first contract period, for four (4) additional one-year periods, based upon agreement by both parties as to pricing, delivery, past vendor service, etc. This contract may be canceled by the City upon 10 days written notice to the vendor for non-compliance to these requirements, delivery problems, or other just cause so deemed by the City. Prices shall be firm for the first year of the contract term.

3. SCOPE OF WORK

- 3.1 DESCRIPTION: The City of Columbia currently purchases two way radios for use in vehicles and by employees. Several areas within the City utilize this contract to purchase radios which are typically installed by our Fleet Operations Division. This RFP covers the purchase of the radios and the repair of radios only.
- 3.2 SPECIFICATIONS AND EQUIPMENT: The City of Columbia typically purchases both portable and mobile two-way radios. In addition to the purchase of radios, City may also purchase accessories or additional options for radios that may not be included as standard product. A spreadsheet is included with typical model numbers that the City may have purchased in the past. This list is not all inclusive and may include radios which are no longer available. Offerors shall consider this in their bid response and respond accordingly.

4. OFFERORS INSTRUCTIONS:

- 4.1 FORMAT OF PROPOSAL: The offerors' proposal should be a clear, concise description of how the offeror intends to provide the services set forth herein. To receive high marks, the proposal should outline how the offeror plans to address each key issue noted in the Scope of Work.

Offeror submission shall be in the following format:

- 1. TRANSMITTAL LETTER: All offerors must submit a transmittal letter prepared on their letterhead. An individual who is authorized to bind this Firm to all statements, services, and prices contained in the proposal for both the primary and sub firms must sign the letter. In addition, a letter from any sub-vendor to be used in the service should be included. This letter must be signed by an individual who is authorized to bind the firm and should give a brief description of the work they are to perform.
- 2. QUALIFICATIONS/OTHER INFORMATION: The purpose of this section is to provide offerors the opportunity to present their experience and qualifications for proposal on this project. This section must include the following components:

- a. A brief description of the history and background of the offeror's firm, including the date established and ownership structure.
 - b. Name, address, Phone and fax number(s) and email address of firm.
 - c. Name and title of primary contact person.
3. WARRANTIES: Describe your firm's warranty and/or maintenance agreement.
4. PRICING: Pricing shall be broken out and clearly separated from the rest of the proposal.
- a. Offeror shall fill in the % off of MSRP line located on the pricing page. This page contains a small selection of radio models that may be purchased on this contract and is solely used for evaluation. Labor rates for repairs shall be listed separately as noted on the pricing page. Invoices must show the list price and discounted price for the City. (Exhibit B)

4.2 SUBCONTRACTING: If offeror proposes to use subcontractors for this project, offeror shall supply the information below for each subcontractor offeror proposes to use on the project. This information shall be submitted no later than three business days after proposal closing.

- Subcontractor Name/Address
- Work Assigned
- DBE Firm

4.3 W-9 SUBMISSION: Offeror shall provide a current W-9 by using any of the following methods (Exhibit A):

1. Uploading and attaching to RFP response
2. Emailing the W-9 to the Procurement Officer named on the header of this document.
3. Mail to City of Columbia Purchasing Division, 701 E Broadway, 5th Floor, Columbia, MO 65201

5. EVALUATION AND AWARD

5.1 EVALUATION: City of Columbia reserves the right to reject any or all proposals, to negotiate with any respondent considered qualified, or to make an award without further discussion. Evaluation will be based on all elements of response to proposal criteria.

It is the purpose of this Request for Proposal to obtain data as complete as possible from each respondent that will enable the City to determine which prospective firm is best able to provide all the criteria to be considered in the award of this contract. Evaluation of the respondents qualifying as finalists will be based on the following criteria, listed in relative order of importance:

- 30 points: Ability to meet product specifications
- 40 points: Pricing
- 20 points: Experience/References
- 10 points: General Information (Quality of proposal, etc)

Failure of the Offeror to provide in their proposal any information requested in this RFP may result in disqualification of the proposal and shall be the responsibility of the proposing individual or firm.

During the evaluation process, discussions may be conducted with Offerors who submit proposals determined to be reasonably susceptible of being selected for an award. It will be the recommendation of the evaluation committee if discussions for clarification are needed.

The objective of the evaluation committee will be to recommend the Offeror whose proposal is most responsive to City needs while within the available resources. The specifications within this RFP represent the minimum performance necessary for response.

- 5.2 SELECTION AND AWARD: City reserves the right to reject any or all proposals, to negotiate with any respondent considered qualified, or to make an award without further discussion.



CERTIFICATE OF LIABILITY INSURANCE

WIREL-1 OP ID: JW

DATE (MM/DD/YYYY)
01/05/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chapman-Sander Insurance 3636 S Geyer Road, Suite 110 Saint Louis, MO 63127 Jason Duncan	CONTACT NAME: Jason Duncan	
	PHONE (A/C, No, Ext): 314-842-4040	FAX (A/C, No): 314-842-0050
E-MAIL ADDRESS: _____		
INSURER(S) AFFORDING COVERAGE		
	INSURER A: The Travelers Indemnity Co.	NAIC #
	INSURER B: Charter Oak Fire Insurance	25615
	INSURER C: The Travelers Property Casualt	25674
	INSURER D: FARMINGTON CASUALTY CO.	
	INSURER E:	
	INSURER F:	

INSURED **WIRELESSUSA, INC.**
CO1738 583000 A01
148 Weldon Parkway
Maryland Heights, MO 63043

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY <div style="display: flex; justify-content: space-between; font-size: small;"> CLAIMS-MADE <input type="checkbox"/> X OCCUR </div> GEN'L AGGREGATE LIMIT APPLIES PER: <div style="display: flex; justify-content: space-between; font-size: x-small;"> <input type="checkbox"/> POLICY X PRO-JECT X LOC </div> OTHER: _____	X		630-0J360745	01/01/2017	01/01/2018	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	X AUTOMOBILE LIABILITY <div style="display: flex; justify-content: space-between; font-size: small;"> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> HIRED AUTOS <input type="checkbox"/> </div>	X		BA-0J360677	01/01/2017	01/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
C	X UMBRELLA LIAB X OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		X	CUP0J497528	01/01/2017	01/01/2018	EACH OCCURRENCE \$ 5,000,000
							AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB-0J331749	01/01/2017	01/01/2018	X PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Installation Floater			630-0J360745	01/01/2017	01/01/2018	Jobsite 400,000
							Occurenc 600,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Named Insured: WIRELESSUSA, Inc. dba. St. Louis Electronics, Dechant Electronics, Electronic Industries, Team Electronics & St. Louis Electronics Communications Corp.

Continued on attached Holder Notes.

CERTIFICATE HOLDER BOONEC1 Boone County Melinda Bobbitt, CPPB 613 East Ash Street Columbia, MO 65201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. _____ AUTHORIZED REPRESENTATIVE <i>Joann Wyrick</i>
--	--

NOTEPAD:

HOLDER CODE **BOONEC1**
INSURED'S NAME **WIRELESSUSA, INC.**

WIREL-1
OP ID: JW

PAGE 3
Date **01/05/2017**

ProjectL 62-2007, radio & radio-related installation and repair.

With respects to work performed for them by the named insured, Certificate Holder is an Additional Insured on a primary and noncontributory basis as required by written contract, subject to the terms & conditions of the policies.



Company ID Number: 178516

**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION
MEMORANDUM OF UNDERSTANDING**

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and **WirelessUSA, Inc.** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).



Employment Eligibility Verification

Welcome Sherrie Schwietzer

User ID SSCH2041

Last Login 09:35 PM - 10/03/2012

Log Out

Click any for help

- Home
- My Cases
- New Case
- View Cases
- Search Cases
- My Profile
- Edit Profile
- Change Password
- Change Security Questions
- My Company
- Edit Company Profile
- Add New User
- View Existing Users
- Close Company Account
- My Reports
- View Reports
- My Resources
- View Essential Resources
- Take Tutorial
- View User Manual
- Contact Us

Company Information

Company Name: WirelessUSA, Inc.

[View / Edit](#)

Company ID Number: 178516

Doing Business As (DBA) Name:

DUNS Number:

Physical Location:

Address 1: 148 Weldon Parkway

Address 2:

City: Maryland Heights

State: MO

Zip Code: 63043

County: SAINT LOUIS

Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

Additional Information:

Employer Identification Number: 431665282

Total Number of Employees: 20 to 99

Parent Organization:

Administrator:

Organization Designation:

Employer Category: None of these categories apply

NAICS Code: 517 - TELECOMMUNICATIONS

[View / Edit](#)

Total Hiring Sites: 8

[View / Edit](#)

Total Points of Contact: 3

[View / Edit](#)

[View MOU](#)



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 178516

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer WirelessUSA, Inc.

Marc Schoenfeld

Name (Please Type or Print)

Title

Electronically Signed

01/09/2009

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

01/09/2009

Signature

Date

**WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of BOWE)
)ss
State of MISSOURI)

My name is DAVE HOELSCHER I am an authorized agent of Wireless USA

(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

David Hoelscher 5/6/2013
Affiant Date

DAVE HOELSCHER
Printed Name

Subscribed and sworn to before me this 6 day of May, 2013

Marc Schoenfeld
Notary Public

MARC SCHOENFELD
Notary Public - Notary Seal
State of Missouri
Commissioned for St. Louis County
My Commission Expires: February 06, 2014
Commission Number: 10440383

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 17

In the County Commission of said county, on the 7th day of November 20 17


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

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal forms.

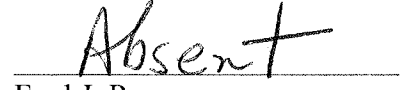
Done this 7th day of November, 2017

ATTEST:

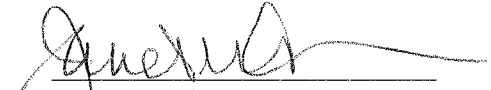

Taylor W. Burks
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner


Fred J. Parry

District I Commissioner



Janet M. Thompson
District II Commissioner

Boone County Purchasing**David Eagle**

Purchasing Assistant


 613 E. Ash Street
 Columbia, MO 65201
 Phone: (573) 886-4394
MEMORANDUM

TO: Boone County Commission
 FROM: David Eagle
 RE: Surplus Disposal
 DATE: October 26, 2017

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

	Asset #	Description	Make & Model	Department	Condition of Asset	
1	5619	TYPEWRITER	SWINTEC 8041S	PROSECUTING ATTORNEY	BROKEN - RECYCLE WITH ELECTRONICS	REMOVE FROM INVENTORY
2	NO TAG	ANALOG PHONE	GTE	PROSECUTING ATTORNEY	OUTDATED	
3	9474	GREEN TABLE		CIRCUIT CLERK	GOOD	
4	4026	COMPUTER DESK		CIRCUIT CLERK	GOOD	
5	9478	4' X 6' BLUE TABLE		CIRCUIT CLERK	GOOD	
6	NO TAG	BLUE OFFICE CHAIR		CIRCUIT COURT	POOR	REMOVE FROM INVENTORY
7	2862	STORAGE SHED		JJC	POOR & UNSAFE	REMOVE FROM INVENTORY

8	16545	BLACK MESH BACK, BURGUNDY FABRIC OFFICE CHAIR WITH ARM RESTS		CIRCUIT COURT	POOR	REMOVE FROM INVENTORY
9	NO TAG	ASSORTED BINDERS		CIRCUIT COURT	GOOD	
10	NO TAG	WHITE ROLLING RACK		RECORDER	GOOD	
11	NO TAG	DESK DRAWER METAL FRAME FOR HANGING FILE FOLDERS		RECORDER	GOOD	
12	NO TAG	DESK DRAWER METAL FRAME FOR HANGING FILE FOLDERS		RECORDER	GOOD	
13	NO TAG	12-DIGIT PRINTING CALCULATOR		RECORDER	NOT WORKING	REMOVE FROM INVENTORY
14	NO TAG	12-DIGIT PRINTING CALCULATOR		RECORDER	NOT WORKING	REMOVE FROM INVENTORY
15	NO TAG	12-DIGIT PRINTING CALCULATOR		RECORDER	NOT WORKING	REMOVE FROM INVENTORY
16	NO TAG	BROWN ROLLING TABLE		RECORDER	OLD	
17	NO TAG	BROWN ROLLING TABLE		RECORDER	OLD	
18	NO TAG	8-SHEET CROSS-CUT SHREDDER	UNIVERSAL	RECORDER	DAMAGED	REMOVE FROM INVENTORY

19	NO TAG	PRINTER CART		RECORDER	GOOD	
20	NO TAG	HEATER BOARD		AUDITOR	GOOD	
21	NO TAG	MISCELLANEOUS OFFICE SUPPLIES		RECORDER	GOOD	
22	NO TAG	WOOD 3 DOOR OVERHEAD CABINET WITH SHELF		SHERIFF	FAIR	
23	NO TAG	29 BOX CAMERAS, 1 DOME CAMERA, 2 MANUAL IRIS LENSES, 1 WALL MOUNT		IT - SECURITY	OUTDATED	
24	NO TAG	BOX CAMERAS, 5 WALL MOUNT		IT - SECURITY	OUTDATED	
25	NO TAG	OUTDOOR CAMERA HOUSING		IT - SECURITY	POOR	
26	5606	DESK CHAIR		PROSECUTING ATTORNEY	OLD	REMOVE FROM INVENTORY
27	13281	MOBILE RADIO	KENWOOD TK-790	SHERIFF	GOOD	
28	13927	MOBILE RADIO	KENWOOD TK-790	SHERIFF	GOOD	
29	13945	MOBILE RADIO	KENWOOD TK-790	SHERIFF	GOOD	

30	13951	MOBILE RADIO	KENWOOD TK-790	SHERIFF	GOOD	
31	13954	MOBILE RADIO	KENWOOD TK-790	SHERIFF	GOOD	
32	15272	SIREN CONTROLLER	CODE 3, MODEL RLS	SHERIFF	FAIR	
33	15273	SIREN CONTROLLER	CODE 3, MODEL RLS	SHERIFF	FAIR	
34	15276	SIREN CONTROLLER	CODE 3, MODEL RLS	SHERIFF	FAIR	
35	15277	SIREN CONTROLLER	CODE 3, MODEL RLS	SHERIFF	FAIR	
36	NO TAG	LIGHTBAR	CODE 3, LED- X 2100	SHERIFF	UNKNOWN	
37	NO TAG	LIGHTBAR	CODE 3, RX- 2700	SHERIFF	UNKNOWN	
38	NO TAG	LIGHTBAR	STAR LASER LED	SHERIFF	UNKNOWN	
39	NO TAG	44 CELLULAR MODEMS	SIERRA WIRELESS	SHERIFF	GOOD	
40	NO TAG	15 VEHICLE DOCKING STATIONS FOR PANASONIC TOUGHBOOK	CF-31	SHERIFF	FAIR	

41	NO TAG	13 SIREN CONTROLLERS	CODE 3 MODEL RLS	SHERIFF	GOOD	
42	NO TAG	26 SMART SIREN CONTROLLERS	FEDERAL SIGNAL	SHERIFF	FAIR	
43	NO TAG	42 12-VOLT ACCESSORY PLUGS		SHERIFF	FAIR	
44	16760	GPS SYSTEM	CTRI AIO V1.0	SHERIFF	OBSOLETE	
45	13845	MULTIPLEXER	DELTA VISION	SHERIFF	GOOD	
46	11026	VIDEO TRANSMITTER/RECEIVER	DELL-STAR	SHERIFF	GOOD	
47	NO TAG	KEYBOARD, CHAIR, ROLLING DESK		COMMUNITY SERVICES	FAIR	
48	NO TAG	ROLLING DESK, CHAIR		COMMUNITY SERVICES	OLD	
49	11099	WOOD ROLLING DESK		COMMUNITY SERVICES	FAIR	
50	7147	RESTRAINT CHAIR		CORRECTIONS	POOR	REMOVE FROM INVENTORY
51	12217	SMALL ROLLING TABLE		CORRECTIONS	POOR	REMOVE FROM INVENTORY

52	NO TAG	POSTER BOARD		HUMAN RESOURCES	POOR	
53	NO TAG	GREEN OFFICE CHAIR		HUMAN RESOURCES	FAIR	
54	8431	WOOD DESK		COMMUNITY SERVICES	OLD	
55	10831	DESK CHAIR WITH WHEELS		COMMUNITY SERVICES	OLD	
56	11756	METAL DESK WITH OVERHEAD STORAGE		COMMUNITY SERVICES	GOOD	
57	9420	WOODEN CHAIR		COMMUNITY SERVICES	OLD	
58	14347	42" CABINET WITH RACKS		JOINT COMMUNICATIONS	USED	
59	NO TAG	METAL WALL MAILBOX		MAIL SERVICE	USED	
60	NO TAG	STACKABLE TRAYS AND WIRE BASKETS		MAIL SERVICE	USED	
61	NO TAG	THREE RING BINDERS		MAIL SERVICE	USED	
62	NO TAG	ENVELOPE SEALER		MAIL SERVICE	OLD	

63	NO TAG	CALCULATOR		MAIL SERVICE	OLD	REMOVE FROM INVENTORY
64	NO TAG	ENVELOPE OPENER		MAIL SERVICE	OLD	
65	NO TAG	BINDER MACHINE		MAIL SERVICE	OLD	
66	NO TAG	LARGE CONFERENCE ROOM TABLE WITH POWER OUTLETS		JOINT COMMUNICATIONS	UNKNOWN	
67	NO TAG	TWO POSITION METAL DESK WITH OVERHEAD CABINETS		JOINT COMMUNICATIONS	UNKNOWN	
68	NO TAG	CUBICLE PANELS WITH WORK STATION DIVIDER		JOINT COMMUNICATIONS	UNKNOWN	
69	NO TAG	WALL MOUNTED FOLD UP BOARD USED FOR A DESK		JOINT COMMUNICATIONS	UNKNOWN	
70	NO TAG	FOLDING FABRIC SCREEN		JOINT COMMUNICATIONS	UNKNOWN	
71	NO TAG	TWO PRINTER STANDS		JOINT COMMUNICATIONS	UNKNOWN	
72	NO TAG	MISCELLANEOUS ITEMS LEFT IN 101 N. 7TH			UNKNOWN	
73	11003	30" X 72" CONFERENCE TABLE		CIRCUIT COURT	GOOD	

74	11002	30" X 72" CONFERENCE TABLE		CIRCUIT COURT	GOOD	
75	11001	30" X 72" CONFERENCE TABLE		CIRCUIT COURT	GOOD	
76	13287	TIME CARD READER – ANALOG	AMANO	PUBLIC WORKS MAINTENANCE	FAIR	
77	13566	TIME CARD READER-ANALOG	AMANO	PUBLIC WORKS MAINTENANCE	FAIR	
78	10688	ELECTRONIC SCRIBER	CADLINER CD-950	PLANNING AND ZONING	UNKNOWN	
79	NO TAG	KEYBOARD TRAY		INFORMATION TECHNOLOGY	POOR	REMOVE FROM INVENTORY
80	NO TAG	PRINTER TABLE		INFORMATION TECHNOLOGY	GOOD	
81	15919	PORTABLE BIOSENSOR	ISTAT	CORRECTIONS	WORKING	
82	14729	BUBBLE PACKER W/BUBBLE PACKS		CORRECTIONS	WORKING	
83	7889	OPHTHALMOSCOPE		CORRECTIONS	WORKING	
84	NO TAG	FOOD CONTAINER	CAMBRO	CORRECTDIONS	UNKNOWN	

85	13563	BROWN SHELF		INFORMATION TECHNOLOGY	USED	
86	NO TAG	MISCELLANEOUS OFFICE SUPPLIES		COUNTY CLERK	GOOD	

cc: Heather Acton. Auditor's office
Surplus File

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 06/27/17

Fixed Asset Tag Number: 5619

JUN 27 2017

Description of Asset: Swintec Typewriter 8041S

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): S6X315073

Condition of Asset: Doesn't work well. Purchased in 1987

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: Prosecuting Attorney -Ellen Strautman's desk

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1261 Prosecuting Attorney

Signature Bonnie Adams

To be Completed by: AUDITOR

Original Acquisition Date 9/23/1987

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 275.00

Original Funding Source 2731

Account Group 1601

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 27 2017

BOONE COUNTY AUDITOR

Date: 06/27/17

Fixed Asset Tag Number: No Tag

Description of Asset: GTE Analog Phone

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Very Old Analog Phone

Condition of Asset: O.K.

Reason for Disposition: Not using analog phones anymore

Location of Asset and Desired Date for Removal to Storage: Prosecuting Attorney -Bonnie's Office

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1261 Prosecuting Attorney

Signature *Bonnie Odey*

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____

Original Funding Source _____ ?

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature *David H. Stull*

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 6/22/17

Fixed Asset Tag Number: 09474

JUN 30 2017

Description of Asset: Green Table

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.):

Condition of Asset: Good

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: 1st Floor Civil Division behind the front counter clerks.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1221 Circuit Clerk's Office

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 6/30/1995

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 214.96

Original Funding Source 2782

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

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JUN 30 2017

BOONE COUNTY AUDITOR

Date: 6/30/17

Fixed Asset Tag Number: 04026

Description of Asset: Computer Desk

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.):

Condition of Asset: good

Reason for Disposition: No longer being used

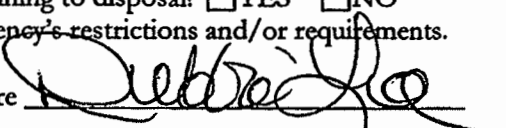
Location of Asset and Desired Date for Removal to Storage: 2nd Floor, room behind the 2 South Courtroom.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1221 Circuit Clerk's Office

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 12/30/1983

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 225.00

Original Funding Source 2742

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

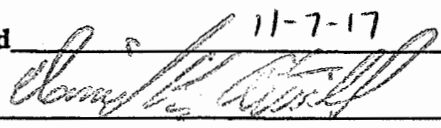
Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 30 2017

BOONE COUNTY AUDITOR

Date: 6/30/17

Fixed Asset Tag Number: 09478

Description of Asset: Blue Table 4 x 6

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.):

Condition of Asset: good

Reason for Disposition: No longer being used

Location of Asset and Desired Date for Removal to Storage: 2nd Floor, room behind the 2 South Courtroom.

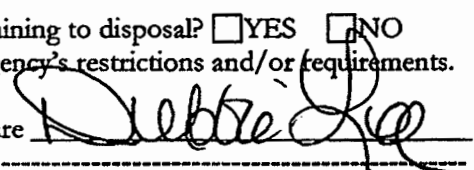
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1221 Circuit Clerk's Office

Signature



To be Completed by: AUDITOR

Original Acquisition Date 6/30/1995

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 214.46

Original Funding Source 2782

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

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Date: 6/22/17

Fixed Asset Tag Number: NA

JUN 30 2017

Description of Asset: Blue Office Chair

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.):

Condition of Asset: Poor

Reason for Disposition: Chair will not stay up.

Location of Asset and Desired Date for Removal to Storage: 1st Floor Civil Division behind the front counter clerks.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1221 Circuit Clerk's Office

Signature 

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____ ?

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

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JUL - 5 2017

BOONE COUNTY AUDITOR

Date: 6/30/17

Fixed Asset Tag Number: 2862

Description of Asset: Storage Shed

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Poor and unsafe

Condition of Asset: Poor and unsafe

Reason for Disposition: Unsafe

Location of Asset and Desired Date for Removal to Storage: Juvenile Justice Center, 5665 Roger I. Wilson Memorial Drive, Columbia, MO 65202

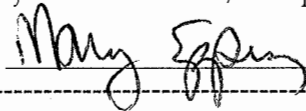
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Juvenile Justice Center, #1242

Signature



To be Completed by: AUDITOR

Original Acquisition Date 12/8/1983

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 900.00

Original Funding Source 2744

Account Group 1606

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

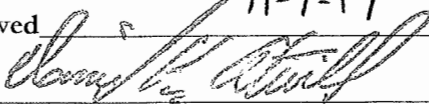
Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 07/06/17

Fixed Asset Tag Number: 16545

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JUL 10 2017

Description of Asset: Black mesh back, burgundy fabric seat office chair with arm rests

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Poor

Reason for Disposition: Arm rests have been taped over numerous times, fabric worn on seat

Location of Asset and Desired Date for Removal to Storage: Boone County Courthouse, Law Library, Room 235

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Circuit Court, fund #1210

Signature

Mary Eppis

To be Completed by: AUDITOR

Original Acquisition Date 6-27-08

G/L Account for Proceeds 1190-3836 1A

Original Acquisition Amount \$464.37

Original Funding Source 2731

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature *[Signature]*

BOONE COUNTY
Request for Disposal/Transfer of County Property
Complete, sign, and return to Auditor's Office

Date: 5/18/17

Fixed Asset Tag Number: No ID Tag #

Description of Asset: Assorted Binders

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Assorted width, color and size binders

Condition of Asset: Good

Reason for Disposition: No longer use

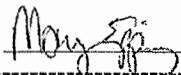
Location of Asset and Desired Date for Removal to Storage: Courthouse, Judges Office, Room 235

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Circuit Court

Signature 

To be Completed by: AUDITOR

Original Acquisition Date _____ G/L Account for Proceeds _____

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: Rolling Rack-White

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.):

Condition of Asset: Good

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

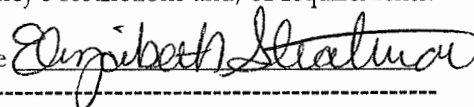
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190 - 3836 HA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

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JUL 17 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: Desk drawer metal frame for hanging file folders

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.):

Condition of Asset: Good

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

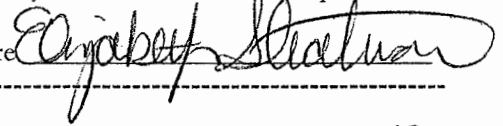
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

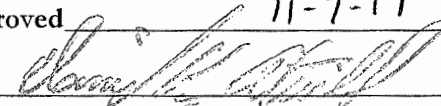
Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

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JUL 17 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: Desk drawer metal frame for hanging file folders

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.):

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Condition of Asset: Good

JUL 17 2017

Reason for Disposition: No longer needed

BOONE COUNTY AUDITOR

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

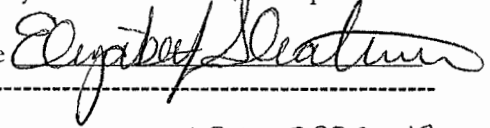
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR

NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

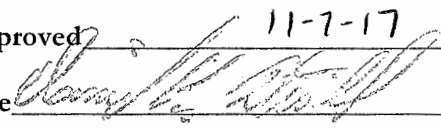
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: 12-Digit Printing Calculator

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.): CANON MP11DX No. 21287874

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Condition of Asset: Not Working

JUL 17 2017

Reason for Disposition: Not Working-Paper does not feed

BOONE COUNTY AUDITOR

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

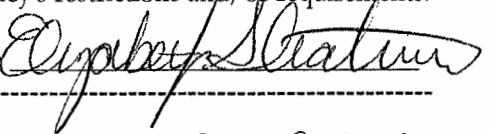
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3836 HA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

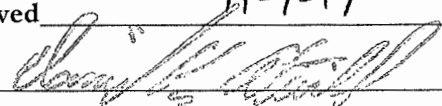
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: 12-Digit Printing Calculator

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.): Model #: CEC0197(LP-34)

Condition of Asset: Not Working

Reason for Disposition: Not Working-Right side keys won't work

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

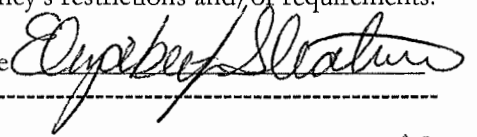
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3836 NO

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

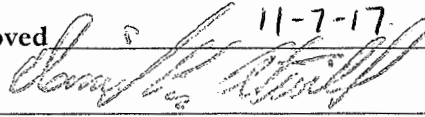
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

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JUL 17 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: 12-Digit Printing Calculator

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

RECEIVED

Other Information (Serial number, etc.): Model #: CEC0197(LP-34)

JUL 17 2017

Condition of Asset: Not Working

BOONE COUNTY AUDITOR

Reason for Disposition: Not Working-Must manually rewind ink ribbon

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

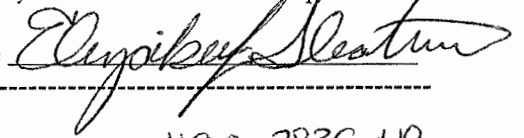
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR NO DATA
Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 He

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

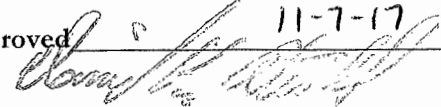
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: Brown Rolling Table

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.):

Condition of Asset: Used

Reason for Disposition: No Longer needed

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

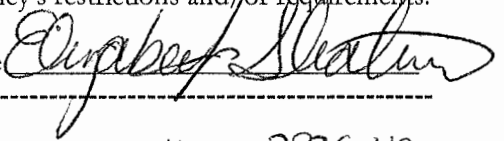
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3836 NR

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

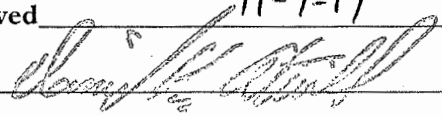
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

RECEIVED

JUL 17 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: Brown Rolling Table

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.):

Condition of Asset: Used

Reason for Disposition: No Longer needed

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

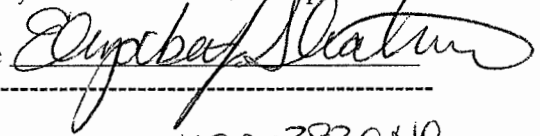
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR

NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 *NO*

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

RECEIVED

JUL 17 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: N/A

Description of Asset: Universal 8-Sheet Cross-Cut Shredder

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.): Model UNV-38182

Condition of Asset: Damaged

Reason for Disposition: Damaged

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

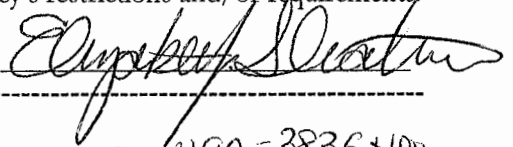
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3836 HED

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

RECEIVED

JUL 17 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: ~~9994334~~ No Tag

Description of Asset: Printer Cart

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Disposal/Surplus

Other Information (Serial number, etc.):

Condition of Asset: Good

Reason for Disposition: No Longer Needed

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds office, removal ASAP

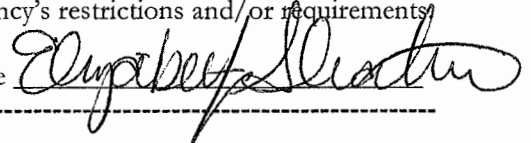
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR

Original Acquisition Date _____ NO DATA

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

RECEIVED

JUL 17 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 7/17/17

Fixed Asset Tag Number: No Tag

Description of Asset: Heater Board

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Good

Reason for Disposition: Unused

Location of Asset and Desired Date for Removal to Storage: Auditor's Office, As soon as convenient

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1110-Auditor

Signature _____

To be Completed by: AUDITOR

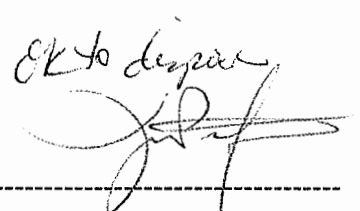
Original Acquisition Date _____ NO DATA

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

OK to dispose


To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

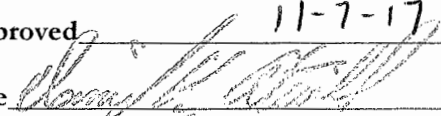
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 07/24/2017

Fixed Asset Tag Number: N/A

Description of Asset: Box of Miscellaneous Desk Accessories

- * 5 tape dispensers
- * 5 paper clip holders
- * 1 2-compartment Pen/Pencil holder
- * 2 Post-It Note holders
- * 5 Pen/Pencil holders
- * 1 3-compartment Pen/Pencil holder
- * 1 black Universal mini rack #53202
- * 1 plastic phone stand

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus/Disposal

Other Information (Serial number, etc.): N/A

Condition of Asset: Good

Reason for Disposition: No Longer Needed; excess

Location of Asset and Desired Date for Removal to Storage: Recorder of Deeds, ASAP

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JUL 25 2017

BOONE COUNTY AUDITOR

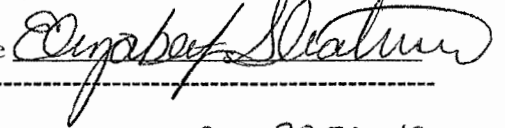
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1160 Recorder

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

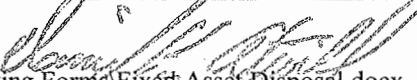
Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017 11-7-17



S:\all\AUDITOR\Accounting Forms\Fixed Asset Disposal.docx

Revised: September 2016

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 8-10-17

Fixed Asset Tag Number: N/A

AUG 11 2017

Description of Asset: wood 3 door overhead cabinet with shelf.

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: might be useful for other depts.

Other Information (Serial number, etc.): Former 911 furniture, no county asset tag number

Condition of Asset: Fair, center door is broken

Reason for Disposition: Too heavy for wall where it was going to be mounted.

Location of Asset and Desired Date for Removal to Storage: BCSD Annex loading dock. We can move it to surplus storage.

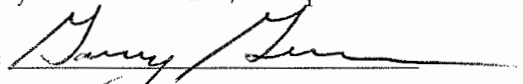
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1251 Sheriff

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3886

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

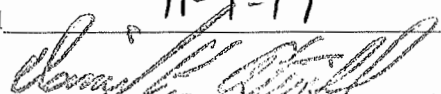
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17



S:\all\AUDITOR\Accounting Forms\Fixed Asset Disposal.docx

Revised: September 2016

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8-4-17 Fixed Asset Tag Number: _____

Description of Asset: 29 Box cameras, 1 dome camera, 2 manual iris lenses, and 1 wall mount removed from the B.C. Jail.

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Functional, but outdated. ~~Replaced~~

Reason for Disposition: Replacement.

Location of Asset and Desired Date for Removal to Storage: 602 Rm 123, any date.

Was asset purchased with grant funding? YES NO
If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO
If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: IT-SECURITY Signature: [Signature]

To be Completed by: AUDITOR NO DATA Original Acquisition Date _____ G/L Account for Proceeds 1190-3836 HA

Original Acquisition Amount _____
Original Funding Source _____
Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:
_____ Transfer Department Name _____ Number _____
Location within Department _____
Individual _____
_____ Trade _____ Auction _____ Sealed Bids
_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8-4-17

Fixed Asset Tag Number: _____

Description of Asset: 22 Box cameras, 5 wall mounts removed from the B.C. Jail.

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: _____

Other Information (Serial number, etc.): _____

Condition of Asset: Functional but outdated.

Reason for Disposition: Replacement.

Location of Asset and Desired Date for Removal to Storage: G.C. Rm 123, any date.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: IT - SECURITY

Signature: [Signature]

To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-38361A

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature: [Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property
Complete, sign, and return to Auditor's Office

Date: 8-4-17

Fixed Asset Tag Number:

Description of Asset: Outdoor camera housing removed from the B.C. Jail.

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: POOR -

Reason for Disposition: Replacement

Location of Asset and Desired Date for Removal to Storage: B.C. Rm 123

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: IT - SECURITY

Signature: [Signature]

To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____ G/L Account for Proceeds 1190-3836 HA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

RECEIVED

AUG 04 2017

BOONE COUNTY AUDITOR

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8/25/17

Fixed Asset Tag Number: 5606

Description of Asset: Desk Chair

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AUG 25 2017
BOONE COUNTY
AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: broken

Reason for Disposition: Cannot use

Location of Asset and Desired Date for Removal to Storage: Voter Registration

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1132 Election & Registration

Signature *Arthur I. Jones II*

To be Completed by: AUDITOR

Original Acquisition Date Already Retired

G/L Account for Proceeds 1190-3836 HA

Original Acquisition Amount in System

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature *Donna K. Stull*

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 04-26-2017

Fixed Asset Tag Number: 13281

JUN 21 2017

Description of Asset: Kenwood TK-790 mobile radio (VHF)

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): 30700054

Condition of Asset: Good.

Reason for Disposition: Unit was replaced in 2017 budget.

Location of Asset and Desired Date for Removal to Storage: Sheriff's Department

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature David Alexander D. Alexander 4/26/17

To be Completed by: AUDITOR

Original Acquisition Date 3/12/2002

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 2,198.00

Original Funding Source 2746

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature David Alexander

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 04-26-2017

Fixed Asset Tag Number: 13927

RECEIVED

Description of Asset: Kenwood TK-790 mobile radio (VHF)

JUN 21 2017

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

BOONE COUNTY AUDITOR

Other Information (Serial number, etc.): 40600324

Condition of Asset: Good.

Reason for Disposition: Unit was replaced in 2017 budget.

Location of Asset and Desired Date for Removal to Storage: Sheriff's Department

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature *D. Alexander* D. Alexander

To be Completed by: AUDITOR

Original Acquisition Date 4/29/2003

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 2,198.00

Original Funding Source 2744

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature *D. Alexander*

III. Postaward Requirements

3.7 PROPERTY STANDARDS

- Source of the property, including the federal award identification number
- Identification of the title holder
- Acquisition date
- Cost of the property
- Percentage of Federal participation in the cost of the property
- Location of the property
- Use and condition of the property
- Disposition data, including the date of disposal and sale price
- **Inventory.** You must take a physical inventory of the property and reconcile the results with the property records at least once every 2 years.
- **Maintenance procedures.** You must establish and use adequate maintenance procedures to keep the property in good condition.
- **Control system.** You must have a control system in place with adequate safeguards to prevent loss, damage, and theft.
 - Promptly and properly investigate and fully document any loss, damage, or theft, and make the documentation part of the official project records. 2 C.F.R. § 200.313 (d)(3).
 - Provide at a minimum, the equivalent insurance coverage for equipment acquired with Federal funds that the non-Federal entity owns. Federally-owned equipment need not be insured unless required by your award. 2 C.F.R. § 200.310.
 - Non-federal entities are responsible for replacing or repairing property that is willfully or negligently lost, stolen, damaged, or destroyed.
- **Proper sales procedures.** If authorized or required to sell the property, the recipient or subrecipient must establish proper sales procedures to ensure the highest possible return.

Disposition of Equipment

A State recipient must dispose of equipment acquired under the award in accordance with State laws and procedures.

Recipients and subrecipients other than States must dispose of the equipment when original or replacement equipment acquired under the award or subaward is no longer needed for the original project, or for other activities currently or previously supported by a Federal awarding agency, as follows:

- If the item to be disposed of has a current per-unit fair market value of \$5,000 or less, you may retain, sell, or otherwise dispose of it with no further obligation to the awarding agency.
- If the item has a current per-unit fair market value of more than \$5,000, you may retain or sell it, but the awarding agency will have a right to a specific dollar amount. Calculate this amount by multiplying the current market value or proceeds from the item sale by the awarding agency's share of the equipment (i.e, the agency's percentage of participation in the cost of the original purchase). The seller is also eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less.
- In cases where you or your subrecipient fails to take appropriate disposition actions, the awarding agency may direct you to take other disposition actions.

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 21 2017

BOONE COUNTY AUDITOR

Date: 04-26-2017

Fixed Asset Tag Number: 13945

Description of Asset: Kenwood TK-790 mobile radio (VHF)

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): 40800562

Condition of Asset: Good.

Reason for Disposition: Unit was replaced in 2017 budget.


Location of Asset and Desired Date for Removal to Storage: Sheriff's Department

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature  D. Alexander

To be Completed by: AUDITOR

Original Acquisition Date 4/29/2003

G/L Account for Proceeds 2901-3836

Original Acquisition Amount 2,198.00

Original Funding Source 2787

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

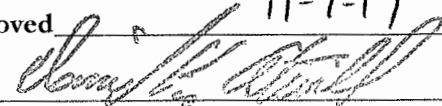
Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 04-26-2017

Fixed Asset Tag Number: **13951**

RECEIVED

JUN 21 2017

Description of Asset: Kenwood TK-790 mobile radio (VHF)

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): **41200662**

Condition of Asset: Good.

Reason for Disposition: Unit was replaced in 2017 budget.

Location of Asset and Desired Date for Removal to Storage: Sheriff's Department

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature  D. Alexander

To be Completed by: AUDITOR

Original Acquisition Date 5/29/2003

G/L Account for Proceeds 2901-3836

Original Acquisition Amount 2198.00

Original Funding Source 2787

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____


Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 04-26-2017

Fixed Asset Tag Number: 13954

RECEIVED

Description of Asset: Kenwood TK-790 mobile radio (VHF)

JUN 21 2017

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): 40700052

Condition of Asset: Good.

Reason for Disposition: Unit was replaced in 2017 budget.

Location of Asset and Desired Date for Removal to Storage: Sheriff's Department

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature  D. Alexander

To be Completed by: AUDITOR

Original Acquisition Date 5/13/2003

G/L Account for Proceeds 2901-3835

Original Acquisition Amount 2198.00

Original Funding Source 2787

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 21 2017

Date: 04/26/2017

Fixed Asset Tag Number: 15272

BOONE COUNTY AUDITOR

Description of Asset: CODE 3, Model RLS siren controller

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Fair to poor. Unit may not be entirely functional. Unit may be missing parts.

Reason for Disposition: Unit exceeded desired life expectancy and was replaced.

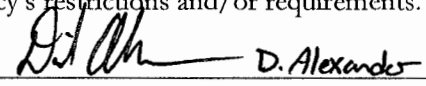
Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature  D. Alexander 4/26/2017

To be Completed by: AUDITOR

Original Acquisition Date 12/31/2005

G/L Account for Proceeds 2901-3836

Original Acquisition Amount 410.00

Original Funding Source 2787

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____


Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 04/26/2017

Fixed Asset Tag Number: 15273

RECEIVED

JUN 21 2017

Description of Asset: CODE 3, Model RLS siren controller

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Fair to poor. Unit may not be entirely functional. Unit may be missing parts.

Reason for Disposition: Unit exceeded desired life expectancy and was replaced.

Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature David Alexander D. Alexander 4/26/17

To be Completed by: AUDITOR

Original Acquisition Date 12/31/2005

G/L Account for Proceeds 2901-3836

Original Acquisition Amount 410.00

Original Funding Source 2787

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature David Alexander

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 21 2017

Date: 04/26/2017

Fixed Asset Tag Number: 15276

BOONE COUNTY AUDITOR

Description of Asset: CODE 3, Model RLS siren controller

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Fair to poor. Unit may not be entirely functional. Unit may be missing parts.

Reason for Disposition: Unit exceeded desired life expectancy and was replaced.

Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature David Alexander D. Alexander 4/26/17

To be Completed by: AUDITOR

Original Acquisition Date 12/27/2005

G/L Account for Proceeds 2901-3836

Original Acquisition Amount 410.00

Original Funding Source 2787

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 04/26/2017

Fixed Asset Tag Number: 15277

JUN 21 2017

Description of Asset: CODE 3, Model RLS siren controller

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Fair to poor. Unit may not be entirely functional. Unit may be missing parts.

Reason for Disposition: Unit exceeded desired life expectancy and was replaced.

Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature *D. Alexander* D. Alexander 4/26/17

To be Completed by: AUDITOR

Original Acquisition Date 12/27/2005

G/L Account for Proceeds 2901-3836

Original Acquisition Amount 410.00

Original Funding Source 2787

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature *[Signature]*

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 04/26/2017

Fixed Asset Tag Number: NONE

RECEIVED

JUN 21 2017

Description of Asset: Code 3, LED-X 2100 lightbar (serial number unknown)

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Unable to locate serial number. Unable to locate asset tag.

Condition of Asset: Current condition of unit unknown. Unit was functional when removed from patrol vehicle.

Reason for Disposition: Unit has exceeded desired service life. Unit was replaced.

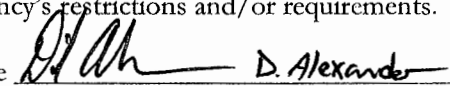
Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature  D. Alexander

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____

Original Funding Source _____ ?

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

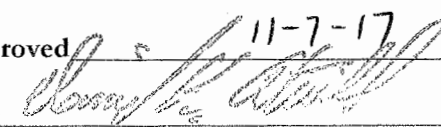
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 21 2017

Date: 04/26/2017

Fixed Asset Tag Number: NONE

Description of Asset: Code 3, RX-2700 lightbar (serial number LL00357550)

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Serial number LL00357550. Unable to locate asset tag. Unable to locate serial number in database.

Condition of Asset: Current condition of unit unknown. Unit was functional when removed from patrol vehicle.

Reason for Disposition: Unit has exceeded desired service life. Unit was replaced.

Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature  D. Alexander

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____

Original Funding Source _____ ?

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 21 2017

Date: 04/26/2017

Fixed Asset Tag Number: NONE

Description of Asset: Star Laser LED lightbar, unknown model, unknown serial number

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Unable to locate serial number. Unable to locate asset tag.

Condition of Asset: Current condition of unit unknown. Unit was functional when removed from patrol vehicle.

Reason for Disposition: Unit has exceeded desired service life. Unit was replaced.

Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature  D. Alexander

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____

?



Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

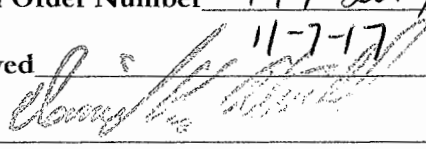
Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 04-26-2017

Fixed Asset Tag Number: NONE

JUN 21 2017

Description of Asset: Sierra Wireless ruggedized cellular modems (models 875, 881, and 890) (44)
BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Lot of 44 modems. See attached list containing model number, IMEI number, and FSN.

Condition of Asset: Varies. Good to fair. A few of the units have broken terminals or missing sim card trays. Units do not include cellular data sim card. Power cables (12v) included. All units are end-of-life and manufacturer support may not be available. Units are NOT 4G/LTE capable.

Reason for Disposition: Units have been replaced.

Location of Asset and Desired Date for Removal to Storage: Sheriff's department. Ready for immediate disposal.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature Daryl Alexander #5343

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____

Original Funding Source _____ ?

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017 11-7-17

Date Approved _____

<u>MAKE</u>	<u>MODEL</u>	<u>IMEI</u>	<u>FSN</u>	<u>NOTE</u>
SIERRA	875	354699012608759	B453197007010	
SIERRA	881	354220010241673	B440178000710	
SIERRA	875	354699012642667	B452748001210	
SIERRA	881	354220010239982	B440178002610	
SIERRA	875	35469901263252	B450798001610	LAST DIGIT OF IMEI DAMAGED
SIERRA	875	354699012607678	B453197002610	IMEI NUMBER SMUDGED
SIERRA	890	352974021367149	B650780003710	
SIERRA	890	352974021067897	B651872005810	
SIERRA	875	354699012607611	B453197003410	
SIERRA	875	354699012605714	B453037002610	
SIERRA	890	352974021067921	B651872008210	
SIERRA	875	354699012608205	B453197006910	
SIERRA	881	354220010240360	B440178003110	
SIERRA	881	354220010242176	B440178003610	
SIERRA	881	354220010240758	B440178004010	
SIERRA	875	354699012608338	B453197002410	
SIERRA	890	352974021067806	B651872008110	
SIERRA	881	354220010240832	B440178001810	
SIERRA	890	352974021067913	B651872003710	
SIERRA	890	352974020987145	B651872010010	
SIERRA	890	352974026912337	B650732005710	
SIERRA	890	352974021067723	B651872007510	
SIERRA	890	352974021067715	B651872006710	
SIERRA	890	352974021067681	B651872007610	
SIERRA	881	354220010238166	B440178001710	
SIERRA	890	352974021067707	B651872007910	
SIERRA	890	352974021067954	B651872005910	
SIERRA	881	354220010238083	B440178002110	
SIERRA	875	354699012604964	B453037002810	
SIERRA	875	354699012608619	B453197006810	
SIERRA	875	354699012609039	B453197002710	
SIERRA	875	354699012608213	B453197007110	
SIERRA	875	354699012633245	B450798008710	
SIERRA	881	354220010239487	B440178000610	
SIERRA	875	354699012632700	B450798004210	
SIERRA	875	354699012606126	B453037003310	
SIERRA	881	354220010240691	B440178003310	
SIERRA	881	354220010240840	B440178003810	
SIERRA	875	352678010444658	B4501077006110	
SIERRA	875	354699012642626	B452748000610	
SIERRA	875	354699012605466	B453037002410	
SIERRA	875	354699012604428	B453037002710	
SIERRA	881	354220010240386	B440178001910	
SIERRA	881	354220010240709	B440178000910	

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 21 2017

Date: 04-26-2017

Fixed Asset Tag Number: NONE

Description of Asset: Vehicle docking stations for Panasonic Toughbook CF-31 laptop computers

BOONE COUNTY AUDITOR

(15)

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Lot of 15 units. See attached list of serial numbers. Various makes (Havis, Ledco, Panasonic).

Condition of Asset: Fair to poor. Some units may not be in good working condition. Parts may be missing.

Reason for Disposition: These used docking stations were removed from older vehicle builds. They are rated at 90 watts and are insufficient for our current pool of laptop computers (which require a 120 watt docking station). These 90 watt docking stations have been replaced with 120 watt units and would not be utilized as spares.

Location of Asset and Desired Date for Removal to Storage: Sheriff's Department, 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature  D. Alexander

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

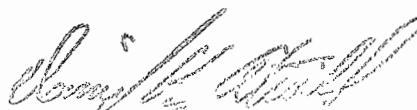
Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17



X2133399
X2122844
X2133397
P30X2109396
X29385
J02125
J02129
X16772
X2133402
P303693
1BTYA32581
J02124
J02128
X2133381
1BTYA32651

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 04/26/2017

Fixed Asset Tag Number: NONE

Description of Asset: CODE 3, Model RLS siren controllers (quantity 13)

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Lot of 13. See attached list of serial numbers.

Condition of Asset: Varies. Good to poor. Some units may not be entirely functional. Some units may be missing parts. Arrowstick model 020667 controllers (quantity 9) included. Also, some PA microphones and PA cables are included.

Reason for Disposition: Units have exceeded desired life expectancy and have been replaced.

Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature David Alexah #5343
04-26-2017

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____ ?

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

PP0059657

PP0059655

PP0059651

PP0059652

~~PP0044409 15875~~

PP0059656

PP0059658

~~PP0044409 15877~~

~~PP0044409 15876~~

PP0041331

PP0046865

PP0024942

PP0060208

PP0059653

PP0059654

~~PP0044407 15875~~

PP0060193

~~PP0060193~~

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 04/26/2017

Fixed Asset Tag Number: NONE

JUN 21 2017

Description of Asset: Federal Signal, Smart Siren siren controllers (lot of 26 units)

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Lot of 26 units. Model numbers vary, but most are SS2000SS-SB.

Condition of Asset: Fair to poor. Units may not be entirely functional. Units may be missing parts. Lot includes an unknown number of PA microphones and PA cables.

Reason for Disposition: Units exceeded desired life expectancy and were replaced.

Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature David Alexander D. Alexander 04-2

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____

Original Funding Source _____ ?

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 04/26/2017

Fixed Asset Tag Number: NONE

RECEIVED

JUN 21 2017

Description of Asset: 12-volt accessory plugs (lot of about 42 units)

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): Not applicable

Condition of Asset: Condition will vary by unit. Some of the units may not be functional.

Reason for Disposition: Units have been removed from retired patrol vehicles.

Location of Asset and Desired Date for Removal to Storage: 04/26/2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: Sheriff / Enforcement (1251)

Signature Dale Alexander 4/26/17

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836

Original Acquisition Amount _____

Original Funding Source _____ ?

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature Dale Alexander

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 5-11-17

Fixed Asset Tag Number: 16760

JUN 21 2017

2008

Description of Asset: CTI AIO v1.0 GPS system

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Destroy

Other Information (Serial number, etc.): ID 2562 5002911124

Condition of Asset: Obsolete - *No longer supported Technology*

Reason for Disposition: Obsolete surveillance equipment

Location of Asset and Desired Date for Removal to Storage: Sheriff's department - We will destroy and dispose of remnants

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: *2537 Justice Assistance Grant*

Signature: *[Handwritten Signature]*

To be Completed by: AUDITOR

Original Acquisition Date 12/31/2008

G/L Account for Proceeds 1190-3835

Original Acquisition Amount 5,950.00

uf

Original Funding Source 2744

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Scaled Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

[Handwritten Signature]

3.7 PROPERTY STANDARDS

- » Source of the property, including the federal award identification number
- » Identification of the title holder
- » Acquisition date
- » Cost of the property
- » Percentage of Federal participation in the cost of the property
- » Location of the property
- » Use and condition of the property
- » Disposition data, including the date of disposal and sale price
- **Inventory.** You must take a physical inventory of the property and reconcile the results with the property records at least once every 2 years.
- **Maintenance procedures.** You must establish and use adequate maintenance procedures to keep the property in good condition.
- **Control system.** You must have a control system in place with adequate safeguards to prevent loss, damage, and theft.
 - » Promptly and properly investigate and fully document any loss, damage, or theft, and make the documentation part of the official project records. 2 C.F.R. § 200.313 (d)(3).
 - » Provide at a minimum, the equivalent insurance coverage for equipment acquired with Federal funds that the non-Federal entity owns. Federally-owned equipment need not be insured unless required by your award. 2 C.F.R. § 200.310.
 - » Non-federal entities are responsible for replacing or repairing property that is willfully or negligently lost, stolen, damaged, or destroyed.
- **Proper sales procedures.** If authorized or required to sell the property, the recipient or subrecipient must establish proper sales procedures to ensure the highest possible return.

Disposition of Equipment

A State recipient must dispose of equipment acquired under the award in accordance with State laws and procedures.

Recipients and subrecipients other than States must dispose of the equipment when original or replacement equipment acquired under the award or subaward is no longer needed for the original project, or for other activities currently or previously supported by a Federal awarding agency, as follows:

- If the item to be disposed of has a current per-unit fair market value of \$5,000 or less, you may retain, sell, or otherwise dispose of it with no further obligation to the awarding agency.
- If the item has a current per-unit fair market value of more than \$5,000, you may retain or sell it, but the awarding agency will have a right to a specific dollar amount. Calculate this amount by multiplying the current market value or proceeds from the item sale by the awarding agency's share of the equipment (i.e, the agency's percentage of participation in the cost of the original purchase). The seller is also eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less.
- In cases where you or your subrecipient fails to take appropriate disposition actions, the awarding agency may direct you to take other disposition actions.

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 21 2017

BOONE COUNTY AUDITOR

Date: 5-11-17

Fixed Asset Tag Number: 13845

Description of Asset: DeltaVision Multiplexer

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): M12B0019

Condition of Asset: Good

Reason for Disposition: Not used anymore

Location of Asset and Desired Date for Removal to Storage: Sheriff's department - ASAP

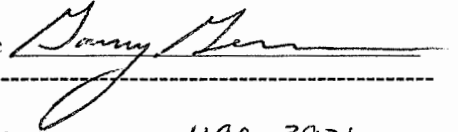
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2540-Sheriff Civil Charges

Signature



To be Completed by: AUDITOR

Original Acquisition Date 4/22/2003

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 1,175.00

Original Funding Source 2731

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

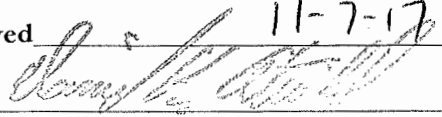
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 21 2017

BOONE COUNTY AUDITOR

Date: 5-11-17

Fixed Asset Tag Number: 11026

Description of Asset: Dell-Star Video Transmitter/Receiver

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): DSR-15249Rx

Condition of Asset: Good

Reason for Disposition: Not used anymore

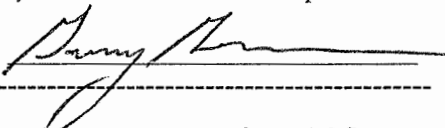
Location of Asset and Desired Date for Removal to Storage: Sheriff's department - ASAP

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1252 - Drug Ent. Unit

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 5/15/1997

G/L Account for Proceeds 1190-3836

Original Acquisition Amount 2,945.00

Original Funding Source 2752

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

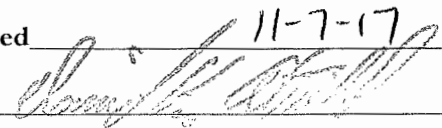
Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8/24/17

Fixed Asset Tag Number: None

RECEIVED

AUG 24 2017

Description of Asset: See Attached

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.): Left over equipment from Centralia Office

Condition of Asset: Old

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: First Chance For Children Storage 1010 Fay St.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2160/Lauren

Signature Lauren Schnitzler

To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

Item Description	Code
Keyboard	No codes on items
Chair	No Sticker/No Code
Rolling Desk	No Sticker/No Code

BOONE COUNTY
Request for Disposal/Transfer of County Property
Complete, sign, and return to Auditor's Office

RECEIVED

AUG 24 2017

BOONE COUNTY AUDITOR

Date: 08/24/17

Fixed Asset Tag Number: 11099

Description of Asset: Wooden Rolling Desk

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.):

Condition of Asset: Fair

Reason for Disposition: Not needed

Location of Asset and Desired Date for Removal to Storage: First Chance For Children Storage 1010 Fay Street

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2160/Lauren

Signature Lauren Schnitzler

To be Completed by: AUDITOR

Original Acquisition Date 6-5-97

G/L Account for Proceeds 1190-3836 HQ

Original Acquisition Amount \$880.20

Original Funding Source 2785

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

RECEIVED

DATE 09/05/17

FIXED ASSET TAG NUMBER 07147

SEP 06 2017

DESCRIPTION Old restraint chair

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: JUNK

OTHER INFORMATION:

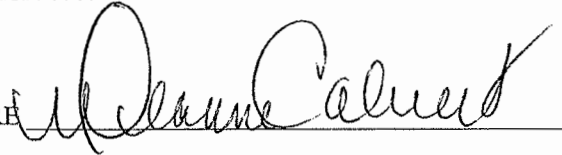
CONDITION OF ASSET

Poor

REASON FOR DISPOSITION burnt in half straps, seat broken from base

DEPARTMENT Boone County Jail 1255

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 8-26-1991
ORIGINAL COST \$534.00
ORIGINAL FUNDING SOURCE 2731
1604

Receipt Into: 190-3836 HQ

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 499-2017

DATE APPROVED 11-7-17

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 09/05/17

FIXED ASSET TAG NUMBER 12217

DESCRIPTION Small rolling table

RECEIVED

SEP 06 2017

REQUESTED MEANS OF DISPOSAL: JUNK

BOONE COUNTY AUDITOR

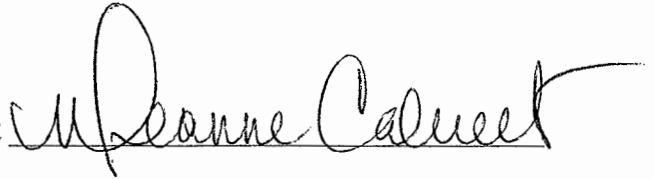
OTHER INFORMATION:

CONDITION OF ASSET Poor

REASON FOR DISPOSITION the table is missing the arm support on the extension and the top is peeling off the particle board.

DEPARTMENT Boone County Jail 1255

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 2-17-00
ORIGINAL COST \$83.95
ORIGINAL FUNDING SOURCE 2731
1602

Receipt Into: 1190-3836 HQ

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

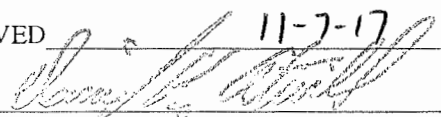
INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 499-2017

DATE APPROVED 11-7-17

SIGNATURE 

BOONE COUNTY
Request for Disposal/Transfer of County Property
Complete, sign, and return to Auditor's Office

Date: 09/26/2017

Fixed Asset Tag Number: No tag

Description of Asset: Poster Board

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): NA

Condition of Asset: Poor

Reason for Disposition: No Longer needed

Location of Asset and Desired Date for Removal to Storage: Human Resources office / ASAP

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1115- HR

Signature Carol M. Bennett

To be Completed by: AUDITOR NO Date
Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved: 11-7-17

Signature [Signature]

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 09/26/2017

Fixed Asset Tag Number: No Tag

Description of Asset: Green Office Chair

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): NA

Condition of Asset: Fair

Reason for Disposition: No longer used

Location of Asset and Desired Date for Removal to Storage: Human Resources / ASAP

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1115 - Human Resources

Signature _____

To be Completed by: AUDITOR

Original Acquisition Date: NODATA

G/L Account for Proceeds: 1190-3836 Ha

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Scaled Bids

____ Other Explain _____

Commission Order Number: 499-2017

Date Approved: 14-7-17

Signature: _____

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 03/24/2017

Fixed Asset Tag Number: 08431

RECEIVED

MAR 24 2017

Description of Asset: Wood Desk

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.):

Condition of Asset: Older wooden desk originally from surplus

Reason for Disposition: New Boone County furniture to be installed

Location of Asset and Desired Date for Removal to Storage: Kristin Cummins office in the Community Services Department located at 605 E. Walnut, Ste. A.

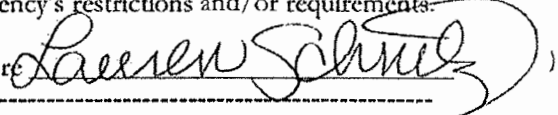
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2160/1420 Lauren Schnitzler

Signature



To be Completed by: AUDITOR

Original Acquisition Date 11-21-83

G/L Account for Proceeds 1190-3836 #

Original Acquisition Amount \$150.00

Original Funding Source 2731

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Handwritten Signature]

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 03/24/2017

Fixed Asset Tag Number: 10831

RECEIVED

Description of Asset: Desk Chair with wheels

MAR 24 2017

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

BOONE COUNTY AUDITOR

Other Information (Serial number, etc.):

Condition of Asset: Older, adjustable, cloth desk chair on wheels.

Reason for Disposition: New Boone County furniture to be installed

Location of Asset and Desired Date for Removal to Storage: Kristin Cummins office in the Community Services Department located at 605 E. Walnut, Ste. A.

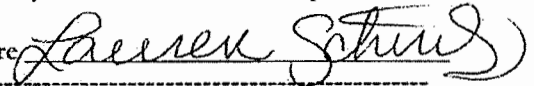
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2160/1420 Lauren Schnitzler

Signature



To be Completed by: AUDITOR *Already Retired*

Original Acquisition Date _____
in System

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____


Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 03/24/2017

Fixed Asset Tag Number: 11756

RECEIVED

MAR 24 2017

Description of Asset: Metal desk with attached overhead storage

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.):

Condition of Asset: Good condition

Reason for Disposition: New Boone County furniture to be installed

Location of Asset and Desired Date for Removal to Storage: Kristin Cummins office in the Community Services Department located at 605 E. Walnut, Ste. A.

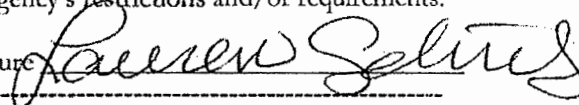
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2160/1420 Lauren Schnitzler

Signature



To be Completed by: AUDITOR

Original Acquisition Date 12-31-98

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount \$873.40

Original Funding Source 2731

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

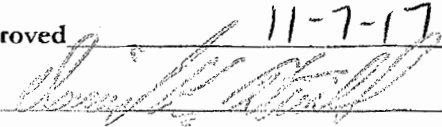
Individual _____

Trade Auction Scaled Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 03/24/2017

Fixed Asset Tag Number: 09420

RECEIVED

MAR 24 2017

Description of Asset: Wooden chair

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

Other Information (Serial number, etc.):

Condition of Asset: older wooden chair with arms.

Reason for Disposition: New Boone County furniture to be installed

Location of Asset and Desired Date for Removal to Storage: Kristin Cummins office in the Community Services Department located at 605 E. Walnut, Ste. A.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2160/1420 Lauren Schnitzler

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 6-30-95

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount \$224.61

Original Funding Source 2782

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

CAPITAL

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 9/25/17

Fixed Asset Tag Number: 14347

Description of Asset: 42" CABINET W/RACKS

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: USED

Reason for Disposition: NOT BEING USED

Location of Asset and Desired Date for Removal to Storage: ECC BASEMENT

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2701 - JOINT COMM

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 5-12-04

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount \$9,700.48

Original Funding Source 2744

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

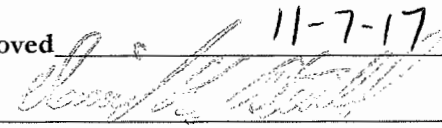
Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

RECEIVED

SEP 28 2017

BOONE COUNTY AUDITOR

Trns. N Tag 14347 Tagged Y Tag Replaced N To _____ From _____ Last. Posted
Description 42" CABINET W/RACKS Adjustments, in Process, 4 2008
Acquired 5/12/2004 Acq. Amt. 9,700.48 Useful Life Months 48
Acct. Grp. 1604 MACHINERY & EQUIPMENT Res. Val. % 0
Category 50 LAW ENFORCEMENT EQUIP Tag in Book N
Location 2701 JOINT COMMUNICATION OPERATIONS Book ID. _____
Purch Dept. 1287 EMERGENCY SERVICES & DISPATCH
Inventory Date _____ Inv. Status _____
Site Loc. Joint Communications
Site Detl. None
Make _____ Model _____
Serial _____ Note JOINT COMMUNICATIONS
Invoice 14439 Check 109065
Vendor 10573 K C WIRELESS INC
Bid# _____
User _____

Calculated Fields Book Value
Dep. St. Dt. _____
Adj. Total. 9,700.48- Acq. Dep. Ytd. .00
* NOTES * * GRANT * Total Cost 9,700.48
F2=Key Scr F3=Exit F7=Trans F8=Docs F10=Notes F22=Hist F24=More

History: "installed in field communications trailer"

III. Postaward Requirements

3.7 PROPERTY STANDARDS

- Source of the property, including the federal award identification number
- Identification of the title holder
- Acquisition date
- Cost of the property
- Percentage of Federal participation in the cost of the property
- Location of the property
- Use and condition of the property
- Disposition data, including the date of disposal and sale price
- **Inventory.** You must take a physical inventory of the property and reconcile the results with the property records at least once every 2 years.
- **Maintenance procedures.** You must establish and use adequate maintenance procedures to keep the property in good condition.
- **Control system.** You must have a control system in place with adequate safeguards to prevent loss, damage, and theft.
 - Promptly and properly investigate and fully document any loss, damage, or theft, and make the documentation part of the official project records. 2 C.F.R. § 200.313 (d)(3).
 - Provide at a minimum, the equivalent insurance coverage for equipment acquired with Federal funds that the non-Federal entity owns. Federally-owned equipment need not be insured unless required by your award. 2.C.F.R. § 200.310.
 - Non-federal entities are responsible for replacing or repairing property that is willfully or negligently lost, stolen, damaged, or destroyed.
- **Proper sales procedures.** If authorized or required to sell the property, the recipient or subrecipient must establish proper sales procedures to ensure the highest possible return.

Disposition of Equipment

A State recipient must dispose of equipment acquired under the award in accordance with State laws and procedures.

Recipients and subrecipients other than States must dispose of the equipment when original or replacement equipment acquired under the award or subaward is no longer needed for the original project, or for other activities currently or previously supported by a Federal awarding agency, as follows:

- If the item to be disposed of has a current per-unit fair market value of \$5,000 or less, you may retain, sell, or otherwise dispose of it with no further obligation to the awarding agency.
- If the item has a current per-unit fair market value of more than \$5,000, you may retain or sell it, but the awarding agency will have a right to a specific dollar amount. Calculate this amount by multiplying the current market value or proceeds from the item sale by the awarding agency's share of the equipment (i.e, the agency's percentage of participation in the cost of the original purchase). The seller is also eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less.
- In cases where you or your subrecipient fails to take appropriate disposition actions, the awarding agency may direct you to take other disposition actions.

For comparison to confirm value < \$5,000
(this is new vs ours is used)
(and larger)

Hi! Sign in or register Daily Deals Gift Cards Help & Contact

iPhone 8: Available Now

Sell My eBay

Shop by category

Search for anything

All Categories

Search

Back to home page | Listed in category: Business & Industrial > Electrical & Test Equipment > Electrical Supply Equipment > Enclosures, Panels & Boards > Electrical Boxes & Enclosures
Business & Industrial > Facility Maintenance & Safety > Surveillance & Alarm Equipment > Two-Way Radios >
See more All Aluminum 19" Rack Outdoor Enclosure Cabine...

People who viewed this item also viewed



PURCELL TYPE 3R INDUSTRIAL \$90.00 + Shipping



Purcell 224-65L-010/TL Electrical \$699.99 + Shipping



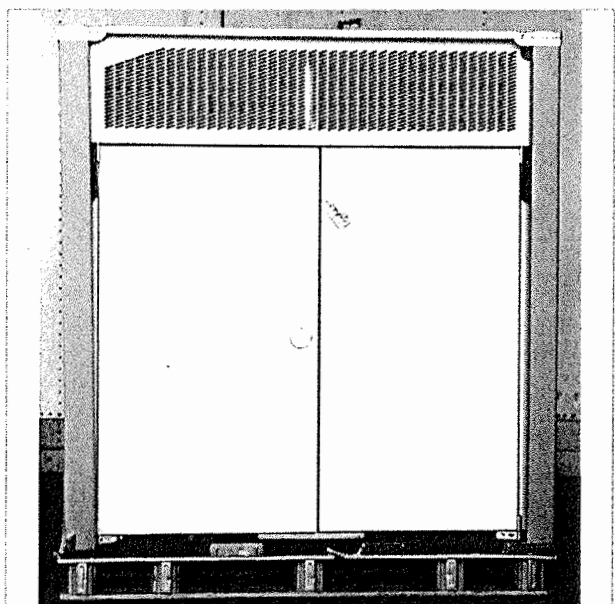
Northern Telecom Cable Terminal \$84.99 + Shipping



2000001746 Purcell Systems Tele \$1,800.00 Free shipping



Toptec-Series tal-CS Out Dc \$1,999.99 + Shipping



New All Aluminum 19" Rack Outdoor Enclosure Cabinet W Base Ericsson RBS6102

Dantherm cooling 48VDC Fan Units WISP Wireless Internet

Be the first to write a review.

Item condition: New other (see details) "Unused, with original packing"
Quantity: 1 More than 10 available

Add to

Seller information junkmatt (709) 100% Positive feedback

Price: US \$775.00 Buy It Now From \$33 for 24 months

Add to cart

Best Offer: Make Offer

6 watching Add to watch list Add to collection

Located in United States Best offer available

Shipping: Freight - Read the item description or contact the seller for details | See details
Item location: Madison, Illinois, United States
Ships to: United States See exclusions

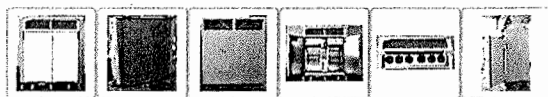
Delivery: Varies

Payments: PayPal VISA MasterCard Discover
Credit Cards processed by PayPal

PayPal CREDIT
*From \$33 for 24 months. Minimum purchase required.
Apply Now | See terms
See details
Ad \$ Get low monthly payments | Get instant

Returns: Seller does not offer returns.

Guarantee: | See details
Get the item you ordered or get your money back.
Covers your purchase price and original shipping.



Have one to sell? Sell now

Description Shipping and payments

Rep

Seller assumes all responsibility for this listing.
Last updated on Sep 13, 2017 21:59:50 PDT View all revisions

eBay item number: 15267837

Item specifics

Condition:	New other (see details) :		
Seller Notes:	"Unused, with original packing"		
Brand:	Ericsson	Features:	Lockable, Waterproof
Model:	RBS 6102	Country/Region of Manufacture:	Mexico
Material:	Aluminum	MPN:	RBS6102

Check out these other items that I have on eBay right now!

TPL-CZ 600A Fuse Buss Telpower Bussmann 170V DC Tested / Good US \$12.99	Copper Ground Bus Bar 1" X 1/4" X 26" US \$13.95	1200A 50MV DC Current Battery Meter Shunt Used US \$39.95	600A 50MV DC Current Battery Meter Shunt Used Dellec US \$22.99	ABB S201-K20 K 20A A DIN RAIL MINIATURE SINGLE POLE CIRCUIT US \$6.50
---	--	---	--	--

[Click here to browse all my eBay items!](#)



One New Ericsson RBS 6102 Type 3R Aluminum Outdoor Insulated Cabinet / Enclosure. High Security Locking Door. Dantherm Passive Thermosiphon Cooling System, 48VDC Fan Units. Mounting Base Included in Sale & dimensions.

67" H X 51 1/2" W X 27 1/2" W. Approx 485 Lbs, net wt.
 2- 19" Rack Spaces, 32" H, Side By Side. 24" total interior depth, 13 1/2" front of rails to back of cabinet.

2 Way Radio / Repeater Site. Wireless Internet.

Much Less \$\$ Than an Insecure Wooden Hut! Lightweight, and... you can take it apart relatively easily to make moving it to rooftops, up stairs, etc a manual task, rather than cranes, lifts, etc.

We Can Quote You Very Competitive Freight Rates. Send Us Your Zipcode and Whether You Have Loading Dock or Forklift, Also, Business or Residential Address.

Shipping dimensions & weight; 32" W X 74" H X 55" D, 550#

Questions and answers about this item

No questions or answers have been posted about this item.

[Ask a question](#)

No ratings or reviews yet

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 9/14/17

Fixed Asset Tag Number: N/A

SEP 14 2017

Description of Asset: Metal Wall mailbox (hanging)

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Good/used

Reason for Disposition: No longer needed.

Location of Asset and Desired Date for Removal to Storage: ASAP - In GC Room 123.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1194-Mail Service

Signature: Kami Dukes

To be Completed by: AUDITOR No DATA

Original Acquisition Date _____ G/L Account for Proceeds 1190-3836 NR

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 9/14/17

Fixed Asset Tag Number: N/A

SEP 14 2017

Description of Asset:

Stackable Trays + ^{wire} baskets

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset:

Old, Used

Reason for Disposition: No longer needed.

Location of Asset and Desired Date for Removal to Storage: ASAP - In GC Room 123.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1194-Mail Service

Signature Kami Hawks

To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3836 HQ

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Handwritten Signature]

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 9/14/17

Fixed Asset Tag Number: N/A

RECEIVED

SEP 14 2017

Description of Asset:

3 Ring Binders

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset:

Good Used

Reason for Disposition: No longer needed.

Location of Asset and Desired Date for Removal to Storage: ASAP - In GC Room 123.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1194-Mail Service

Signature Kami Rucker

To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3836 HA

Original Acquisition Amount

Original Funding Source

Account Group

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name Number

Location within Department

Individual

Trade Auction Sealed Bids

Other Explain

Commission Order Number 499-2017

Date Approved 11-7-17

Signature

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 9/14/17

Fixed Asset Tag Number: N/A

SEP 14 2017

Description of Asset:

BOONE COUNTY AUDITOR

Envelope Sealer

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset:

Reason for Disposition: ^{Old} No longer needed.

Location of Asset and Desired Date for Removal to Storage: ASAP - In GC Room 123.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1194-Mail Service

Signature: Kami Hauck

To be Completed by: AUDITOR No DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

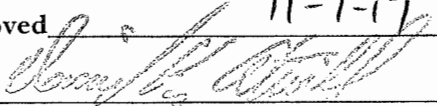
Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature: 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 9/14/17

Fixed Asset Tag Number: N/A

RECEIVED

SEP 14 2017

Description of Asset:

Calculator

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset:

Reason for Disposition: Old - may not work
No longer needed.

Location of Asset and Desired Date for Removal to Storage: ASAP - In GC Room 123.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1194-Mail Service

Signature Kami Houcks

To be Completed by: AUDITOR No DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 9/14/17

Fixed Asset Tag Number: N/A

SEP 14 2017

Description of Asset:

Envelope Opener

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset:

Reason for Disposition: ^{ad} No longer needed.

Location of Asset and Desired Date for Removal to Storage: ASAP - In GC Room 123.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1194-Mail Service

Signature: Kami Roucko

To be Completed by: AUDITOR

Original Acquisition Date: NO DATA

G/L Account for Proceeds: 1190-3836 NA

Original Acquisition Amount: _____

Original Funding Source: _____

Account Group: _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number: 499-2017

Date Approved: 11-7-17

Signature: _____

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 9/14/17

Fixed Asset Tag Number: N/A

RECEIVED

Description of Asset:

Binder Machine

SFP 14 2017

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

BOONE COUNTY AUDITOR

Other Information (Serial number, etc.):

Condition of Asset:

Reason for Disposition: ^{old} No longer needed.

Location of Asset and Desired Date for Removal to Storage: ASAP - In GC Room 123.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1194-Mail Service

Signature Kami Houcko

To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature _____

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 2-17-2017

Fixed Asset Tag Number: None

Description of Asset: Large conference room table with power outlets

RECEIVED

FEB 23 2017

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: **BOONE COUNTY AUDITOR**

Other Information (Serial number, etc.): N/A

Condition of Asset: Unknown

Reason for Disposition: No longer needed by department

Location of Asset and Desired Date for Removal to Storage: Basement of Armory, 701 E. Ash St., 2-17-2017

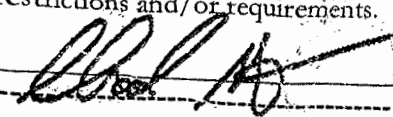
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2701 - Joint Communications

Signature _____



To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 2701-3886 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature _____

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 2-17-2017

Fixed Asset Tag Number: None

Description of Asset: 2 position metal desk with overhead cabinets

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): N/A

Condition of Asset:

Reason for Disposition: No longer needed by department

Location of Asset and Desired Date for Removal to Storage: Basement of Armory, 701 E. Ash St., 2-17-2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2701 - Joint Communications

Signature

To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 2701-3836 Na

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

RECEIVED

FEB 23 2017

BOONE COUNTY AUDITOR

BOONE COUNTY
Request for Disposal/Transfer of County Property
Complete, sign, and return to Auditor's Office

Date: 2-17-2017

Fixed Asset Tag Number: None

Description of Asset: Cubicle panels with work station divider

RECEIVED

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

FEB 23 2017

Other Information (Serial number, etc.): N/A

BOONE COUNTY AUDITOR

Condition of Asset: Unknown

Reason for Disposition: No longer needed by department

Location of Asset and Desired Date for Removal to Storage: Basement of Armory, 701 E. Ash St., 2-17-2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements

Dept Number & Name: 2701 - Joint Communications

Signature _____ 

To be Completed by: AUDITOR

Original Acquisition Date _____ **NO DATA**

G/L Account for Proceeds **2701-3836 NA**

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

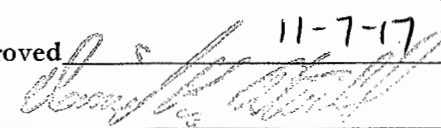
Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number **499-2017**

Date Approved **11-7-17**

Signature _____ 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 3/3/17

Fixed Asset Tag Number: None

RECEIVED

Description of Asset: Wall mounted fold up board used for a desk

MAR 03 2017

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): N/A

Condition of Asset: Old

Reason for Disposition: No longer needed by department.

Location of Asset and Desired Date for Removal to Storage: Basement of the City Armory building

3/3/17

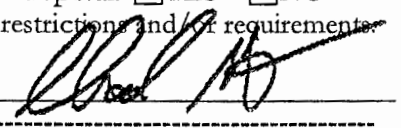
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2701 - Joint Comm

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 2701-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

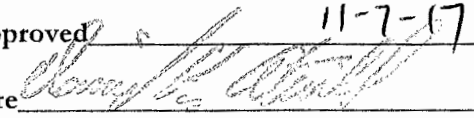
Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

MAR 03 2017

BOONE COUNTY AUDITOR

Date: 3/3/17

Fixed Asset Tag Number: None

Description of Asset: Folding fabric projector screen (city tag 21588)

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): N/A

Condition of Asset: Old

Reason for Disposition: No longer needed by department.

Location of Asset and Desired Date for Removal to Storage: Basement of the City Armory building

3/3/17

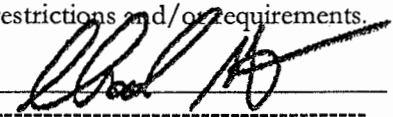
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2701 - Joint Comm

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 2701-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 2-17-2017

Fixed Asset Tag Number: None

Description of Asset: Two printer stands

RECEIVED

FEB 23 2017

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

BOONE COUNTY AUDITOR

Other Information (Serial number, etc.): N/A

Condition of Asset: Unknown

Reason for Disposition: No longer needed by department

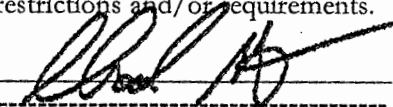
Location of Asset and Desired Date for Removal to Storage: Basement of Armory, 701 E. Ash St., 2-17-2017

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2701 - Joint Communications

Signature 

To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 2701-3836 NA

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 10-13-17 Fixed Asset Tag Number: NO TAG

Description of Asset: MISCELLANEOUS ITEMS LEFT IN 101 N. 7th
(SEE ATTACHED SHEET)

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain.

Other Information (Serial number, etc.):

Condition of Asset:

Reason for Disposition:

Location of Asset and Desired Date for Removal to Storage:

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name:

Signature

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds _____

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department: _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature _____

1. FIVE METAL FOLDING CHAIRS
2. THREE OLD WOOD CHAIRS
3. BLUE DESK CHAIR
4. 60" X 30" WOOD TABLE
5. FOUR RECEPTION SEATS
6. TWO RECEPTION SEATS
7. TWO DRAWER LATERAL FILE
8. FIVE DRAWER LATERAL FILE
9. BEIGE DESK WITH SIX DRAWERS
10. FOUR DRAWER FILE CABINET (HON)
11. PINK TABLE TOP
12. LARGE WOOD DESK WITH SIX DRAWERS
13. SMALL TABLE ON WHEELS WITH TWO SHELFS
14. TWO COAT RACKS
15. TWO WALL MOUNTED OVERHEAD CABINETS
16. BROWN CUSHIONED DESK CHAIR ON WHEELS
17. RED DESK CHAIR
18. EIGHTEEN WOOD SHELVES
19. TWO DRAWER BEIGE FILE CABINET
20. MISCELLANEOUS SECTIONAL PIECES
21. OLD TWO DOOR WOOD CABINET
22. THREE 2-DOOR BLACK FILE CABINETS
23. TEN BLACK FILE CABINETS (ONE FILE DRAWER AND TWO SMALL DRAWERS)
24. LARGE WHITE BOARD (10' X 5')
25. BROWN OFFICE CHAIR ON WHEELS
26. TWO DOOR FILE CABINET (SHAW WALKER)
27. PULL DOWN PROJECTOR SCREEN
28. SMALL PARTICLE BOARD DESK ON WHEELS
29. OLD REFRIGERATOR
30. FIVE SECTIONAL DESKS SOME WITH OVERHEADS
31. PRINTER STAND

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 10-13-17

Fixed Asset Tag Number: 11003

Description of Asset: 30" X 72" FOLDING TABLE

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Good

Reason for Disposition: NO LONGER NEEDED

Location of Asset and Desired Date for Removal to Storage:

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1210 CIRCUIT COURT

Signature: Mary Epping

To be Completed by: AUDITOR

Original Acquisition Date: 5-8-97

G/L Account for Proceeds: 1190-3836 HQ

Original Acquisition Amount: \$119.25

Original Funding Source: 2731

Account Group: 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name: Number:

Location within Department:

Individual:

Trade Auction Sealed Bids

Other Explain:

Commission Order Number: 499-2017

Date Approved: 11-7-17

Signature: [Signature]

RECEIVED
OCT 13 2017
BOONE COUNTY AUDITOR

BOONE COUNTY
Request for Disposal/Transfer of County Property
Complete, sign, and return to Auditor's Office

Date: 10-13-17 Fixed Asset Tag Number: 11002

Description of Asset: 30" X 72" FOLDING TABLE

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Good

Reason for Disposition: NO LONGER NEEDED

Location of Asset and Desired Date for Removal to Storage:

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1210 CIRCUIT COURT

Signature: Mary Epping

To be Completed by: AUDITOR

Original Acquisition Date 5-08-97

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount \$119.25

Original Funding Source 2731

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

RECEIVED
OCT 13 2017
BOONE COUNTY AUDITOR

BOONE COUNTY
Request for Disposal/Transfer of County Property
Complete, sign, and return to Auditor's Office

Date: 10-13-17 Fixed Asset Tag Number: 11001

Description of Asset: 30" X 72" FOLDING TABLE

RECEIVED

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

OCT 13 2017

Other Information (Serial number, etc.):

BOONE COUNTY AUDITOR

Condition of Asset: GOOD

Reason for Disposition: NO LONGER NEEDED

Location of Asset and Desired Date for Removal to Storage:

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1210 CIRCUIT COURT Signature: Mary Epping

To be Completed by: AUDITOR

Original Acquisition Date 5-8-97

G/I. Account for Proceeds 1190-3836 NO

Original Acquisition Amount \$119.25

Original Funding Source 2731

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 10-16-2017

Fixed Asset Tag Number: 13287

RECEIVED

Description of Asset: Amano time card reader - analog

OCT 16 2017

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain

BOONE COUNTY AUDITOR

Other Information (Serial number, etc.): NA

Condition of Asset: FAIR

Reason for Disposition: Replaced in 2016 with network based system.

Location of Asset and Desired Date for Removal to Storage: Public Works - Tom Bass Rd.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2040 Public Works Maintenance

Signature [Handwritten Signature]

To be Completed by: AUDITOR

Original Acquisition Date 3-26-02

G/L Account for Proceeds 2040-3836 NO

Original Acquisition Amount \$1,272.00

Original Funding Source 2741

Account Group 1603

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Handwritten Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 10-16-2017

Fixed Asset Tag Number: 13566

RECEIVED

OCT 16 2017

Description of Asset: Amano time card reader - analog

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): NA

Condition of Asset: FAIR

Reason for Disposition: Replaced in 2016 with network based system.

Location of Asset and Desired Date for Removal to Storage: Public Works - Tom Bass Rd.

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2040 Public Works Maintenance

Signature _____

To be Completed by: AUDITOR

Original Acquisition Date 8-5-02

G/L Account for Proceeds 2040-3836 NA

Original Acquisition Amount \$ 2,159.08

Original Funding Source 2741

Account Group 1604

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature _____

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 10/12/2017

Fixed Asset Tag Number: 10688

OCT 12 2017

Description of Asset: CADLINER CD-950, Electronic scriber

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: don't know if you will be able to sell

Other Information (Serial number, etc.): unknown

Condition of Asset: Looks like is in good condition, has not been used for several years so do not know if it works

Reason for Disposition: No longer used

Location of Asset and Desired Date for Removal to Storage: Gov't Center Rm 315, center cube at front - ASAP

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1710 - Planning & Zoning

Signature Arlene Westcott

To be Completed by: AUDITOR

Original Acquisition Date 6-12-96

G/L Account for Proceeds 1190-3836 HA

Original Acquisition Amount \$1,459.00

Original Funding Source 2731

Account Group 1601

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature [Signature]

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 10/10/2017

Fixed Asset Tag Number: N/A

Description of Asset: Keyboard Tray

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Bad

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: ASAP- in GC Room 123

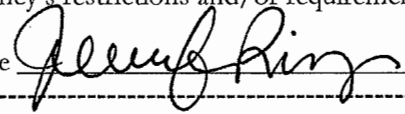
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1170- Information Technology

Signature



To be Completed by: AUDITOR

Original Acquisition Date NO DATA

G/L Account for Proceeds 1190-3836 Ha

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 10/10/2017

Fixed Asset Tag Number: N/A

Description of Asset: Printer Table

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.):

Condition of Asset: Good

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: ASAP- in GC Room 123

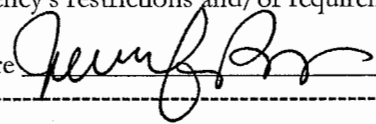
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1170- Information Technology

Signature



To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 HR

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

_____ Transfer Department Name _____ Number _____

Location within Department _____

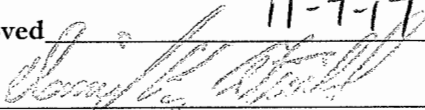
Individual _____

_____ Trade _____ Auction _____ Sealed Bids

_____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

CAPITAL

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 09/11/17

FIXED ASSET TAG NUMBER: 15919

DESCRIPTION: IStat One (portable biosensor)

REQUESTED MEANS OF DISPOSAL: Sell - GovDeals

RECEIVED

OTHER INFORMATION:

SEP 11 2017

CONDITION OF ASSET: Working

BOONE COUNTY AUDITOR

REASON FOR DISPOSITION: No longer applicable in our situation

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1255

SIGNATURE [Handwritten Signature] #41

AUDITOR

ORIGINAL PURCHASE DATE 12-31-06

RECEIPT INTO 1190-3836 HR

ORIGINAL COST \$7,560.61

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

ASSET GROUP 1604

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 499-2017

DATE APPROVED 11-7-17

SIGNATURE [Handwritten Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 09/11/17

FIXED ASSET TAG NUMBER: 14729

DESCRIPTION: Bubble Packer w/bubble packs

RECEIVED

REQUESTED MEANS OF DISPOSAL: Sell - GovDeals

SEP 11 2017

OTHER INFORMATION:

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Working

REASON FOR DISPOSITION: No longer applicable in our situation

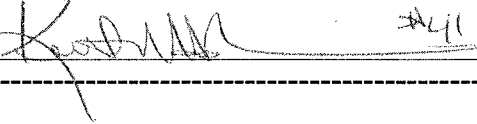
COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1255

SIGNATURE

 #411

AUDITOR

ORIGINAL PURCHASE DATE 9-9-04

RECEIPT INTO 1190-3836 Ha

ORIGINAL COST \$756.06

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

ASSET GROUP 1601

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

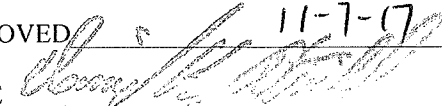
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 499-2017

DATE APPROVED 11-7-17

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 09/11/17

FIXED ASSET TAG NUMBER: 7889

DESCRIPTION: Ophthalmoscope

REQUESTED MEANS OF DISPOSAL: Sell - GovDeals

A-STORE RECEIVED

OTHER INFORMATION:

SEP 11 2017

CONDITION OF ASSET: Working

BOONE COUNTY AUDITOR

REASON FOR DISPOSITION: No longer applicable in our situation

COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1255

SIGNATURE

[Handwritten Signature]

AUDITOR

ORIGINAL PURCHASE DATE 8-23-1993

RECEIPT INTO 1190-3836

NO

ORIGINAL COST \$337.00

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

ASSET GROUP 1604

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 499-2017

DATE APPROVED 11-7-17

SIGNATURE *[Handwritten Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 09/11/17

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Cambro food container

RECEIVED

REQUESTED MEANS OF DISPOSAL: Sell - GovDeals

SEP 11 2017

OTHER INFORMATION:

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Unknown

REASON FOR DISPOSITION: No longer applicable in our situation

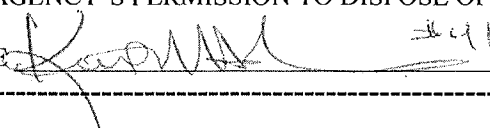
COUNTY / COURT IT DEPT. (check one) DOES / DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 1255

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 NR

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 499-2017

DATE APPROVED 11-7-17

SIGNATURE 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 10/20/17

Fixed Asset Tag Number: 13563

RECEIVED

Description of Asset: Brown Shelf

OCT 20 2017

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Surplus

BOONE COUNTY AUDITOR

Other Information (Serial number, etc.):

Condition of Asset: Used

Reason for Disposition: Shelf is wobbly

Location of Asset and Desired Date for Removal to Storage: ASAP- in GC Room 123

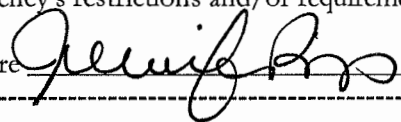
Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1170- Information Technology

Signature



To be Completed by: AUDITOR

Original Acquisition Date 8-8-02

G/L Account for Proceeds 1190-3836 NA

Original Acquisition Amount \$280.39

Original Funding Source 2731

Account Group 1602

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

Trade Auction Sealed Bids

Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 10-20-17

Fixed Asset Tag Number: n/a

OCT 20 2017

Description of Asset: Misc. Office Supplies

BOONE COUNTY AUDITOR

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: Use in other offices

Other Information (Serial number, etc.):

Condition of Asset: good

Reason for Disposition:

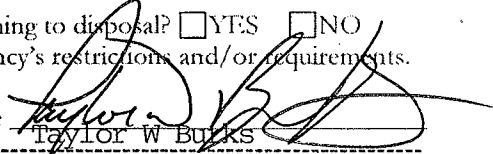
Location of Asset and Desired Date for Removal to Storage: County Clerks Office Rm 236 / week of 10-30-17

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: County Clerk
Dept 1131

Signature: 
Taylor W. Burks

To be Completed by: AUDITOR NO DATA

Original Acquisition Date _____

G/L Account for Proceeds 1190-3836 HE

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 499-2017

Date Approved 11-7-17

Signature 

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

7th

day of

November

20

17

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

Now on this day the County Commission of the County of Boone does hereby award bid MM 69 – Bid Document Management Services to American Document Solutions of Columbia, MO.

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 7th day of November, 2017

ATTEST:

Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

Boone County Purchasing

Liz Palazzolo
Senior Buyer



613 E. Ash, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: October 27, 2017
RE: MM69 Bid Document Management Services

Request for Bid #MM69 for Bid Document Management Services opened on October 17, 2017. Only one (1) bid was received. The bid opportunity was advertised in the Columbia Missourian and posted on the Purchasing Web Page; in addition several vendors registered with the Boone County Purchasing Office were e-mailed notification about the bidding opportunity. The only bid received is from the incumbent contractor for the service, American Document Solutions of Columbia, Missouri. The bid has been reviewed by the Boone County Resource Manager's Office and the City of Columbia which is participating with the County in the procurement that the County conducted on behalf of the Mid-Missouri Public Purchasing Cooperative. Both the County and the City recommend award to the only bidder, American Document Solutions of Columbia, Missouri.

This is an on-going term and supply contract that will be awarded for one year and will include four (4) one-year renewal options.

Attachment: Bid Tabulation

/lp

cc: Kelle Westcott, Resource Management
Bid File #MM69

Bid Tabulation for MM69 Bid Document Management Services

Bidder: American Document Solutions
Columbia, Missouri

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
Printing of Large Format Bid Documents: 12" X 18" through 36" X 48"							
1	Single-sided Black and White	67,045	\$ 0.09 Per Square Foot	\$ 0.09 Per Square Foot	\$ 0.09 Per Square Foot	\$ 0.095 Per Square Foot	\$ 0.095 Per Square Foot
2	Single-sided Grayscale	1	\$ 0.09 Per Square Foot	\$ 0.09 Per Square Foot	\$ 0.09 Per Square Foot	\$ 0.095 Per Square Foot	\$ 0.095 Per Square Foot
3	Single-sided, Four (4) Color	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
Printing of Small Format Bid Documents: 8 1/2" X 11"							
4	Single-sided Black and White	1,000	\$ 0.03 Per Page	\$ 0.03 Per Page	\$ 0.035 Per Page	\$ 0.035 Per Page	\$ 0.04 Per Page
5	Single-sided Black and White on Colored Paper	7,430	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page
6	Single-sided Grayscale	1	\$ 0.03 Per Page	\$ 0.03 Per Page	\$ 0.035 Per Page	\$ 0.035 Per Page	\$ 0.04 Per Page
7	Single-sided, Four (4) Color	1	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page

506-2017

American Document Solutions

Bidder:

Columbia, Missouri

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
8	Double-sides Black and White	118,075	\$ 0.040 Per Page	\$ 0.040 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page
9	Double-sided Grayscale	1	\$ 0.040 Per Page	\$ 0.040 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page
10	Double-sided Four (4) Color	1	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page
Printing of Small Format Bid Documents: 11" X 17"							
11	Single-sided Black and White	4,845	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page
12	Single-sided Grayscale	1	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page
13	Single-sided, Four (4) Color	60	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page
Printing of Secure Documents							
14	Large format Black and White	1	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot
15	Large format Grayscale	1	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot

L100-095

American Document Solutions

Columbia, Missouri

Bidder:

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
16	Large format Four (4) Color	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
17	Small format 8 1/2" X 11" Single Sided Black and White	1	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Square Foot	\$ 0.07 Per Square Foot
18	Small format 8 1/2" X 11" Single Sided Greyscale	1	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page
19	Small format 8 1/2" X 11" Single Sided Four (4) Color	1	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page
20	Small format 8 1/2" X 11" Double Sided Black and White	1	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page
21	Small format 8 1/2" X 11" Double Sided Greyscale	1	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page
22	Small format 8 1/2" X 11" Double Sided Four (4) Color	1	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page

560-2017

American Document Solutions

Columbia, Missouri

Bidder:

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
23	Small format 11" X 17" Single Sided Black and White	1	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page
24	Small format 11" X 17" Single Sided Grayscale	1	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page
25	Small format 11" X 17" Single Sided Four (4) Color	1	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page
Binding							
26	Bind drawings	510	\$ - Per Set	\$ - Per Set	\$ - Per Set	\$ - Per Set	\$ - Per Set
27	Bid specifications – Plastic Bind Comb	455	\$ 2.00 Each	\$ 2.00 Each	\$ 2.00 Each	\$ 2.00 Each	\$ 2.00 Each
28	Bid specifications – Plastic Coil Binding	10	\$ 3.00 Each	\$ 3.00 Each	\$ 3.00 Each	\$ 3.00 Each	\$ 3.00 Each
29	Printed card stock cover, 8 1/2" X 11"	1,360	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page

500-2617

Bidder: American Document Solutions
Columbia, Missouri

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
30	Mounting on 3/16" Foam Board	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
31	Three (3) Mil Laminating on Foam Board	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
File Retrieval and Printing/Copying from Archive System							
32	File Retrieval and Copy to CD-ROM	1	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each
33	File Retrieval and Printing (Drawing Sheet)	1	\$ 0.75 Per Sheet	\$ 0.75 Per Sheet	\$ 0.75 Per Sheet	\$ 0.75 Per Sheet	\$ 0.75 Per Sheet
34	File Retrieval and Printing (Document Pages)	1	\$ 0.05 Per Page	\$ 0.05 Per Page	\$ 0.05 Per Page	\$ 0.05 Per Page	\$ 0.05 Per Page
Distribution/Delivery or Storage of Bid Documents							
35	Copy of Bid Documents to CD-ROM	1	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each
36	S/F Scan, Index, Post Online	13,705	\$ 0.25 Per Sheet	\$ 0.25 Per Sheet	\$ 0.30 Per Sheet	\$ 0.30 Per Sheet	\$ 0.35 Per Sheet
37	1/G Scan, Index, Post Online	670	\$ 2.00 Per Sheet	\$ 2.00 Per Sheet	\$ 2.50 Per Each	\$ 2.50 Per Each	\$ 3.00 Per Each

500-2017

American Document Solutions

Columbia, Missouri

Bidder:

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
38	Addendum Set-Up Fee Per Faxed/E-Mailed Page – Set-Up Charge, One-Time Per Job	40	\$ 15.00 Per Each Set-Up, One- Time Fee	\$ 15.00 Per Each Set-Up, One-Time Fee	\$ 15.00 Per Each Set-Up, One- Time Fee	\$ 15.00 Per Each Set-Up, One-Time Fee	\$ 15.00 Per Each Set-Up, One- Time Fee
39	Faxed/E-Mailed Page	5,490	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page
40	Folding 11" X 17" Document	28	\$ 0.05 Per Sheet	\$ 0.05 Per Sheet	\$ 0.05 Per Sheet	\$ 0.05 Per Sheet	\$ 0.05 Per Sheet

500-2017

**PURCHASE AGREEMENT FOR
BID DOCUMENT MANAGEMENT SERVICES**

THIS AGREEMENT dated the 7th day of November 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **American Document Solutions** 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 **Bid Document Management Services**, Mid-Missouri Public Purchasing Cooperative Request for Bid for Bid Document Management Services - Term and Supply, bid number **MM69** and all its parts, i.e., Part One: Mid-Missouri Public Purchasing Instructions and General Conditions of Bidding; Part Two: General Provisions; Part Three: Scope of Work; Part Four: Evaluation and Award Information; Part Five, all the un-executed Vendor Response Pages including Pricing, and the Contractor's bid response executed by Brandon Roberts 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 the 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 bid number **MM69** and all its parts, i.e., Part One: Mid-Missouri Public Purchasing Instructions and General Conditions of Bidding; Part Two: General Provisions; Part Three: Scope of Work; Part Four: Evaluation and Award Information; Part Five, all the un-executed Vendor Response Pages including Pricing shall prevail and control over the Contractor's bid response.

2. **Purchase** - The Mid Missouri Public Purchasing Cooperative agrees to purchase from the Contractor and the Contractor agrees to supply the Mid Missouri Public Purchasing Cooperative with **Bid Document Management Services** on an as needed basis per the pricing outlined on the enclosed *Pricing Page*.

3. **Contract Duration** - This agreement shall commence on **November 1, 2017 and extend through October 31, 2018** subject to the provisions for termination specified below. This contract may renew by order of the County on behalf of the Mid Missouri Public Purchasing Cooperative for four (4) additional one-year periods subject to the pricing clauses in the Contractor's bid response, and thereafter 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.

4. **Billing and Payment** - All billing shall be invoiced to the respective ordering Boone County Department and Mid Missouri Public Purchasing Cooperative entity, and billings may only include the prices listed in American Document Solution's bid response. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the bid response to the specifications. The County and the Mid Missouri Public Purchasing Cooperative entity agree to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County and the Mid Missouri Public Purchasing Cooperative reserve 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 County amounts withheld commencing from the last date that payment was due and the Mid Missouri Public Purchasing Cooperative entity agrees to pay for the specific ordering entity.

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. **Termination** - This agreement may be terminated by the County on behalf of the Mid Missouri Public Purchasing Cooperative upon thirty (30) calendar 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.

AMERICAN DOCUMENT SOLUTIONS

by *[Signature]*
title Operations

BOONE COUNTY, MISSOURI

by: Boone County Commission
[Signature]
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

[Signature]
Taylor W. Burks, County Clerk

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]
Signature *by [initials]*

10/30/17
Date

County Wide Term and Supply
Appropriation Account

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.

Pricing Page for MM69 Bid Document Management Services

American Document Solutions

Columbia, Missouri

Contractor :

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
Printing of Large Format Bid Documents: 12" X 18" through 36" X 48"							
1	Single-sided Black and White	67,045	\$ 0.09 Per Square Foot	\$ 0.09 Per Square Foot	\$ 0.09 Per Square Foot	\$ 0.095 Per Square Foot	\$ 0.095 Per Square Foot
2	Single-sided Grayscale	1	\$ 0.09 Per Square Foot	\$ 0.09 Per Square Foot	\$ 0.09 Per Square Foot	\$ 0.095 Per Square Foot	\$ 0.095 Per Square Foot
3	Single-sided, Four (4) Color	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
Printing of Small Format Bid Documents: 8 1/2" X 11"							
4	Single-sided Black and White	1,000	\$ 0.03 Per Page	\$ 0.03 Per Page	\$ 0.035 Per Page	\$ 0.035 Per Page	\$ 0.04 Per Page
5	Single-sided Black and White on Colored Paper	7,430	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page
6	Single-sided Grayscale	1	\$ 0.03 Per Page	\$ 0.03 Per Page	\$ 0.035 Per Page	\$ 0.035 Per Page	\$ 0.04 Per Page
7	Single-sided, Four (4) Color	1	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page

American Document Solutions

Columbia, Missouri

Contractor :

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
8	Double-sides Black and White	118,075	\$ 0.040 Per Page	\$ 0.040 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page
9	Double-sided Grayscale	1	\$ 0.040 Per Page	\$ 0.040 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page
10	Double-sided Four (4) Color	1	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page
Printing of Small Format Bid Documents: 11" X 17"							
11	Single-sided Black and White	4,845	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page
12	Single-sided Grayscale	1	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page
13	Single-sided, Four (4) Color	60	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page
Printing of Secure Documents							
14	Large format Black and White	1	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot
15	Large format Grayscale	1	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot

American Document Solutions

Columbia, Missouri

Contractor :

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
16	Large format Four (4) Color	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
17	Small format 8 1/2" X 11" Single Sided Black and White	1	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Square Foot	\$ 0.07 Per Square Foot
18	Small format 8 1/2" X 11" Single Sided Greyscale	1	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page
19	Small format 8 1/2" X 11" Single Sided Four (4) Color	1	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page
20	Small format 8 1/2" X 11" Double Sided Black and White	1	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page
21	Small format 8 1/2" X 11" Double Sided Greyscale	1	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page
22	Small format 8 1/2" X 11" Double Sided Four (4) Color	1	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page

American Document Solutions

Columbia, Missouri

Contractor :

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
23	Small format 11" X 17" Single Sided Black and White	1	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page
24	Small format 11" X 17" Single Sided Grayscale	1	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page	\$ 0.14 Per Page
25	Small format 11" X 17" Single Sided Four (4) Color	1	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page
Binding							
26	Bind drawings	510	\$ - Per Set	\$ - Per Set	\$ - Per Set	\$ - Per Set	\$ - Per Set
27	Bid specifications – Plastic Bind Comb	455	\$ 2.00 Each	\$ 2.00 Each	\$ 2.00 Each	\$ 2.00 Each	\$ 2.00 Each
28	Bid specifications – Plastic Coil Binding	10	\$ 3.00 Each	\$ 3.00 Each	\$ 3.00 Each	\$ 3.00 Each	\$ 3.00 Each
29	Printed card stock cover, 8 ½" X 11"	1,360	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page

American Document Solutions

Contractor : Columbia, Missouri

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
30	Mounting on 3/16" Foam Board	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
31	Three (3) Mil Laminating on Foam Board	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
File Retrieval and Printing/Copying from Archive System							
32	File Retrieval and Copy to CD-ROM	1	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each
33	File Retrieval and Printing (Drawing Sheet)	1	\$ 0.75 Per Sheet	\$ 0.75 Per Sheet	\$ 0.75 Per Sheet	\$ 0.75 Per Sheet	\$ 0.75 Per Sheet
34	File Retrieval and Printing (Document Pages)	1	\$ 0.05 Per Page	\$ 0.05 Per Page	\$ 0.05 Per Page	\$ 0.05 Per Page	\$ 0.05 Per Page
Distribution/Delivery or Storage of Bid Documents							
35	Copy of Bid Documents to CD-ROM	1	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each	\$ 10.00 Per Each
36	S/F Scan, Index, Post Online	13,705	\$ 0.25 Per Sheet	\$ 0.25 Per Sheet	\$ 0.30 Per Sheet	\$ 0.30 Per Sheet	\$ 0.35 Per Sheet
37	L/G Scan, Index, Post Online	670	\$ 2.00 Per Sheet	\$ 2.00 Per Sheet	\$ 2.50 Per Each	\$ 2.50 Per Each	\$ 3.00 Per Each

American Document Solutions

Contractor : Columbia, Missouri

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
38	Addendum Set-Up Fee Per Faxed/E-Mailed Page – Set-Up Charge, One-Time Per Job	40	\$ 15.00 Per Each Set-Up, One- Time Fee	\$ 15.00 Per Each Set-Up, One-Time Fee	\$ 15.00 Per Each Set-Up, One- Time Fee	\$ 15.00 Per Each Set-Up, One-Time Fee	\$ 15.00 Per Each Set-Up, One- Time Fee
39	Faxed/E-Mailed Page	5,490	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page	\$ 0.50 Per Page
40	Folding 11" X 17" Document	28	\$ 0.05 Per Sheet	\$ 0.05 Per Sheet	\$ 0.05 Per Sheet	\$ 0.05 Per Sheet	\$ 0.05 Per Sheet



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

REQUEST FOR BID

Bid Number: MM69

Commodities or Service Requested:

BID DOCUMENT MANAGEMENT SERVICES - Term and Supply

Bid Closing Date/Time:

Tuesday, October 17, 2017

2:00 P.M. Central

Bid Opening Date/Time:

Tuesday, October 17, 2017

Shortly after 2:00 P.M. Central

**Boone County Annex Conference Room
Boone County Purchasing Department
613 E. Ash St., Room 109
Columbia, MO 65201**

Buyer Contact Name:

Liz Palazzolo, Senior Buyer

Boone County Purchasing

Phone Number: (573) 886-4392

Fax Number: (573) 886-4390 E-mail: lpalazzolo@boonecountymo.org

Clearly mark your sealed bid with the Bid Number and Closing Date & Time on the outside of the envelope

Submit your sealed bid prior to the date and time for Bid Closing to:

Boone County Purchasing Department

613 E. Ash St., Room 109

Columbia, MO 65201

RESPONSE

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 - 3.4.3 See attachment 3.4.3 Plan Holder List Sample
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 - 3.4.6 See Attachment 3.4.6 Archive System
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 - 3.5.1 Understands and Meets Requirements
- **3.6 Invoicing and Payment Requirements:**
 - 3.6.1 – 3.6.6 Understands and Meets Requirements
- **3.7 Contract Period, Cancellation and Termination:**
 - 3.7.1 – 3.7.3 Understands and Meets Requirements

3.3.5 The contractor must provide adequate security for all documents connected to sensitive construction projects, as determined by the public entity.

All documents are tracked through our Data Tracking System (DTS) that includes barcoding all documents of any size, small format through large format. We also have the capability if necessary to reproduce these documents on colored paper.

We will use the following unique secure numbering scheme which is used for all project distribution. The Unique Project Number (UPN) will be tracked electronically throughout the printing and distribution process. It will appear on the document as a barcode with readable text. The UPN will be comprised of the following sequence:

Example: 1234B1P1001

IIII= Unique Project Number

A = Phase

R = Review

B = Bid

C = Construction

A = As Built or Record Set

B = Phase Number (1-9 and then A-Z)

C = Document Type

P = Plans

S = Specifications

A = Addenda

I = Insert

D = CD-Rom

C = Design Calculations

D = Volume or Addenda Number (1-9 and then A-Z)

EEE = Serial Number/Set Number

As items are printed, they are barcoded with a specific barcode. An order is placed for each individual item requested. When an order goes to be filled each barcode must be scanned in to the DTS before the system will allow the order to be filled/completed. As an item is checked out, the barcode appears on the screen and shows the date and time the item was checked out. If not all items have been checked out a red warning will appear and the order cannot be completed. The system works the same way to accept returned documents. The documents are scanned in and appear on a daily report. The system and report will show all items returned in blue and those still checked out in red. The report also indicates if all items have been returned or if there are missing items.

Planholder List for 33-11AUG14 / Boone County Courthouse Lobby Alterations

[Printer Friendly Version](#)

Sorted By Company

Click on the following links to sort by a category:

[Company](#) | [Trade](#) | [Contact Name](#) | [Sets Issued](#) | [Date](#) | [Bid Category](#)

Company Information	Contact Information	Status Date Filled Date Returned	Delivery Method Tracking Number	Sets Issued
Boone County Purchasing 613 E Ash St Columbia, MO 65201 Trade: Owner Bid Cat.: Owner	Elizabeth Sanders Phone: (573) 886-4391 Fax: (573) 886-4390	Filled 7/17/2014	Hand Deliver	
Builders Association of Missouri- Jefferson City 3632 West Truman Blvd Jefferson City, MO 65109 Trade: Planroom Bid Cat.: Planroom	Becky Mitchell Phone: (573) 893-3307 Fax: (573) 893-6176	Filled 7/17/2014	Hand Deliver	
Coastal Electric 3660 Scott Blvd Columbia, MO 65203 Trade: Electrical Bid Cat.: Sub-Contractor	Nancy Palmer Phone: (573) 875-2200 Fax: (573) 446-8059	Filled 8/4/2014	Customer Pickup	
ConstructConnect (formerly Reed/Isqft) 135 Weldon Pkwy Maryland Heights, MO 63043 Trade: Planroom Bid Cat.: Planroom	ConstructConnect . Phone: (800) 424-3996 Fax: (800) 467-2860	Shipped	UPS Ground UPS 1ZW8986V0348206269	
Crawford Construction Inc 1306 Old Hwy 63 Columbia, MO 65201 Trade: General Contractor Bid Cat.: General Contractor	Mark Crawford Phone: (573) 875-1250 Fax: (573) 874-8656	Filled 8/6/2014	Customer Pickup	
Dodge Data & Analytics (McGraw) 3315 Central Avenue Hot Springs, AR 71913 Trade: Planroom Bid Cat.: Planroom	Dodge Data Phone: (866) 223-3876 Fax: (866) 730-6151	Shipped	UPS Ground UPS 1ZW8986V0348478270	
ePlan Online Planroom 4115 S Providence Rd Columbia, MO 65203 Trade: Planroom Bid Cat.: Planroom	ePlan Reporter Phone: (573) 447-7130 Fax: (573) 355-5404	Filled 7/17/2014	Hand Deliver	
Five Oaks Associates 709 North Allen Centralia, MO 65240 Trade: General Contractor Bid Cat.: Not Specified	Gary Dorr Phone: (573) 682-1314 Fax: (573) 682-9514	Filled 7/21/2014	Customer Pickup	
GBH Builders, Inc 3441 N Ten Mile Dr Jefferson City, MO 65109 Trade: General Contractor Bid Cat.: Not Specified	Denise Caley Phone: (573) 893-3633 Fax: (573) 893-5847	Shipped	UPS Ground UPS 1ZW8986V0348359078	
Grove Construction 900 Rangeline St Columbia, MO 65201 Trade: General Contractor Bid Cat.: General Contractor	Clay Minchew Phone: (573) 777-9599 Fax: (573) 234-9599	Filled 8/6/2014	Customer Pickup	
Huebert Builders, Inc 3407 Berrywood	Melissa Garnett Phone: (573) 449-4996	Filled 8/8/2014	Customer Pickup	

Attachment 3.4.3 Plan Holder List Sample

Columbia, MO 65201 Trade: General Contractor Bid Cat.: General Contractor	Fax: (573) 442-1032		
J.C. Industries, Inc. 3208 Route C Jefferson City, MO 65110 Trade: General Contractor Bid Cat.: General Contractor	Denise Caley Phone: (573) 636-2711 Fax: (573) 636-6748	Filled 7/17/2014	Customer Pickup
Koonse Glass Company, Inc 300 North 10th St Columbia, MO 65201 Trade: Glass Bid Cat.: Not Specified	Sharon Bichsel Phone: (573) 449-0084 Fax: (573) 875-2691	Filled 8/11/2014	Customer Pickup
McAfee Construction Inc. 4671 E Heller Rd Columbia, MO 65202 Trade: General Contractor Bid Cat.: Not Specified	Kathy Walther Phone: (573) 474-4397 Fax: (573) 474-0160	Filled 7/29/2014	Customer Pickup
Professional Contractors & Engineers, Inc 5900C N. Tower Drive Columbia, MO 65202 Trade: General Contractor Bid Cat.: General Contractor	Lisa Johnson Phone: (573) 442-1113 Fax: (573) 875-4478	Filled 7/25/2014	Customer Pickup
Prost Builders, Inc. 3617 route CC Jefferson City, MO 65109 Trade: General Contractor Bid Cat.: Not Specified	Vaughn Prost Phone: (573) 635-0211 Fax: (573) 634-2442	Filled 7/21/2014	Customer Pickup

Planholder List for 33-11AUG14 / Boone County Courthouse Lobby Alterations

Job Details

33-11AUG14 / Boone County Courthouse Lobby Alterations (View Log)		Printer Friendly	
Planholder List	View Plans and Specs	Place Order	
Contact: Elizabeth Sanders	Company: Boone County Purchasing		
PreBid Date: 7/30/2014 10:00 AM	Bid Date: 8/15/2014 2:00 PM		
Bid Information: BID DATE CHANGED!!!			
Bid Categories: General Contractor Sub-Contractor Supplier Owner Consultant Planroom Not Specified NOT BIDDING			
Public Notes: BID DAT CHANGED!!!			
Job Purchase Information: Documents can be ordered online or by contacting ADS at 1400 Forum Blvd, Suite 1C, Columbia, MO 65203, Ph: (573) 446-7768, Fax: (573) 355-5433, Email: orders@adsmo.net for a NON-refundable deposit of \$50, checks payable to ADS.			
Shipping is \$15			
Addendums			
<ul style="list-style-type: none"> 8/5/2014 - Addendum #1 Click To Download View Download Report (Super Users only) 			
Planholder List	View Plans and Specs	Place Order	

Deposits for Plans

Project #33-11AUG14 / Boone County Courthouse Lobby Alterations				
Order #: 132430 Order Date: 7/16/2014	Boone County Purchasing Contact: Elizabeth Sanders 613 E Ash St Room 110 Columbia, MO 65201 Phone: (573) 886-4391 FAX: (573) 886-4390	Bid Categories: Owner	Total: \$ 0	Comments:
Discipline: Specs	Sets: 9603B1S1009 Checked Out on 7/17/2014 9:52:42 AM 9603B1S1006 Checked Out on 7/17/2014 9:52:45 AM 9603B1S1011 Checked Out on 7/17/2014 9:52:47 AM 9603B1S1008 Checked Out on 7/17/2014 9:52:50 AM 9603B1S1005 Checked Out on 7/17/2014 9:52:53 AM			
Order #: 132431 Order Date: 7/16/2014	Builders Association of Missouri- Jefferson City Contact: Becky Mitchell 3632 West Truman Blvd Jefferson City, MO 65109 Phone: (573) 893-3307 FAX: (573) 893-6176	Bid Categories: Planroom	Total: \$ 0	Comments:
Discipline: Full Size Plans Discipline: Specs	Sets: 9603B1P1006 Checked Out on 7/17/2014 9:53:37 AM Sets: 9603B1S1010 Checked Out on 7/17/2014 9:53:33 AM			
Order #: 132432 Order Date: 7/16/2014	ePlan Online Planroom Contact: ePlan Reporter 4115 S Providence Rd Suite 105 Columbia, MO 65203 Phone: (573) 447-7130 FAX: (573) 355-5404	Bid Categories: Planroom	Total: \$ 0	Comments:
Discipline: Full Size Plans Discipline: Specs	Sets: 9603B1P1500 Checked Out on 7/17/2014 9:54:48 AM Sets: 9603B1S1500 Checked Out on 7/17/2014 9:54:53 AM			
Order #: 132434 Order Date: 7/17/2014	J.C. Industries, Inc. Contact: Denise Caley 3208 Route C Jefferson City, MO 65110 Phone: (573) 636-2711 FAX: (573) 636-6748	Bid Categories: General Contractor	Total: \$ 50	Comments:
Discipline: Full Size Plans Discipline: Specs	Sets: 9603B1P1005 Checked Out on 7/17/2014 9:55:39 AM Sets: 9603B1S1001 Checked Out on 7/17/2014 9:55:35 AM			
Order #: 132460 Order Date: 7/18/2014	Huebert Builders, Inc Contact: Melissa Garnett 3407 Berrywood Suite 201 Columbia, MO 65201 Phone: (573) 449-4996 FAX: (573) 442-1032	Bid Categories: General Contractor	Total: \$ 50	Comments:
Discipline: Full Size Plans Discipline: Specs	Sets: 9603B1P1002 Checked Out on 7/18/2014 9:38:18 AM Sets: 9603B1S1003 Checked Out on 7/18/2014 9:38:24 AM			
Order #: 132478 Order Date: 7/18/2014	Prost Builders, Inc. Contact: Vaughn Prost 3617 route CC Jefferson City, MO 65109 Phone: (573) 635-0211 FAX: (573) 634-2442	Bid Categories: Not Specified	Total: \$ 50	Comments:
Discipline: Full Size Plans Discipline: Specs	Sets: 9603B1P1003 Checked Out on 7/18/2014 9:42:23 AM Sets: 9603B1S1004 Checked Out on 7/18/2014 9:42:27 AM			
Order #: 132491 Order Date: 7/21/2014	ConstructConnect (formerly Reed/Isqft) Contact: ConstructConnect . 30 Technology Pkwy Suite 100 Norcross, GA 30092 Phone: (800) 424-3996 FAX: (800) 467-2860	Bid Categories: Planroom	Total: \$ 0	Comments:
Discipline: Full Size Plans	Sets: 9603B1P1001 Checked Out on 7/21/2014 11:02:43 AM			

Attachment 3.4.5 Project Distribution Sample

Discipline: Specs	Sets: 9603B1S1002	Checked Out on 7/21/2014 11:02:41 AM			
Order #: 132498 Order Date: 7/21/2014	Five Oaks Associates Contact: Gary Dorr 709 North Allen Centralia, MO 65240 Phone: (573) 682-1314 FAX: (573) 682-9514		Bid Categories: Not Specified	Total: \$ 50	Comments:
Discipline: Full Size Plans	Sets: 9603B1P1007	Checked Out on 7/21/2014 11:05:33 AM			
Discipline: Specs	Sets: 9603B1S1012	Checked Out on 7/21/2014 11:05:35 AM			
Order #: 132505 Order Date: 7/22/2014	Professional Contractors & Engineers, Inc Contact: Lisa Johnson 5900C N. Tower Drive Columbia, MO 65202 Phone: (573) 442-1113 FAX: (573) 875-4478		Bid Categories: General Contractor	Total: \$ 50	Comments:
Discipline: Specs	Sets: 9603B1S1013	Checked Out on 7/22/2014 8:34:55 AM			
Discipline: Full Size Plans	Sets: 9603B1P1008	Checked Out on 7/22/2014 8:34:57 AM			
Order #: 132534 Order Date: 7/23/2014	Dodge Data & Analytics (McGraw) Contact: Dodge Data 4300 Beltway Place Suite 180 Arlington, TX 76018 Phone: (866) 223-3876 FAX: (866) 730-6151		Bid Categories: Planroom	Total: \$ 0	Comments:
Discipline: Full Size Plans	Sets: 9603B1P1009	Checked Out on 7/23/2014 2:33:59 PM			
Discipline: Specs	Sets: 9603B1S1014	Checked Out on 7/23/2014 2:33:57 PM			
Order #: 132593 Order Date: 7/25/2014	McAfee Construction Inc. Contact: Kathy Walther 4671 E Heller Rd Columbia, MO 65202 Phone: (573) 474-4397 FAX: (573) 474-0160		Bid Categories: Not Specified	Total: \$ 50	Comments:
Discipline: Full Size Plans	Sets: 9603B1P1010	Checked Out on 7/25/2014 5:11:26 PM			
Discipline: Specs	Sets: 9603B1S1015	Checked Out on 7/25/2014 5:11:30 PM			
Order #: 132608 Order Date: 7/28/2014	GBH Builders, Inc Contact: Denise Caley 3441 N Ten Mile Dr Jefferson City, MO 65109 Phone: (573) 893-3633 FAX: (573) 893-5847		Bid Categories: Not Specified	Total: \$ 50	Comments:
Discipline: Full Size Plans	Sets: 9603B1P1011	Checked Out on 7/28/2014 4:23:24 PM			
Discipline: Specs	Sets: 9603B1S1016	Checked Out on 7/28/2014 4:23:27 PM			
Order #: 132651 Order Date: 7/31/2014	Grove Construction Contact: Clay Minchew 900 Rangeline St Columbia, MO 65201 Phone: (573) 777-9599 FAX: (573) 234-9599		Bid Categories: General Contractor	Total: \$ 50	Comments:
Discipline: Full Size Plans	Sets: 9603B1P1012	Checked Out on 7/31/2014 10:17:56 AM			
Discipline: Specs	Sets: 9603B1S1017	Checked Out on 7/31/2014 10:17:53 AM			
Order #: 132690 Order Date: 8/1/2014	Coastal Electric Contact: Nancy Palmer 3660 Scott Blvd Columbia, MO 65203 Phone: (573) 875-2200 FAX: (573) 446-8059		Bid Categories: Sub-Contractor	Total: \$ 50	Comments:
Discipline: Full Size Plans	Sets: 9603B1P1014	Checked Out on 8/1/2014 3:39:07 PM			
Discipline: Specs	Sets: 9603B1S1018	Checked Out on 8/1/2014 3:39:04 PM			
Order #: 132748 Order Date: 8/6/2014	Crawford Construction Inc Contact: Mark Crawford 1306 Old Hwy 63 Suite F Columbia, MO 65201 Phone: (573) 875-1250 FAX: (573) 874-8656		Bid Categories: General Contractor	Total: \$ 50	Comments:

Attachment 3.4.5 Project Distribution Sample

Discipline: Full Size Plans	Sets: 9603B1P1013	Checked Out on 8/6/2014 3:51:05 PM		
Discipline: Specs	Sets: 9603B1S1019	Checked Out on 8/6/2014 3:51:08 PM		
Order #: 132801	Koonse Glass Company, Inc		Bid Categories:	Total: Comments:
Order Date: 8/11/2014	Contact: Sharon Bichsel		Not Specified	\$ 50
	300 North 10th St			
	Columbia, MO 65201			
	Phone: (573) 449-0084			
	FAX: (573) 875-2691			
Discipline: Full Size Plans	Sets: 9603B1P1004	Checked Out on 8/11/2014 10:12:34 AM		
Discipline: Specs	Sets: 9603B1S1007	Checked Out on 8/11/2014 10:12:16 AM		

3.4.6 The contractor shall store all bid documents in an archive system.

All documents received (all phases) will be archived with multiple backups to ensure 99.99% redundancy. The documents will always remain in our online plan room in an archive status that isn't publically viewable. The archived documents can be made viewable within a few minutes upon request. All archive documents are also stored locally on secure servers that are backed up daily to local storage drives as well as off-site storage drives. This prevents data loss in case of a catastrophic event.

All archive documents will be created using a folder tree. The folder structure will be organized by project name, project number, bid date and type of document (plan, spec, etc.) For example:

(= a new folder)*

** #123456 – Project Name – Bid Date (mm-dd-yyyy)*

**Plans*

**Specs*

**Addendum #1*

**Addendum #2*

4.3 Terms and Conditions:

- 4.3.1 The bidder agrees that by submitting a bid, Boone County’s Terms and Conditions as incorporated herein shall become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the County shall govern.

PART FIVE: VENDOR RESPONSE PAGES

5.1 Objective:

- 5.1.1 The bidder shall understand and agree that the objective of this solicitation is to establish a Term and Supply contract(s) for Bid Document Management Services for the Mid-Missouri Public Purchasing Cooperative, from Date of Award through One (1) Year, with four (4) additional one-year renewals, or any portion thereof.

COOPERATIVE MEMBERS:

Participating entities in the resulting contract are:

- a. Boone County
613 E. Ash St., Room 109, Columbia, MO 65201
Contact: Liz Palazzolo, Senior Buyer
(573) 886-4392
lpalazzolo@boonecountymmo.org
- b. City of Columbia
701 E. Broadway, 5th Floor, Columbia, MO 65201
Contact: Sophie Heidenreich
(573) 874-7687
sophie.heidenreich@como.gov

By responding to this solicitation, the vendor shall agree to provide defined services herein at all quoted pricing without condition to the above-named Cooperative members.

- 5.1.2 The vendor has the option of agreeing to provision of defined services to other unnamed Cooperative members below:

- a. **No Mileage Limits:** Regarding Cooperative members not identified above, the vendor should indicate below by marking “Yes” or “No” if the vendor agrees to extend defined services to other government entities participating with the Mid-Missouri Public Purchasing Cooperative without mileage limits.

The vendor will check one as follows:

YES X OR NO

- b. **Mileage Limits:** If the vendor checked “Yes” above, but if the vendor has a defined service area outside of which the vendor will charge mileage, then the vendor (A) must identify the mileage radius outside the City of Columbia, Missouri for which the vendor will not charge mileage, and (B) identify the mileage charge for provision of service to entities outside the vendor-defined mileage radius:

(1) “The vendor agrees to provide Bid Document Management Services as indicated herein to entities participating in cooperative purchasing with MMPPC whose

facilities are within 40 miles of the city limits of Columbia, Missouri without additional charge.”

- (2) If the vendor is willing to extend services to Cooperative entities outside the above stated mile radius only if mileage charges are applied, the bidder shall quote a firm per mile price and identify any other associated delivery charges to entities outside the defined mileage radius: \$ 0.50 per mile (charged only if services are delivered outside the stated mileage radius).

Vendors Note: A negative answer to the above will not negatively impact the evaluation of the bid.

PART ONE: PRICING

Note About Estimated Quantities: The estimated quantities shown here are based on actual historical usage of the previous contract. The numbers are combined numbers for both Boone County and the City of Columbia. Small estimates indicate that the items was not previously purchased but it is included for the prospective contract inasmuch as the item may be ordered in the future. The vendor is advised not to draw any conclusions about guaranteed purchases by MMPPC members under a future contract. All estimates shall be considered non-binding.

The vendor shall quoted firm and fixed pricing that shall be effective for the full duration of the original contract period and for the identified renewal periods.

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
Printing of Large Format Bid Documents: 12" X 18" through 36" X 48"							
1	Single-sided Black and White	67,045	\$ <u>0.09</u> Per Square Foot	\$ <u>0.09</u> Per Square Foot	\$ <u>0.09</u> Per Square Foot	\$ <u>0.095</u> Per Square Foot	\$ <u>0.095</u> Per Square Foot
2	Single-sided Grayscale	1	\$ <u>0.09</u> Per Square Foot	\$ <u>0.09</u> Per Square Foot	\$ <u>0.09</u> Per Square Foot	\$ <u>0.095</u> Per Square Foot	\$ <u>0.095</u> Per Square Foot
3	Single-sided, Four (4) Color	1	\$ <u>3.00</u> Per Square Foot	\$ <u>3.00</u> Per Square Foot	\$ <u>3.00</u> Per Square Foot	\$ <u>3.00</u> Per Square Foot	\$ <u>3.00</u> Per Square Foot
Printing of Small Format Bid Documents: 8 1/2" X 11"							
4	Single-sided Black and White	1,000	\$ <u>0.03</u> Per Page	\$ <u>0.03</u> Per Page	\$ <u>0.035</u> Per Page	\$ <u>0.035</u> Per Page	\$ <u>0.04</u> Per Page
5	Single-sided Black and White on Colored Paper	7,430	\$ <u>0.10</u> Per Page	\$ <u>0.10</u> Per Page	\$ <u>0.10</u> Per Page	\$ <u>0.10</u> Per Page	\$ <u>0.10</u> Per Page
6	Single-sided Grayscale	1	\$ <u>0.03</u> Per Page	\$ <u>0.03</u> Per Page	\$ <u>0.035</u> Per Page	\$ <u>0.035</u> Per Page	\$ <u>0.04</u> Per Page

7	Single-sided, Four (4) Color	1	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page	\$ 0.39 Per Page
8	Double-sides Black and White	118,075	\$ 0.04 Per Page	\$ 0.04 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page
9	Double-sided Grayscale	1	\$ 0.04 Per Page	\$ 0.04 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page	\$ 0.045 Per Page
10	Double-sided Four (4) Color	1	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page	\$ 0.60 Per Page
Printing of Small Format Bid Documents: 11" X 17"							
11	Single-sided Black and White	4,845	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page
12	Single-sided Grayscale	1	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page	\$ 0.10 Per Page
13	Single-sided, Four (4) Color	60	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page	\$ 1.00 Per Page
Printing of Secure Documents							
14	Large format Black and White	1	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot
15	Large format Grayscale	1	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot	\$ 0.12 Per Square Foot
16	Large format Four (4) Color	1	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot	\$ 3.00 Per Square Foot
17	Small format 8 ½" X 11" Single Sided Black and White	1	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Square Foot	\$ 0.07 Per Square Foot
18	Small format 8 ½" X 11" Single Sided Greyscale	1	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page	\$ 0.07 Per Page
19	Small format	1	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50

	8 ½" X 11" Single Sided Four (4) Color		Per Page	Per Page	Per Page	Per Page	Per Page
20	Small format 8 ½" X 11" Double Sided Black and White	1	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page
21	Small format 8 ½" X 11" Double Sided Greyscale	1	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page
22	Small format 8 ½" X 11" Double Sided Four (4) Color	1	\$ <u>1.00</u> Per Page	\$ <u>1.00</u> Per Page	\$ <u>1.00</u> Per Page	\$ <u>1.00</u> Per Page	\$ <u>1.00</u> Per Page
23	Small format 11" X 17" Single Sided Black and White	1	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page
24	Small format 11" X 17" Single Sided Grayscale	1	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page	\$ <u>0.14</u> Per Page
25	Small format 11" X 17" Single Sided Four (4) Color	1	\$ <u>1.00</u> Per Page	\$ <u>1.00</u> Per Page	\$ <u>1.00</u> Per Page	\$ <u>1.00</u> Per Page	\$ <u>1.00</u> Per Page
Binding							
26	Bind drawings	510	\$ <u>0.00</u> Per Set	\$ <u>0.00</u> Per Set	\$ <u>0.00</u> Per Set	\$ <u>0.00</u> Per Set	\$ <u>0.00</u> Per Set
27	Bid specifications – Plastic Bind Comb	455	\$ <u>2.00</u> Each	\$ <u>2.00</u> Each	\$ <u>2.00</u> Each	\$ <u>2.00</u> Each	\$ <u>2.00</u> Each
28	Bid specifications – Plastic Coil Binding	10	\$ <u>3.00</u> Each	\$ <u>3.00</u> Each	\$ <u>3.00</u> Each	\$ <u>3.00</u> Each	\$ <u>3.00</u> Each
29	Printed card stock cover, 8 ½" X 11"	1,360	\$ <u>0.50</u> Per Page	\$ <u>0.50</u> Per Page	\$ <u>0.50</u> Per Page	\$ <u>0.50</u> Per Page	\$ <u>0.50</u> Per Page
30	Mounting on 3/16" Foam Board	1	\$ <u>3.00</u>	\$ <u>3.00</u>	\$ <u>3.00</u>	\$ <u>3.00</u>	\$ <u>3.00</u>

			Per Square Foot	Per Square Foot	Per Square Foot	Per Square Foot	Per Square Foot
31	Three (3) Mil Laminating on Foam Board	1	\$ <u>3.00</u> Per Square Foot	\$ <u>3.00</u> Per Square Foot	\$ <u>3.00</u> Per Square Foot	\$ <u>3.00</u> Per Square Foot	\$ <u>3.00</u> Per Square Foot
File Retrieval and Printing/Copying from Archive System							
32	File Retrieval and Copy to CD-ROM	1	\$ <u>10.00</u> Per Each	\$ <u>10.00</u> Per Each	\$ <u>10.00</u> Per Each	\$ <u>10.00</u> Per Each	\$ <u>10.00</u> Per Each
33	File Retrieval and Printing (Drawing Sheet)	1	\$ <u>0.75</u> Per Sheet	\$ <u>0.75</u> Per Sheet	\$ <u>0.75</u> Per Sheet	\$ <u>0.75</u> Per Sheet	\$ <u>0.75</u> Per Sheet
34	File Retrieval and Printing (Document Pages)	1	\$ <u>0.05</u> Per Page	\$ <u>0.05</u> Per Page	\$ <u>0.05</u> Per Page	\$ <u>0.05</u> Per Page	\$ <u>0.05</u> Per Page
Distribution/Delivery or Storage of Bid Documents							
35	Copy of Bid Documents to CD-ROM	1	\$ <u>10.00</u> Per Each	\$ <u>10.00</u> Per Each	\$ <u>10.00</u> Per Each	\$ <u>10.00</u> Per Each	\$ <u>10.00</u> Per Each
36	S/F Scan, Index, Post Online	13,705	\$ <u>0.25</u> Per Sheet	\$ <u>0.25</u> Per Sheet	\$ <u>0.30</u> Per Sheet	\$ <u>0.30</u> Per Sheet	\$ <u>0.35</u> Per Sheet
37	L/G Scan, Index, Post Online	670	\$ <u>2.00</u> Per Sheet	\$ <u>2.00</u> Per Sheet	\$ <u>2.50</u> Per Each	\$ <u>2.50</u> Per Each	\$ <u>3.00</u> Per Each
38	Addendum Set-Up Fee Per Faxed/E-Mailed Page – Set-Up Charge, One-Time Per Job	40	\$ <u>15.00</u> Per Each Set-Up, One-Time Fee	\$ <u>15.00</u> Per Each Set-Up, One-Time Fee	\$ <u>15.00</u> Per Each Set-Up, One-Time Fee	\$ <u>15.00</u> Per Each Set-Up, One-Time Fee	\$ <u>15.00</u> Per Each Set-Up, One-Time Fee
39	Faxed/E-Mailed Page	5,490	\$ <u>0.50</u> Per Page	\$ <u>0.50</u> Per Page	\$ <u>0.50</u> Per Page	\$ <u>0.50</u> Per Page	\$ <u>0.50</u> Per Page
40	Folding 11" X 17" Document	28	\$ <u>0.05</u> Per Sheet	\$ <u>0.05</u> Per Sheet	\$ <u>0.05</u> Per Sheet	\$ <u>0.05</u> Per Sheet	\$ <u>0.05</u> Per Sheet

PART TWO: Vendor Response Page Continued, Vendor's Experience and Reliability

The evaluation of the vendor's proposed experience, expertise, and reliability shall be subjective based on the ability of the vendor to perform the requirements stated herein. Therefore, the vendor should present detailed information regarding their experience and reliability. The following information should be provided by the vendor in order to assist Boone County in evaluation of the vendor's experience and reliability. The County reserves the right to use this information, including information gained from any other source, in the evaluation process.

Company History: The vendor should describe in the available space the company's background in conducting document management services, e.g., when the company was founded, how long the company has been serving the Missouri market, etc:

ADS has provided document management services to many owners, architects and engineers across Missouri since 2011.

For the entire bid document process, see Attachment 5.2 Bid Document Process and Quality Control Procedures.

Vendor's References:

Company/Entity Name: State of MO Office of Administration - Division of FMDC

Contact Name: Tim Brazzell

Contact's Title: Contracts Manager

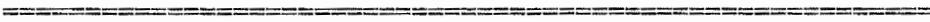
City: Jefferson City State: Missouri

Telephone Number and Area Code: (573) 526-3123

E-mail Address: tim.brazzell@oa.mo.gov

Description of Equipment/Services Furnished: Bid Document Management Services

Availability of Reference: Normal Business Hours



Company/Entity Name: Missouri University of Science & Technology

Contact Name: Connie Brewer

Contact's Title: Administrative Associate, Design and Construction Management

City: Rolla State: Missouri

Telephone Number and Area Code: (573) 341-7619

E-mail Address: csbrewer@mst.edu

Description of Equipment/Services Furnished: Bid Document Management Services

Availability of Reference: Normal Business Hours

○ **Intake**

- Project comes in via our company courier, customer drop off, LeapFile or electronic file transfer
- If project comes in electronically, the sender is notified that we have received it and the documents are saved in our securely backed system
- CSR prepares an electronic work order through the accounting system with a unique work order ID# and a hard copy is printed
- All project information is added to our Document Tracking System (DTS)
- All owners, architects, engineers, contractors, planrooms and others being distributed to are added to the DTS if not already there. The project quantities and order details are added
- Each order created has a unique order number that is associated with the customer being distributed to
- The order then appears in the DTS as a pending order and any necessary delivery tickets are printed

○ **Production**

- The hard copy work order is placed in the production department's in-box
- Hard copies to be reproduced are distributed by the CSR to the respective production department areas and production is notified of the whereabouts of any electronic documents
- The project is written visually in the Production area by the CSR. This info includes project name & number, owner, number of copies of all pieces, date & time due, and any special instructions. This information is not deleted until 100% of the project has been completed.

○ **1st Production QC**

- Production checks the number of copies requested on our work order against the number of copies requested by the client's transmittal
- Production checks all plans & specs against the TOC/Index before any reproduction begins
- Slip sheets are inserted in specs where necessary
- If any discrepancies are found between the TOC/Index and the documents we have, the client is immediately notified and the project is held until all discrepancies are resolved with the client
- Documents are scanned in to our Archival system and saved to an individual clients folder based on the phase of the project.

○ **2nd Production QC**

- Once documents have been corrected and scanned, a hard copy is printed and rechecked. If ok, production begins
- Production personnel are constantly monitoring output for quality and accuracy

○ **3rd Production QC**

- Production manager reviews all plans and specs that have been produced before distribution occurs
- Production manager creates the UPN Bar Codes for the project and each piece is labeled
- Production department labels plans & specs
- Based on the distribution list the client provides, the documents are separated by delivery, ship out, shelf set
- Inserts (including a Return Handling Process for deposit refund) are placed behind the front cover of contractor sets with an envelope or label as requested
- Production personnel complete the work order by filling in all remaining items including the number of originals, all sizes, and any other information

○ **4th QC – Shipping Department**

- The courier matches up what was prepared by production with the delivery tickets the CSR prepares.

○ **5th QC – Shipping Department**

- Prior to shipping or delivery, the DTS is used to log all outgoing items to the order. Documents can be assigned by sheet or item as needed.
- The DTS will not allow any items to be distributed that are not on the order, to distribute too many items, or incorrect items
- The UPN barcodes are recorded in the DTS and serve as the set number distributed to that Customer. This allows us to know exactly what pieces were distributed to whom.
- Once all items for an order are scanned, the DTS will recognize and update that the order has been filled
- Documents requiring shipping are then packaged for shipment with the project name, number and the company name as references one and two on the shipping label for easy reference. This helps us ensure we have the right tracking number for a particular customer and if the shipping company has a problem it allows us to know exactly what is in the package
- Tracking numbers for items shipped are added to our DTS for the company and/or individual they were shipped to, under the project. With a simple click, an item can be tracked by anyone.
- We electronically have daily shipping logs, that are archived, with all information and also store a hard copy for easy tracking
- After delivery & ship out orders have been filled, all remaining sets are rolled up individually.

- Documents are posted to website (if requested)
- Once production and shipping are finished the production manager reviews the work order before sending back to CSR
- Production manager deletes the work order visually from the board

- o **Accounting**

- CSR matches up signed delivery tickets with work order and verifies that all documents requiring shipping or delivery have been completed
- CSR verifies all data has been filled out correctly on the work order and enters it in our accounting system
- A hard copy of the updated work order is then given to accounting to review and produce an invoice as necessary (some clients request several work orders be put on one invoice)

- o **Distribution and Deposit Tracking of Shelf Sets**

- Shelf sets can be issued via electronic orders that come in from our electronic plan room or walk-in customers
- Emails are generated for all work orders placed that go directly to production and shipping
- CSR prints hard copies of all orders that are placed
- CSR keeps a separate folder for each project. Deposit account information, physical checks, order forms and a daily log are kept.
- The log includes the name of every company that has received plans for that project, the date an electronic copy of the check was received (if applicable), the check number, or credit card type and transaction number, or that the customer is on our depositor list. The log also shows the date the physical funds were received and the date the funds were returned to the customer. If a deposit is partially refundable, there are two separate folders, one marked refundable and one marked non-refundable created. These separately contain the information above for each deposit type.
- CSR records bar codes in DTS and fills orders for walk in customers
- CSR gives printed ticket to shipping to fill ship out orders
- All items (plans, specs, inserts, addendum, etc.) are scanned in the DTS against the order that was placed prior to documents leaving the facility
- Once all items ordered have been scanned, the system shows the order as being filled as of that date and tracking is entered in DTS
- After the items ships, the order is returned to the CSR for confirmation

- o **Plan Return Handling**

- When returns come back, they are scanned to the DTS for each item that was distributed.
- The system affiliates the UPN barcode with the order in the DTS. The items are “checked-in” for that order

- A Daily Returns Report shows all items that have been returned for a project and by whom. The report will show if all items were returned or if there were items missing from a particular project.
- If all items were returned the refundable portion of the deposit is returned to the customer in the same form of payment as received.
- If not all items were returned for the order a customer is notified so that the missing items can be returned and their deposit refunded.

- o **Addendum Distribution**

- If Addendum is received electronically or in hard copy form by 3:00 pm, we can process and distribute it same day
- If received electronically, sender is notified of receipt
- CSR prepares a work order through the accounting system with a UPN order ID# and a hard copy is printed
- CSR prints a current Plan holders list, attaching it to the work order, and makes delivery tickets for all local deliveries
- Work orders are placed in production in-box and written visually in Production
- Because of the time sensitive material, production members are also verbally told by the CSR about the Addendum
- Documents are reviewed for mistakes/omissions
- Addenda documents are scanned and/or directly saved to our storage drive the same way as bid and review documents. Within the project folder a new folder is created and named Add #, with the date and how the addenda is being issued, fax, email, ship, etc.
- Addendum to be faxed or emailed are sent out to all plan holders
- Confirmation reports are generated and stored. Any errors are attempted a second time. If this fails we attempt to call and verify the contact information we have. If contact can't be made a hard copy is sent overnight.
- If an addenda needs to be shipped, Production Manager creates the UPN Bar Codes for the Addendum
- Production personnel are constantly monitoring output for quality and accuracy
- Production Manager reviews all addendum items that have been produced before distribution occurs
- The Addendum is posted to our DTS and bid dates are updated if necessary
- The courier matches up what was prepared by production with the delivery tickets the CSR prepares
- DTS is used to log all delivery and ship out items for an order
- Documents requiring shipping are then packaged for shipment with the project name, number, addendum number, and the company name as references one and two on the shipping label for easy reference
- Shipping and processing charges are calculated and the work order is filled out
- Production Manager erases order visually from production and returns the work order with all shipping information to the CSR for further review
- CSR verifies all shipments went out and ticket information is correct and adds it to the accounting system before forwarding the ticket to accounting



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

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. The undersigned hereby offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood and all of which are made a part of this order.

Company Name:

American Document Solutions

Address:

1400 Forum Blvd. Suite 1C

City/Zip:

Columbia, Missouri 65203

Phone Number:

573-446-7768

Fax Number:

573-355-5433

Email Address:

orders@adsmo.net

Federal Tax ID: 45-2049524

Corporation

Partnership - Name _____

Individual/Proprietorship - Individual Name: _____

Social Security Number : _____

Other (Specify) _____

When Organized: _____

When Incorporated: 2007

Exempt From Tax Reporting? Yes ___ No X

Authorized Representative Signature:

Brandon Roberts

Print Name and Title of Authorized Representative

Brandon Roberts - Operations

Date: 10/12/2017



The vendor should complete and return this with the vendor's response

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

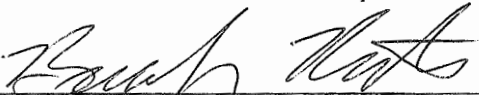
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(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.

Brandon Roberts - Operations

Name and Title of Authorized Representative



Signature

10-12-2017

Date



Employment Eligibility Verification

Welcome
Brandon Roberts

User ID
BROB7215

Last Login
09:09 AM - 06/21/2016

[Log Out](#)



Click any for help

- [Home](#)
- [My Cases](#)
- [New Case](#)
- [View Cases](#)
- [Search Cases](#)
- [My Profile](#)
- [Edit Profile](#)
- [Change Password](#)
- [Change Security Questions](#)
- [My Company](#)
- [Edit Company Profile](#)
- [Add New User](#)
- [View Existing Users](#)
- [Close Company Account](#)
- [My Reports](#)
- [View Reports](#)
- [My Resources](#)
- [View Essential Resources](#)
- [Take Tutorial](#)
- [View User Manual](#)
- [Share Ideas](#)
- [Contact Us](#)

Company Information

Company Name: American Development Services

[View / Edit](#)

Company ID Number: 417178

Doing Business As (DBA) Name: American Document Solutions

DUNS Number:

Physical Location:

Address 1: 1400 Forum Blvd.
 Address 2: Suite 1C
 City: Columbia
 State: MO
 Zip Code: 65203
 County: BOONE

Mailing Address:

Address 1:
 Address 2:
 City:
 State:
 Zip Code:

Additional Information:

Employer Identification Number: 452049524
 Total Number of Employees: 5 to 9
 Parent Organization:
 Administrator:

Organization Designation:

Employer Category: None of these categories apply

NAICS Code: 519 - OTHER INFORMATION SERVICES

[View / Edit](#)

Total Hiring Sites: 1

[View / Edit](#)

Total Points of Contact: 1

[View / Edit](#)

[View MOU](#)

Company ID Number: 417178

Approved by:

Employer American Development Services	
Name (Please Type or Print) Brandon L Roberts	Title
Signature Electronically Signed	Date 05/23/2011
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 05/23/2011

Company ID Number: 417178

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	American Development Services
Company Facility Address	1400 Forum Blvd. Suite 1C Columbia, MO 65203
Company Alternate Address	
County or Parish	BOONE
Employer Identification Number	452049524
North American Industry Classification Systems Code	519
Parent Company	
Number of Employees	5 to 9
Number of Sites Verified for	1

Company ID Number: 417178

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

MISSOURI

1 site(s)

Company ID Number: 417178

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Brandon L Roberts
Phone Number (573) 446 - 7768
Fax Number
Email Address robertsb41@gmail.com



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE
REQUEST FOR BID

Bid Number: MM69

Commodities or Service Requested:

BID DOCUMENT MANAGEMENT SERVICES - Term and Supply

Bid Closing Date/Time:
Tuesday, October 17, 2017
2:00 P.M. Central

Bid Opening Date/Time:
Tuesday, October 17, 2017
Shortly after 2:00 P.M. Central
Boone County Annex Conference Room
Boone County Purchasing Department
613 E. Ash St., Room 109
Columbia, MO 65201

Buyer Contact Name:
Liz Palazzolo, Senior Buyer
Boone County Purchasing

Phone Number: (573) 886-4392

Fax Number: (573) 886-4390 E-mail: lpalazzolo@boonecountymmo.org

Clearly mark your sealed bid with the Bid Number and Closing Date & Time on the outside of the envelope

Submit your sealed bid prior to the date and time for Bid Closing to:

Boone County Purchasing Department
613 E. Ash St., Room 109
Columbia, MO 65201



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

PART ONE: INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

- 1.1 **SPECIFIC INFORMATION ABOUT BIDDING:** The Mid-Missouri Public Purchasing Cooperative seeks bids from qualified organizations that can provide Bid Document Management Services as defined herein to its participating members. Any quantity estimates presented in the Pricing Section are only estimates and shall not be considered binding on MMPPC or any of its members.

Entities participating in this request include the County of Boone, and the City of Columbia.

Submit all pricing on the attached **Vendor Response Page**. Should you have any questions regarding this bid document, please contact Liz Palazzolo, Senior Buyer, Boone County Purchasing at 613 E. Ash St, Room 109, Columbia, MO 65201. Phone: (573) 886-4392; Fax (573) 886-4390; Email: lpalazzolo@boonecountymo.org.

The Mid-Missouri Public Purchasing Cooperative (MMPPC), herein after referred to as "Cooperative," was developed in order for its members to create volume buying through standardization of quality in order to secure a greater return for the expenditure of public funds. Only Mid-Missouri governmental agencies are permitted to become members of this Cooperative.

- 1.2 **SEALED BIDS REQUIRED:** Sealed bids, subject to Instructions and General Conditions, General Provisions, and any special conditions set forth herein, will be received at the Office of the Cooperative Member Agency whose address is stated in the Request for Bid (RFB) document until the bid closing date and time indicated herein for furnishing the Cooperative Member Agencies with the material and/or list of materials, supplies, equipment, or services shown on the attached sheet(s).
- 1.3 Bidders are to use the bid forms provided for that purpose in submitting bids, return the announcement and bid sheets comprising this bid, give unit price, extend totals, and contain an original legally authorized signature. Bids must be submitted in a sealed envelope identified with the RFB number and date of closing. If the vendor chooses not to bid, the vendor is advised to return the enclosed "No Bid" sheet with a reason for declining to bid. No fax or electronic transmitted bids will be accepted.
- 1.4 Identify the item(s) the vendor will furnish by brand of manufacturer's name and catalog numbers. Also furnish specifications and descriptive literature.
- 1.5 Whenever products or materials of any particular producer or manufacturer are mentioned in specifications herein, such product or material mentioned is intended to be descriptive of type or quality and not restrictive to those mentioned.
- 1.6 The right is reserved to accept or reject all or part of the bid, to waive technicalities, and to accept the offer the Cooperative considers the most advantageous to the Member Agencies. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the RFB and (2) is the lowest and best bid, considering price, responsibility of the bidder and all other relevant factors. Any award of a contract will be

MMPPC Instructions & General Conditions of Bidding (continued)

made by written notification from the Cooperative. The Cooperative reserves the right to award to one or multiple respondents.

- a. The Cooperative reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the Cooperative. If a split award is not acceptable to a bidder, it must be stated in the bid response.

- 1.7 **TAX EXEMPT:** The vendor is advised to **not** include Federal Excise Tax or Sales and Use Taxes in bid prices, as the Cooperative Member Agencies are exempt from them by law. Tax exemption certificates will be furnished if required.
- 1.8 The delivery date(s) or when work will start, shall be stated in definite terms, as they will be taken into consideration in making the award as applicable.
- 1.9 Cooperative Member Agencies reserve 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 Cooperative Member Agency that issued the purchase order.
- 1.10 In case of any default by the bidder, the Cooperative Member Agency may procure the product or service from other sources and hold the bidder responsible for any damages incurred including, but not limited to, excess cost or handling charge. The Cooperative shall have the right to remove any bidder who defaults on any contract with the Cooperative from all bidders' lists.
- 1.11 Prices must be stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered.
- 1.12 **RECEIPT AND OPENING OF ADVERTISED SEALED BIDS:** The bidders and public are invited, but not required, to attend the formal opening of bids. Prices will be read aloud to the public. No decisions related to an award of a contract or purchase order will be made at the opening. Due to manpower limitations, the Member Agency will not repeat prices after an opening via telephone request. **Advice of Award** – A Bid Tabulation of responses received as well as award status can be viewed at www.showmeboone.com under “Purchasing Department.”
 - a. It is the bidder’s sole responsibility to ensure that a bid is physically deposited with the Member Agency prior to the time and the date specified. Late bids will not be opened and will be rejected unopened regardless of the degree of lateness or the reason thereto, including causes beyond the control of the bidder.
 - b. All bids and tabulation sheets are kept by the Member Agency for a period of time established by regulation or statute after the award is made and are available for inspection at any time during regular working hours.
- 1.13 **WITHDRAWAL OF BIDS:** Bids may be withdrawn without prejudice any time before the deadline for receipt of bids. If a mistake or error is discovered by the bidder or by the Cooperative after the bid opening, the Cooperative has the right to call this error to the bidder's attention and request verification of the bid. If the bidder acknowledges the mistake and requests relief, the Cooperative will proceed in the following manner:
 - a. **Clerical Mistakes:** Any mistake which is obviously a clerical one, such as an error in price extension, or in placement of decimal points, reversal or prices, etc., may be corrected by the Cooperative after verification/clarification is made by the bidder. However, the unit price shown shall always prevail.
 - b. **Withdrawal:** Permission to allow a bidder to withdraw his bid without prejudice may be given when clear and convincing evidence supports the existence of an error. If there is a significant and obvious

disparity between the prices of the lowest bidder and of the other bidders, a bidder may be permitted to withdraw without prejudice, upon submission of evidence that a non-intentional error occurred.

- c. Actual changes in bid pricing, terms or conditions will not be permitted after the deadline for receipt of bids.

1.14 The Cooperative reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another advertised date and time in order to revise specifications and/or establish further competition for the commodity or service required.



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

PART TWO: GENERAL PROVISIONS

- 2.1. **BID RESPONSE:** The Cooperative is interested in doing business with the vendor's firm. In the event the vendor is unable to quote on this Request for Bid, then the vendor should return the "No Bid" Response Form in order to indicate the vendor's desire to remain on the Cooperative's active vendor list. In addition, please indicate the reason/reasons for being unable to participate in this solicitation.
- 2.2. **BID ACCEPTANCE:** A bid acceptance period of sixty (60) calendar days is required. Bids offering less than sixty (60) calendar days may be rejected.
- 2.3. **OSHA COMPLIANCE:** All material or equipment furnished shall meet the minimum requirements of the Occupational Safety & Health Standard Act (OSHA) published in the Federal Register. All alleged violations and deviations from said State and Federal regulations or standards of the items or services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bids. If at any later date the items or services contained herein shall not meet all applicable State and Federal requirements after the bidder is awarded the contract hereunder, the bidder must notify the Cooperative immediately by registered mail.
- 2.4. **INSPECTION AND ACCEPTANCE:** Inspection and acceptance will be at destination. Until delivery and acceptance, or after any rejection, all risk or loss shall be the responsibility of the Contractor unless such loss results from negligence of the Cooperative Member issuing the purchase order.
- 2.5. **VARIATION IN QUANTITY:** No variation in the quantity of any item indicated herein will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.
- 2.6. **COMMERCIAL WARRANTY:** The contractor agrees that the supplies or services furnished under the contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such supplies or services, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Cooperative by any other clause of the contract or by law.
- 2.7. **DISCOUNTS:** Discount time will be computed from date of delivery at place of acceptance or from receipt of correct invoice at the office specified by the order, whichever is later. For discount purposes, payment is made when the check is mailed. Discounts will not be taken into consideration in the evaluation process if the payment discount is less than 30 days.
- 2.8. **PATENT AND COPYRIGHT:**
 - a. The contractor and the contractor's surety shall pay for all royalties, license fees, and patent or invention rights or copyrights and defend all suits or claims for infringements of any part or invention right or copyrights involved in the items furnished hereunder.
 - b. The contractor and the contractor's surety shall hold and save the Cooperative and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance furnished in the performance of the contract, including its use by the owner, unless otherwise specifically stipulated.

MMPPC General Provisions (continued)

- 2.9. **DISPUTES:** If any dispute concerning a question of fact arises under the contract, other than termination for default or convenience, the Contractor and Cooperative Member Agency responsible for administration of this contract shall make a good faith effort to resolve the dispute. If the dispute cannot be resolved by agreement, then the Cooperative shall resolve the dispute and send a written copy of its decision to the Contractor and the responsible agency.
- 2.10. **CANCELLATION FOR DEFAULT:** The Cooperative may, by written notice, cancel the contract in whole or in part for failure of the Contractor to perform any of the provisions thereof. In such event, the Contractor shall be liable for damages, including the excess cost of re-procuring similar supplies or services; provided, that if (a) it is determined for any reason that the contractor was not in default or, (b) failure to perform is beyond the Contractor's or subcontractor's control, fault or negligence, the cancellation shall be deemed to be a termination for convenience (see below). Cancellation shall be effective ten (10) days from the Contractor's receipt of notice.
- 2.11. **TERMINATION FOR CONVENIENCE:** The Cooperative may, by written notice, terminate this contract in whole or in part when it is in the best interest of the Cooperative. If this contract is for supplies and is to be terminated, the Contractor shall be compensated in accordance with his auditable costs to point of notification of termination. To the extent that this contract is for services and is so terminated, the Cooperative Member Agencies shall be liable only for payment in accordance with the payment provisions of this contract for services rendered to the effective date of termination. Termination shall be effective ten (10) days from the Contractor's receipt of notice unless a longer time period is provided in the notice.
- 2.12. **TERM & SUPPLY CONTRACT DEFINED:** A term and supply contract shall be deemed to mean a contract under which the supplier of articles, commodities, supplies materials, equipment, and services agrees to furnish all of the needs of the various Cooperative Member Agencies for the articles, commodities, supplies, materials, equipment, and services set forth in the quotation, during the period of the contract at the unit price bid and as required from time to time by the Member Agencies, be such needs in excess of or less than the estimated quantities set forth in the Request for Bid. The contract will provide that the Cooperative Member Agencies will purchase, by issuance of Purchase Orders, such articles, commodities, supplies, materials and equipment solely from the supplier to whom the requirement contract is awarded for the contract term.
- 2.13. **FUND ALLOCATION:** Continuance of any resulting agreement, contract or issuance of purchase orders after a Cooperative Member Agency's fiscal year end is contingent upon the allocation of funds for the next proceeding fiscal year.
- 2.14. **OFFICIALS NOT TO BENEFIT:** No regular employee or elected or appointed member of any Cooperative Member Agency shall be admitted to any share or part of this contract, or to any benefit that shall arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.
- 2.15. **HAZARDOUS MATERIAL:** When material furnished is hazardous material as defined by D.O.T. regulations, the following certification must be made on the bill of lading: "This is to certify that the above named articles are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to applicable regulations of the Department of Transportation."
- 2.16. **DOMESTIC PRODUCTS:**
- a. Bidders are encouraged to offer products manufactured, assembled or produced in the United States if the quality and price are comparable with other goods.
 - b. The Mid-Missouri Public Purchasing Cooperative has adopted a policy which is binding upon all members of the cooperative, and which by the contractor shall be binding upon independent

MMPPC General Provisions (continued)

contractors and subcontractors with the Cooperative, whereby all other things being equal and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair, and purchase contracts, to all products, commodities, materials, supplies, and articles mined, grown, produced, and manufactured in marketable quantity and quality in the State of Missouri, and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals.

- 2.17. **RECYCLED PRODUCTS:** All bidders who wish to receive consideration on products offered with recycled materials content must properly complete, sign, and return a certification of product content with their bid.
- 2.18. **EQUAL OPPORTUNITY:** Members of the Cooperative are equal opportunity affirmative action employers pursuant to federal and state law, and all respondents submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the bidders herein.
- 2.19. **AMERICANS WITH DISABILITIES ACT:**
 - a. The successful contractor agrees to comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices.
 - b. If this contract involves the contractor providing services directly to the public, the successful contractor shall make services, programs and activities governed by this agreement accessible to the disabled as required by the Americans with Disabilities Act and its implementing regulations. Payment of funds under this agreement is conditional upon the successful contractor certifying to the Cooperative in writing that it is complying with the Americans with Disabilities Act and 28 CFR Part 35.



PART THREE: SCOPE OF WORK

3.1 General Requirements:

- 3.1.1 The contractor shall provide bid document management services including, but not limited to, bid document printing and distribution/delivery, in addition to collection of a non-refundable bid document charge from vendors requesting bid documents for the public entities of the Mid-Missouri Public Purchasing Cooperative in accordance with the provisions and requirements stated herein and to the sole satisfaction of the public entity.
- 3.1.2 Within five (5) business days from the date the public entity authorizes the contractor to proceed with services, the contractor shall perform at minimum the following tasks:
- a. Contact the public entity in order to obtain the name, address, email address, and telephone number of the designated public entity contact.
 - b. Provide the public entity with the name, address, email address, and telephone number of the contractor's representative who will service the contract.
- 3.1.3 Due to the time-sensitive nature of the public entity's bid documents, the contractor must have an office with full printing capabilities located within a forty (40) mile radius of Columbia, Missouri. The contractor must respond to the public entity within the timeframe specified by the public entity, sometimes as quickly as one (1) hour.
- 3.1.4 The contractor must be able to begin providing services within thirty (30) calendar days after contract award.
- 3.1.5 Unless otherwise specified herein or unless specific days or times are approved by the public entity, the contractor shall be available to provide services fifty-two (52) calendar weeks per year, Monday through Friday, during the hours of 8:00 A.M. and 5:00 P.M., excluding holidays, and shall accommodate turn-around times stated by the public entity regardless of the day of the week the request is received.
- a. Boone County holidays can be found at this website: <https://www.showmeboone.com/home/closings.asp>
 - b. City of Columbia holidays can be found at this website: <http://www.como.gov/holiday-schedule/>
- 3.1.6 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

3.2 Document Receipt, Printing and Scanning Requirements:

- 3.2.1 At the public entity's discretion, the public entity will provide the contractor the bid documents for construction projects in hard copy or electronic format, or the contractor shall collect hard copy bid documents for construction projects from the public entity.
- 3.2.2 The contractor shall agree and understand that the public entity bid documents may include, but are not limited to, specifications, drawings, photographs, and addenda.
- 3.2.3 The public entity will provide instructions to the contractor regarding the printing, scanning, and binding of the public entity bid documents. The public entity will also provide instructions regarding the quantity of sets of public entity bid documents anticipated.
- 3.2.4 The public entity will provide a list of the plan rooms and other locations to which the contractor shall deliver a set of public entity bid documents.
- 3.2.5 Secure Web-Based Portal: The contractor shall provide a secure web-based portal for receiving large sized electronic files of the bid documents in PDF format from the public entity at no additional cost. The contractor will receive electronic bid documents for construction projects in PDF format from the public entity via email or through the secure web-based portal, (see also paragraph 3.4.7).
- 3.2.6 The contractor shall print, scan, and bind the public entity bid document in accordance with the following requirements as well as in accordance with any specific instructions provided by the public entity:
- a. Print single-sided large format bid documents of twelve inches by eighteen inches (12" x 18") through thirty-six inches by forty-eight inches (36" x 48") in black and white, grayscale, and four (4) color.
 - b. Print single-sided and double-sided small format bid documents of eight and a half inches by eleven inches (8 1/2" x 11") in black and white, grayscale, and four (4) color.
 - c. Print single-sided small format bid documents of eleven inches by seventeen inches (11" x 17") in black and white, grayscale, and four (4) color.
 - d. Paper stock for black and white and grayscale bid documents must be no less than twenty-pound (20#) bond. The paper stock for color bid documents must be no less than twenty-four pound (24#) bond.
 - e. Provide digital printing of specifications at a minimum three hundred (300) dpi.
 - f. Provide digital printing of drawings between a minimum four hundred (400) and six hundred (600) dpi.
 - g. Print full and half size drawings in the following sizes: eighteen inches by twenty-four inches (18" x 24"), twenty-four inches by thirty-six inches (24" x 36"), thirty inches by forty-two inches (30" x 42"), and thirty-six inches by forty-eight inches (36" x 48").
 - h. Provide color and graphical printing of drawings.
 - i. Provide color and graphical printing of specifications.
 - j. Provide color printing of photographs on photo quality paper. The quality of paper must be Xerox one hundred-pound (100#) gloss text or equivalent.

- k. Mount and laminate large format prints on three-sixteenths (3/16) Gator Foam Boards or equivalent foam boards.
- l. Scan drawings, specifications, and other documents in full and half sizes, including the following sizes: eighteen inches by twenty-four inches (18" x 24"), twenty-four inches by thirty-six inches (24" x 36"), thirty inches by forty-two inches (30" x 42"), and thirty-six inches by forty-eight inches (36" x 48").
- m. Burn bid documents onto a CD-ROM for distribution/delivery or storage.
- n. Bind drawings by stapling and by applying a binding strip.
- o. Bind the specifications into a book with a printed card stock cover and plastic binding combs. Card stock must be no less than sixty-five pound (65#) and available in a variety of colors including, but not limited to: light blue, medium blue, ivory, green, red, yellow, tan, orange, and white.
- p. Under rare circumstances, bind the specifications with coil only upon request of the public entity.

3.2.7 The contractor shall individually package a specification book, drawings, prints, and photographs as a bid document set for distribution/delivery.

3.3 Bid Document Distribution And Delivery Requirements:

- 3.3.1 The contractor shall receive requests from potential vendors for a copy of bid documents. Prior to providing a bid document to a potential vendor, the contractor shall collect a non-refundable bid document charge from each potential vendor for each set of bid documents requested.
 - a. The contractor shall ensure the bid document charges are paid by check, payable to the contractor.
 - b. The public entity will determine the bid document charge amount specific to each project and will communicate the bid document charge amount information to the contractor upon issuance of the bid. The contractor shall comply with the direction of the public entity.
- 3.3.2 Following the receipt of the bid document charge payment, the contractor shall distribute/deliver the bid documents in accordance with the following:
 - a. The contractor shall hand-deliver bid documents and other requested reproduction to potential vendors within a forty (40) mile radius of Columbia, Missouri. Unless otherwise specified by the potential vendor, the contractor shall distribute the bid documents to all other potential vendors via the United States Postal Service (USPS).
 - b. Upon request by a potential vendor, the contractor shall distribute the bid document via Federal Express, United Parcel Service (UPS), or a similar delivery service. The potential vendor shall be responsible for all costs associated with such delivery service.
 - c. Upon request by a potential vendor, the contractor shall provide the bid document on a CD-ROM.
 - d. For the initial twenty-five (25) sets of bid documents requested from potential vendors, the contractor shall distribute/deliver the bid documents to potential vendors within twenty-four (24) hours of receipt of the non-refundable bid document charge payment from potential vendors.

- 3.3.3 For additional sets of bid documents beyond the initial twenty-five (25) sets requested from potential vendors, the contractor shall distribute/deliver the bid documents to potential vendors within forty-eight (48) hours of receipt of the bid document charge payment from potential vendors.
- 3.3.4 The contractor shall provide the potential vendors with either full or partial sets of the bid documents, as requested by potential vendors.
- 3.3.5 The contractor must provide adequate security for all documents connected to sensitive construction projects, as determined by the public entity.
- 3.3.6 Within twenty-four (24) hours of the contractor's receipt from the public entity of an addendum to a bid document, the contractor shall distribute/deliver the addendum to all plan holders who received the bid document, including potential vendors, plan rooms, and other locations.
- a. The contractor shall send an addendum with drawings by e-mail or the least expensive next-day delivery service, e.g., Federal Express, UPS, or a similar delivery service. Drawings may be e-mailed although the contractor must provide hard-copy drawings if requested by the public entity or if the vendor requests a hard-copy. The contractor shall require signature verification in order to confirm receipt of the addendum.
 - b. The contractor shall send an addendum without drawings to plan holders via e-mail or fax. Upon request by the public entity, the contractor shall send a report verifying the date and time of the receipt of the addendum.
 - c. The contractor shall send an addendum to plan holders that cannot be reached via electronic mail using a method identified as appropriate by the public entity, such as next day delivery service. The contractor shall require signature verification in order to confirm receipt of the addendum.
- 3.3.7 The contractor shall distribute/deliver sets of bid documents to plan rooms identified by the public entity upon creation of the bid documents. The contractor shall hand deliver bid documents and other requested reproduction to plan rooms within a forty (40) mile radius of Columbia. The contractor shall distribute the bid documents to plan rooms outside the forty (40) mile radius of Columbia with next day delivery service.
- 3.3.8 If the contractor has a facility(ies) in a location(s) in addition to the Columbia area, the contractor may distribute bid documents from such location and/or potential vendors may pick up the bid documents from such location.

3.4 Construction Project Database and Website Requirements:

- 3.4.1 The contractor must host a website specific to the public entity's construction projects at no additional cost. A visitor to the public entity's website must be able to link directly to the contractor's website. The contractor's website must be in a format that is easily opened and swiftly downloaded by any visitor to the public entity's website, including those using dial-up internet services.
- 3.4.2 The contractor shall post all bid documents on the contractor's website. The contractor's website shall:
- a. Be available twenty-four (24) hours a day, seven (7) days a week.
 - b. Allow for the viewing of the bid documents.
 - c. Not allow for the printing of the bid documents.

- 3.4.3 For each construction project, the contractor shall track the distribution/delivery of bid document sets to plan holders and shall maintain an online plan holders list, including company contact person and information, and if the company will be bidding as a general contractor, subcontractor, or supplier.
- a. The contractor's website shall allow for the viewing and printing of the plan holders list.
 - b. Upon request by any individual who does not have access to the website or cannot download the plan holders list, the contractor must immediately fax the most current plan holders list for a particular construction project.
- 3.4.4 The contractor shall provide project distribution/delivery information on the contractor's website. The project distribution/delivery information shall provide potential vendors with information on how to obtain bid documents.
- 3.4.5 The contractor must also maintain a construction project database on the contractor's website which shall include pertinent information about all current and past construction projects including the construction project name and number, the bid opening date, the construction project status, the addendum issued and date(s) issued, the plan holder's name(s), address(es), phone number(s), and facsimile number(s), the type of document (e.g. plans, specifications, addendum, and CD-ROM) and the number of bid document sets distributed/delivered, the date the bid documents were sent to the contractor, and the bid status of the plan holder in relation to the construction project.
- a. The contractor shall maintain the construction project database throughout the term of the contract.
 - b. Upon expiration of the contract, the contractor shall turn over the database in PDF format to the public entity.
- 3.4.6 The contractor shall store all bid documents in an archive system.
- a. Upon request by the public entity, the contractor shall print or copy to a CD-ROM any bid documents that have been archived.
 - b. The contractor shall maintain the archive system throughout the term of the contract.
 - c. The contractor shall turn over all files maintained in the archive system to the public entity upon expiration, termination, or cancellation of the contract, as requested by the public entity at no additional cost.
- 3.4.7 The contractor shall provide a file transfer protocol (FTP) and secure file transfer site from a link on the public entity's website at no additional cost. The contractor's file transfer protocol and secure file transfer site must provide for the communication and transferring of large document files between the public entity and the public entity's design consultants, see also paragraph 3.2.5.
- 3.4.8 Accessibility Compliance: All systems/applications developed and/or customized by the contractor shall comply with the applicable accessibility requirements of Missouri statute, see Section 191.863 of the Revised Statutes of Missouri (RSMo).
- a. The contractor shall promptly respond to any complaint brought to the contractor's attention regarding accessibility of the systems/applications developed and/or customized by the contractor and shall resolve such complaints by bringing the systems/applications into compliance with the applicable Missouri statute at no additional cost to the public entity. The contractor shall indemnify and hold harmless the MMPPC and any participating governmental entity purchasing the systems/applications developed and/or customized by the contractor from any claim arising out of the contractor's failure to comply with the aforementioned requirements.

3.5 Additional Requirements:

- 3.5.1 The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the public entity.
- a. The contractor shall make all such records, books, and other documents relevant to the contract available to the public entity and its designees and the Missouri State Auditor in a format acceptable to the public entity at all reasonable times during the term of the contract.
 - b. The contractor shall retain all such records according to the public entity's retention period or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, investigation, or other actions involving the records has been started before the expiration of the retention period, the contractor shall retain such records until completion of such action and resolution of all issues that arise from it.
 - c. The contractor shall permit the public entity, governmental or other auditors, and authorized representatives of the public entity to audit or examine, copy, or investigate any of the contractor's records, procedures, books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the contractor. Failure to retain adequate documentation for any service billed may result in recovery of payments for services not adequately documented. Any audit exception noted by governmental auditors shall not be paid by the public entity and shall be the sole responsibility of the contractor.

3.6 Invoicing and Payment Requirements:

- 3.6.1 Invoicing: Within thirty (30) business days after the public entity's issuance of the Project Intent to Award (or similar notice), the contractor shall submit an itemized invoice to the public entity for the specific construction project. The contractor shall submit an itemized invoice containing all charges specific to the project for all completed deliverables performed for the applicable public entity related to the public entity's project. The contractor's invoice shall include the following:
- a. The number of bid documents distributed/delivered.
 - b. A page breakdown of the bid document, indicating the number of pages of each format size and the number of pages of each such format size that are black and white, grayscale, and color, and further itemized by the number of pages that are single-sided and the number of pages that are double-sided.
 - c. Indicate if the bid document was identified by the public entity as a sensitive construction project.
 - d. Identify the binding, card stock cover, and mounting and laminated, if any, of the bid document.
 - e. Identify the number of bid documents distributed/delivered on a CD-ROM.
 - f. Identify any costs for next day delivery services incurred as a result of the public entity's specific request for such service. The contractor shall attach a copy of the receipts for such costs to the invoice. The contractor shall be reimbursed for such costs.
 - g. Show and compute a credit that is applied to the overall total invoiced price for the project equal to the total amount of all nonrefundable bid document charge payments collected by the contractor from vendors requesting bid documents for the specific project.

- h. Upon request of the public entity, the contractor shall attach document request forms, work orders for original printing, and reprint orders to the invoice.
- 3.6.2 Separate Invoice Required: If the contractor printed or copied to a CD-ROM any bid documents that have been archived, the contractor shall provide a separate invoice to the public entity detailing such services upon request of the public entity.
- 3.6.3 Payments: Upon the public entity's approval of the services and invoices submitted by the contractor, the public entity shall pay the contractor in accordance with the firm, fixed prices stated in the Pricing Section of the Vendor Response Page after completion of deliverables specified herein and acceptance by the participating agency's designated representative.
- a. Other than the payments and reimbursements specified herein, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, etc.
- 3.6.4 Tax Exempt: The Mid Missouri Public Purchasing Cooperative's member agencies are exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax.
- 3.6.5 Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The Mid Missouri Public Purchasing Cooperative's member agencies will not make any advance deposits.
- 3.6.6 The MMPPC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the MMPPC's rejection and shall be returned at the contractor's expense.

3.7 Contract Period, Cancellation and Termination:

- 3.7.1 The contract period shall be from the Date of Award through One (1) Year and include four (4) additional one-year renewal periods, or any portion thereof. The MMPPC shall initiate renewal of the contract by issuing a formal contract renewal and sending it to the contractor at the time of renewal. In the event the MMPPC exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period. Pricing indicated for the identified renewal may be requested by the contractor at the time of renewal.
- 3.7.2 Cancellation: The contract may also be cancelled by the Cooperative upon ten (10) days written notice to the vendor for non-compliance to these requirements, delivery problems, or other just cause so deemed by the Cooperative.
- 3.7.3 Termination: The MMPPC reserves the right to terminate the contract at any time for convenience without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by MMPPC member pursuant to the contract prior to the effective date of termination.



PART FOUR: EVALUATION AND AWARD INFORMATION

4.1 Evaluation and Award Process:

- 4.1.1 The MMPPC reserves the right to award one, some, all or no line items as deemed to be in the MMPPC's best interests. In this case, given the nature of bid document management services, the intent is to award all line items to one vendor.
- 4.1.2 Other Considerations: The MMPPC reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the vendor to meet mandatory general performance specifications; and/or 2) failure of the vendor to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the vendor within the past three years. As deemed in its best interests, the MMPPC reserves the right to clarify any and all portions of any vendor's offer.
- 4.1.3 Cost Evaluation: The cost evaluation shall be conducted by multiplying the quoted price per item by the respective estimated volume for that line item. The subtotals from all extended line item prices shall be added together to develop a total price for the contract period. The cost evaluation shall consider pricing totals for the original contract period plus the renewal contract periods; a grand total will be developed adding together the totals for all contract periods. The cost evaluation shall include all mandatory requirements. The MMPPC reserves the right to evaluate optional items, if deemed necessary.
- a. Unit of Measure: If the unit of measure specified on the attached pricing pages is different than the manner in which the vendor offers that item, then the unit of measure being proposed by the vendor must be clearly identified on the pricing page. All mathematical conversions should be shown by the vendor, and must be provided upon specific request from the Buyer.
 - b. In the cost evaluation, a unit price conversion will be done to fairly evaluate bid prices. However, for any resulting contract, the unit of measure bid will be the unit of measure awarded. Vendors are encouraged to contact the Buyer prior to submission of their bid to discuss anticipated unit modifications. The vendor is cautioned that the MMPPC reserves the right to clarify the unit of measure modification or to disqualify the bid for that line item if the unit of measure modification is not deemed appropriate or in the best interests of the MMPPC.

4.2 Open Competition/Request for Bid Document

- 4.2.1 It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise Boone County if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer of record for Boone County. Such communications should be received at least five (5) working days prior to the official bid opening date.

4.3 Terms and Conditions:

4.3.1 The bidder agrees that by submitting a bid, Boone County’s Terms and Conditions as incorporated herein shall become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the County shall govern.

PART FIVE: VENDOR RESPONSE PAGES

5.1 Objective:

5.1.1 The bidder shall understand and agree that the objective of this solicitation is to establish a Term and Supply contract(s) for Bid Document Management Services for the Mid-Missouri Public Purchasing Cooperative, from Date of Award through One (1) Year, with four (4) additional one-year renewals, or any portion thereof.

COOPERATIVE MEMBERS:

Participating entities in the resulting contract are:

- a. Boone County
613 E. Ash St., Room 109, Columbia, MO 65201
Contact: Liz Palazzolo, Senior Buyer
(573) 886-4392
lpalazzolo@boonecountymmo.org
- b. City of Columbia
701 E. Broadway, 5th Floor, Columbia, MO 65201
Contact: Sophie Heidenreich
(573) 874-7687
sophie.heidenreich@como.gov

By responding to this solicitation, the vendor shall agree to provide defined services herein at all quoted pricing without condition to the above-named Cooperative members.

5.1.2 The vendor has the option of agreeing to provision of defined services to other unnamed Cooperative members below:

- a. **No Mileage Limits:** Regarding Cooperative members not identified above, the vendor should indicate below by marking “Yes” or “No” if the vendor agrees to extend defined services to other government entities participating with the Mid-Missouri Public Purchasing Cooperative without mileage limits.

The vendor will check one as follows:

YES _____ OR NO _____

- b. **Mileage Limits:** If the vendor checked “Yes” above, but if the vendor has a defined service area outside of which the vendor will charge mileage, then the vendor (A) must identify the mileage radius outside the City of Columbia, Missouri for which the vendor will not charge mileage, and (B) identify the mileage charge for provision of service to entities outside the vendor-defined mileage radius:

(1) “The vendor agrees to provide Bid Document Management Services as indicated herein to entities participating in cooperative purchasing with MMPPC whose

facilities are within _____ miles of the city limits of Columbia, Missouri without additional charge.”

- (2) If the vendor is willing to extend services to Cooperative entities outside the above stated mile radius only if mileage charges are applied, the bidder shall quote a firm per mile price and identify any other associated delivery charges to entities outside the defined mileage radius: \$ _____ per mile (charged only if services are delivered outside the stated mileage radius).

Vendors Note: A negative answer to the above will not negatively impact the evaluation of the bid.

PART ONE: PRICING

Note About Estimated Quantities: The estimated quantities shown here are based on actual historical usage of the previous contract. The numbers are combined numbers for both Boone County and the City of Columbia. Small estimates indicate that the items was not previously purchased but it is included for the prospective contract inasmuch as the item may be ordered in the future. The vendor is advised not to draw any conclusions about guaranteed purchases by MMPPC members under a future contract. All estimates shall be considered non-binding.

The vendor shall quoted firm and fixed pricing that shall be effective for the full duration of the original contract period and for the identified renewal periods.

Line Item	Description	Estimated Annual Quantity	Original Contract Period Firm Fixed Price	First Renewal Period Maximum Price	Second Renewal Maximum Price	Third Renewal Maximum Price	Fourth Renewal Maximum Price
Printing of Large Format Bid Documents: 12" X 18" through 36" X 48"							
1	Single-sided Black and White	67,045	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
2	Single-sided Grayscale	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
3	Single-sided, Four (4) Color	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
Printing of Small Format Bid Documents: 8 1/2" X 11"							
4	Single-sided Black and White	1,000	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
5	Single-sided Black and White on Colored Paper	7,430	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
6	Single-sided Grayscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page

7	Single-sided, Four (4) Color	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
8	Double-sides Black and White	118,075	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
9	Double-sided Grayscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
10	Double-sided Four (4) Color	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
Printing of Small Format Bid Documents: 11" X 17"							
11	Single-sided Black and White	4,845	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
12	Single-sided Grayscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
13	Single-sided, Four (4) Color	60	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
Printing of Secure Documents							
14	Large format Black and White	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
15	Large format Grayscale	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
16	Large format Four (4) Color	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
17	Small format 8 ½" X 11" Single Sided Black and White	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Square Foot	\$ _____ Per Square Foot
18	Small format 8 ½" X 11" Single Sided Greyscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
19	Small format	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

	8 1/2" X 11" Single Sided Four (4) Color		Per Page	Per Page	Per Page	Per Page	Per Page
20	Small format 8 1/2" X 11" Double Sided Black and White	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
21	Small format 8 1/2" X 11" Double Sided Greyscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
22	Small format 8 1/2" X 11" Double Sided Four (4) Color	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
23	Small format 11" X 17" Single Sided Black and White	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
24	Small format 11" X 17" Single Sided Grayscale	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
25	Small format 11" X 17" Single Sided Four (4) Color	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
Binding							
26	Bind drawings	510	\$ _____ Per Set	\$ _____ Per Set	\$ _____ Per Set	\$ _____ Per Set	\$ _____ Per Set
27	Bid specifications – Plastic Bind Comb	455	\$ _____ Each	\$ _____ Each	\$ _____ Each	\$ _____ Each	\$ _____ Each
28	Bid specifications – Plastic Coil Binding	10	\$ _____ Each	\$ _____ Each	\$ _____ Each	\$ _____ Each	\$ _____ Each
29	Printed card stock cover, 8 1/2" X 11"	1,360	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
30	Mounting on 3/16" Foam Board	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

			Per Square Foot	Per Square Foot	Per Square Foot	Per Square Foot	Per Square Foot
31	Three (3) Mil Laminating on Foam Board	1	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot	\$ _____ Per Square Foot
File Retrieval and Printing/Copying from Archive System							
32	File Retrieval and Copy to CD-ROM	1	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each
33	File Retrieval and Printing (Drawing Sheet)	1	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet
34	File Retrieval and Printing (Document Pages)	1	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
Distribution/Delivery or Storage of Bid Documents							
35	Copy of Bid Documents to CD-ROM	1	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each
36	S/F Scan, Index, Post Online	13,705	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet
37	L/G Scan, Index, Post Online	670	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Each	\$ _____ Per Each	\$ _____ Per Each
38	Addendum Set-Up Fee Per Faxed/E-Mailed Page – Set-Up Charge, One-Time Per Job	40	\$ _____ Per Each Set-Up, One-Time Fee	\$ _____ Per Each Set-Up, One-Time Fee	\$ _____ Per Each Set-Up, One-Time Fee	\$ _____ Per Each Set-Up, One-Time Fee	\$ _____ Per Each Set-Up, One-Time Fee
39	Faxed/E-Mailed Page	5,490	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page	\$ _____ Per Page
40	Folding 11" X 17" Document	28	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet	\$ _____ Per Sheet

PART TWO: Vendor Response Page Continued, Vendor’s Experience and Reliability

The evaluation of the vendor’s proposed experience, expertise, and reliability shall be subjective based on the ability of the vendor to perform the requirements stated herein. Therefore, the vendor should present detailed information regarding their experience and reliability. The following information should be provided by the vendor in order to assist Boone County in evaluation of the vendor’s experience and reliability. The County reserves the right to use this information, including information gained from any other source, in the evaluation process.

Company History: The vendor should describe in the available space the company's background in conducting document management services, e.g., when the company was founded, how long the company has been serving the Missouri market, etc:

Vendor's References:

Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

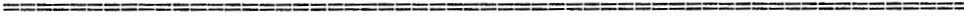
City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished: _____

Availability of Reference: _____



Company/Entity Name: _____

Contact Name: _____

Contact's Title: _____

City: _____ State: _____

Telephone Number and Area Code: _____

E-mail Address: _____

Description of Equipment/Services Furnished: _____

Availability of Reference: _____



MID-MISSOURI PUBLIC PURCHASING COOPERATIVE

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. The undersigned hereby offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood and all of which are made a part of this order.

Company Name:

Address:

City/Zip:

Phone Number:

Fax Number:

Email Address:

Federal Tax ID: _____

Corporation

Partnership - Name _____

Individual/Proprietorship - Individual Name: _____

Social Security Number : _____

Other (Specify) _____

When Organized: _____

When Incorporated: _____

Exempt From Tax Reporting? Yes ___ No ___

Authorized Representative Signature:

Print Name and Title of Authorized Representative

Date: _____



The vendor should complete and return this with the vendor's response

**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.

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver’s license, U.S. passport, birth certificate, or immigration documents).
Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
- _____ 2. I do not have the above documents, but provide an affidavit (*copy attached – see next page*) which may allow for temporary 90-day qualification.
- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____.
Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT

Only Required for Certification of Individual Bidder (Option #2) – see previous page

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:



MMPPC/Boone County Purchasing
 613 E. Ash Street, Room 109
 Columbia, MO 65201

Liz Palazzolo, Senior Buyer
 (573) 886-4392 – Fax: (573) 886-4390
 Email: lpalazzolo@boonecountymo.org

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF THE VENDOR DOES NOT WANT TO
 SUBMIT A BID**

If the vendor does not wish to respond to this bid request, but would like to remain on the Mid Missouri Public Purchasing Cooperative's vendor list for this service/commodity, please remove form and return to the MMPPC/Boone County Purchasing Department by mail or fax.

**Bid: MM69 –DOCUMENT MANAGEMENT SERVICES – TERM AND
 SUPPLY**

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

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.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 17

In the County Commission of said county, on the 7th day of November 20 17


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

Now on this day the County Commission of the County of Boone does hereby award bid 39-28SEP17 – Forensic Workstation for the Boone County Sheriff’s Department to J. C. Technology, Inc dba Ace Computers of Elk Grove Village, IL.

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 7th day of November, 2017

ATTEST:


Taylor W. Burks
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

501-2017

Boone County Purchasing

Liz Palazzolo
Senior Buyer



613 E. Ash, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: October 30, 2017
RE: 39-28SEP17 Forensic Workstation for the Boone County Sheriff's Department

Request for Bid #39-28SEP17 for a Forensic Workstation for the Boone County Sheriff's Department opened on September 28, 2017. Three (3) bids were received. The Boone County Sheriff's Office recommends award to the low bid, J.C. Technology, Inc. dba as Ace Computers of Elk Grove Village, Illinois.

This is a one-time purchase that includes a 5-year warranty. The total purchase price is \$11,829.45, and it will be paid from Fund 1253 - Internet Crimes Task Force, Account 92300 - replacement machinery and equipment.

Attachment: Bid Tabulation

/lp

cc: Leasa Quick, Sheriff's Department
Bid File #39-28SEP17

501-2817

39-28SEP17 - Forensic Workstation			
Bid Tabulation - Bid Opening 9/28/17 2:00 P.M.	SHI International Corporation	JC Technology, Inc. dba Ace Computers	Sumuri, LLC
	Somerset, NJ	Elk Grove Village, IL	Camden, Delaware
<i>Total Price, FOB Destination Freight Prepaid and Allowed</i>	\$ 14,893.00	\$ 11,829.45	\$ 14,619.00
<i>Brand/Model</i>	Talino KA-701X Workstation 24" Full HD Superclear IPS LED Monitor	Ace Forensic Client Examiner 12ATZ	Talino KA-701X Workstation 24" Full HD Superclear IPS LED Monitor
<i>Delivery ARO</i>	5-7 calendar days	30 calendar days	30 calendar days
<i>Co-Op Allowed</i>	Yes	Yes	Yes
<i>Warranty</i>	3 years	5 years	3 years
			NOTE: See Bid. Another total price was quoted of \$14,788.00 on Sumuri quote sheet. Clarification received 10/2/17 states that the price of \$14,619.00 is correct.

**PURCHASE AGREEMENT
FOR
A FORENSIC WORKSTATION**

THIS AGREEMENT dated the 7th day of November 2017 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **J. C. Technology, Inc. , dba Ace Computers**, 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 a **Forensic Workstation**, County of Boone Request for Bid, bid number **39-28SEP17** in its entirety including the Introduction and General Conditions of Bidding, Technical Specifications, Response Presentation and Review, the un-executed Response Form, the Federal Grant Requirements for the Multi-Jurisdictional Cyber Crime Grant, Standard Terms and Conditions, Addendum #1, as well as the Contractor's bid response dated **September 27, 2017**, executed by **John Samborski**, on behalf of the Contractor, and the clarification e-mail from **John Samborski** dated **October 5, 2017**. 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 the 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 Introduction and General Conditions of Bidding, Technical Specifications, Response Presentation and Review, the un-executed Response Form, the Federal Grant Requirements for the Multi-Jurisdictional Cyber Crime Grant, Standard Terms and Conditions shall prevail and control over the Contractor's bid response.

2. One-Time Purchase – The County shall make a one-time purchase of the Forensic Workstation described in all documentation references identified in paragraph #1 above, and include the Contractor's five (5)-year warranty.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the Forensic Workstation as specified and responded to in the bid specifications identified in paragraph #1 above. All products will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

Forensic Workstation: Ace FOREnsic Client Examiner Workstation 12 ATZ	
The price quoted shall be firm and fixed, and shall include all features, components and supplies described in references in paragraph #1 above, including a five (5) year manufacturer warranty, on-site installation and user training.	<p><u>\$11,829.45</u></p> <p>Total, Firm and Fixed Price</p>

4. Delivery – The Contractor agrees to deliver the Forensic Workstation as stated above to the Boone County Sheriff's Department within thirty (30) calendar days after receipt of order. All deliveries should be made to the Boone County Sheriff, 2121 County Drive, Columbia, MO 65202. All deliveries are FOB Destination, Freight Prepaid and Allowed.

5. Billing and Payment - All billing shall be invoiced to the Boone County Sheriff's Department. 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 correct monthly invoices within thirty calendar days of receipt; the Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if the 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 in writing by the Boone County Purchasing Office on behalf of the Sheriff's Department using the same formality as this agreement.

8. Termination - This agreement may be terminated by the County upon thirty calendar 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.

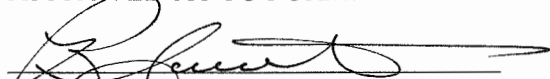
**J. C. TECHNOLOGY, INC.,
(DBA) ACE COMPUTERS**

by _____
title _____

BOONE COUNTY, MISSOURI

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:


County Counselor


ATTEST:


Taylor Burks, 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 is not required if the terms of this contract do not create a measurable county obligation at this time.)

Fund:1253 - Account: 92300: \$11,829.45

 by jj 10/31/2017
Signature Date Appropriation Account

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.



575 Lively Blvd, Elk Grove Village, IL 60007
(847) 952-6900/(847) 952-6901 (FAX) /www.acecomputers.com

October 5, 2017

Boone County Purchasing
613 E. Ash, Room 109
Columbia, MO 65201
Attn: Liz Palazzolo, Senior Buyer

Dear Ms. Palazzolo:

With regards to your questions listed in your e-mail dated Oct 5, 2017:

- 1) The terms of the RFB override any statements made on the quotation boilerplate. All pricing quoted on the project is firm, all-inclusive and is quoted as FOB Destination.
- 2) The form provided is often used for small components on our Federal GSA schedule 70 and NASA SEWP V contracts which mandate a minimum of 1 year on anything quoted so we have it listed there.

Our warranty for the County on all "Ace Forensic Client Examiner" systems is 5 years parts and labor with advanced parts replacement service.

We are located in Elk Grove Village, IL (about 5 miles from Chicago's O'Hare Airport) and are no more than 2 days away for any replacement part by regular UPS ground service to Columbia, MO, let alone any overnight/expedited service which can be provided. All parts are stocked here in the HQ office.

- 3) I apologize for not checking for the Addendum with the motherboard change. **We are receptive to utilizing either motherboard for your project**, but we would recommend that you use the Asus model because it is in our opinion a much higher performing mainboard which I will state some reasons below:

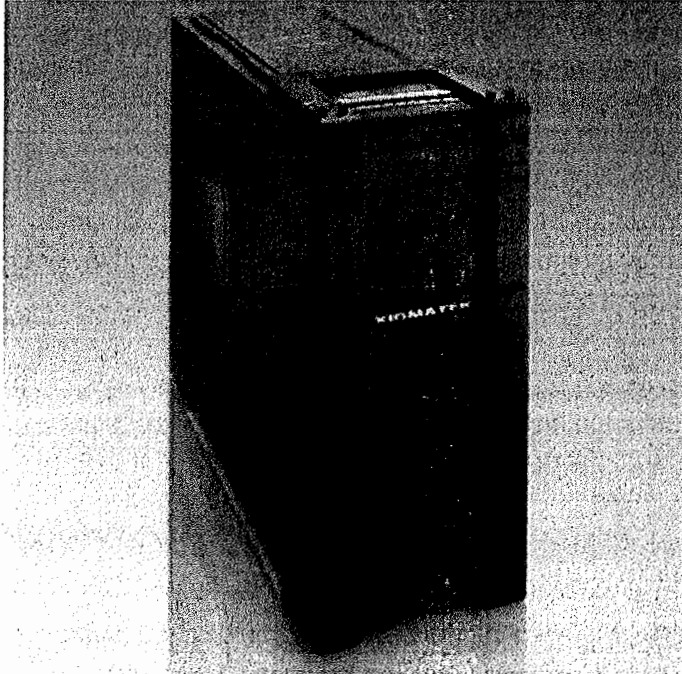
The Asus model detailed specifications are shown here:
(https://www.asus.com/us/Motherboards/Z10PED8_WS/)

This motherboard supports the dual Xeon E5-2660V4 processors as requested, and is basically the most full-featured dual Xeon Workstation motherboard on the market from any manufacturer. It's only shortcoming in my opinion is that it has only 8 DIMM slots for memory. It uses the same dual Intel Gigabit LAN ports as the Supermicro, it can accommodate 4 x dual wide Video Cards vs 3 for Supermicro (often utilized in Forensics for Password breaking.) It also has 10 x USB 3.1 ports which are 10GB/s vs the USB 3.0 (5GB/s) used by the Supermicro. It also has 2 SATA Express (10GB/S) ports and a 32GB/S M.2 port for PCI-Express drives which are today's fastest models (Supermicro has none of these). The Asus model design proposed requires a separate LSI 3008 SAS controller which we did provide for in our design. The nice thing about a separate controller is that if the controller has any difficulties, it can be replaced without changing the entire motherboard.

The Supermicro X10DAC detailed information is listed here:
<https://www.supermicro.com/products/motherboard/Xeon/C600/X10DAC.cfm>

The Supermicro board is less expensive and in my opinion less full featured. It has fewer PCI slots (6 vs 7), has only has 6 x USB 3.0 ports (vs 10 x USB 3.1 ports). The X10DAC also only supports 3 double wide Video Cards and has only 3 PCI-E x 16 slots entirely. It does come with an integrated LSI 3008 SAS controller built-in. The Supermicro also has 16 DIMM slots which would allow additional memory to be added vs the Asus.

- 4) Our chassis is a full tower model, and has the top mounted dock feature. We are the sole distributor of the chassis in the US and it is made by Xigmatek. It is known as the "Elysium" chassis. The URL for this is : http://www.xigmatek.com/product_detail.php?item=9



Front View of chassis



Exclusive Docking feature

There are numerous fans in the chassis that are standard and we also add fans for the RAID controller and GPU's depending on how many are installed. All fans are high output/low noise and the secret to the low noise is using larger fans at slower revolutions which move more air at less noise levels. Our Forensic systems are typically 28dB or quieter under typical operation load.

The power supply to be used is the eVGA SuperNOVA 1600 G2 Gold Fully Modular power supply which also carries a 10 year replacement warranty. Link to the actual product is here:

<https://www.evga.com/products/product.aspx?pn=120-G2-1600-X1>

- 5) The Blu-Ray Burner to be supplied is the LG WH16NS60 and comes with the 4MB Buffer as required. We have attached specifications on it and this can also be found at:

<http://www.lg.com/us/burners-drives/lg-WH16NS60>

Please contact me if there are additional questions.

Very truly yours,

John L. Samborski, PE
Vice-President



Z10PE-D8 WS

High Expandable EEB Power with Dual CPU

- Quad Strength Graphic Power – 4-Way PCI-E Gen3 x16 link supporting NVidia GeForce SLI and AMD CrossFireX on demand
- Supreme Power Solution – Premium components deliver industry-leading power efficiency
- Unique BIOS for Dual CPU O.C. –Boost CPU's overclocking performance up to 10%
- Superb storage flexibility– onboard M.2 x4 and support for ASUS PIKE II cards
- Easy maintenance–ASUS Q-Code Logger, an easy-maintenance button and Dr. Power LED displays unusual power statuses

[Add to comparison](#)

8 x DIMM. Up to 512GB •
Up to DDR4 2400/2133 MHz
RDIMM/ LR-DIMM

2 x SATA Express ports •

8 x SATA3 6Gb/s ports •

Intel LGA 2011-3 Socket •

• Q-code Logger/
USB BIOS Flashback

• TPM Header

• 4 x Front
USB 3.0 Ports

• 32Gb/s M.2 x 4

Dual Intel LAN •

PCI-E Gen3 x16 (x16/8 Link) •

PCI-E Gen3 x16 (x0/8 Link) •

PCI-E Gen3 x16 (x16/8 Link) •

PCI-E Gen3 x16 (x0/8 Link) •

• Intel C612 PCH

• PCI-E Gen3 x16 (x16 Link)

• PCI-E Gen3 x16 (x8 Link)

• PCI-E Gen3 x16 (x16 Link)

ASUS Workstation Exclusive Features

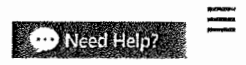


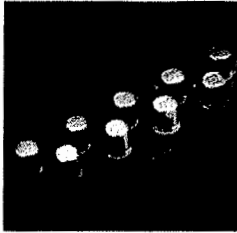
Quad-Strength Graphic Power

Seven native PCI Express 3.0 x16 slots mean Z10PE-D8 WS is equipped for immense graphics-processing power, so it's perfect for use in professional fields such as mechanical, architectural, interior design, or detail — so it's great for work or play.

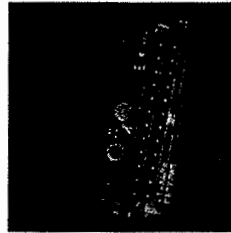
Supreme Power Solutions

ASUS Z10PE-D8 WS couples innovative thinking with premium components to deliver industry-leading power efficiency. Carefully engineered with Beat Thermal Chokes II made of highly conductive and efficient latest workstation motherboard, ASUS introduces the industry's most durable 12K solid capacitors, and exclusive ASUS ProCool power connectors. Z10PE-D8 WS is built to stay cool under pressure — and boot.





12K Solid Capacitors



ProCool Power Connector

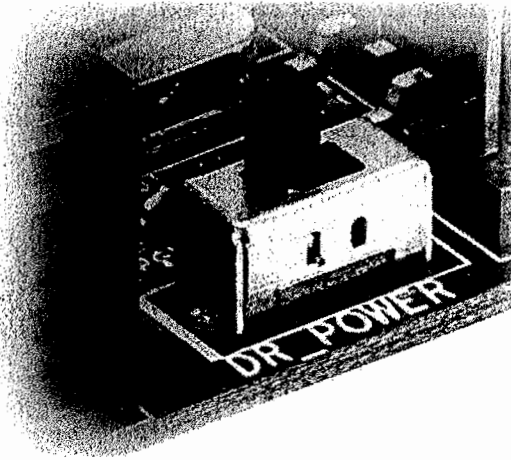
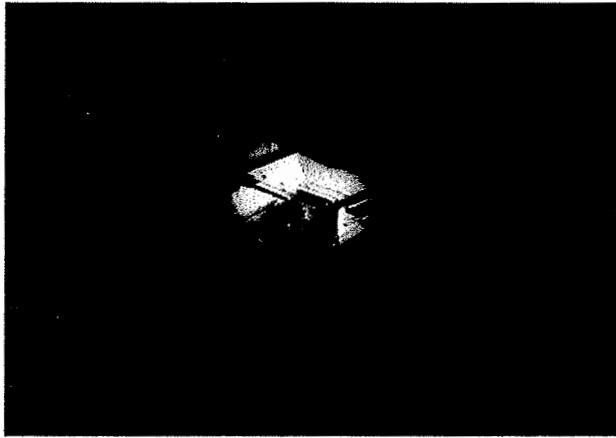


Q Code Logger – one-touch checker

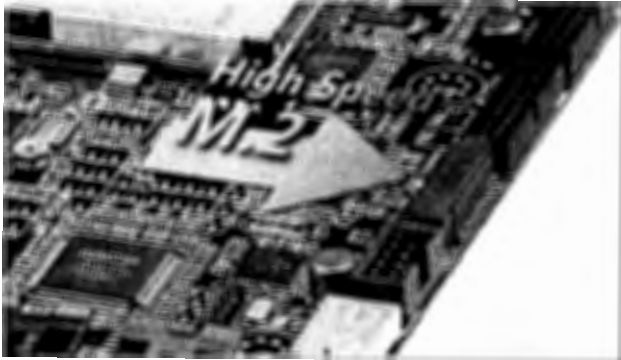
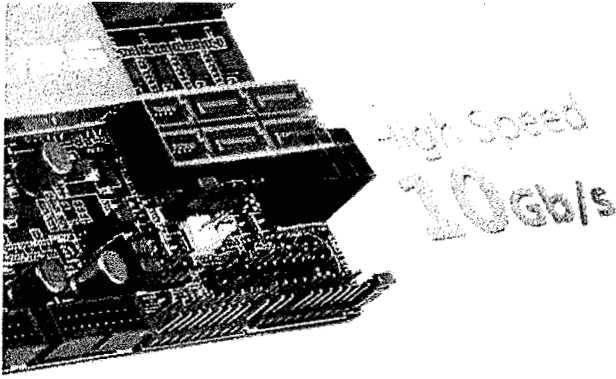
Q-Code logger is your one-touch checker that lets users easily check system status at any time. Plug a flash drive into adjacent USB port, press the motherboard's dedicated Q-Code logger button and all ASU

Dr. Power for intelligent PSU detection

As the Z10PE-D8 WS is meant for professional users who rely on non-stop operation, stable power delivery is critical. Real time power supply health detection helps prevent sudden system shutdown and pro issues in the event your system fails to boot.



Ultra-fast transfer speed

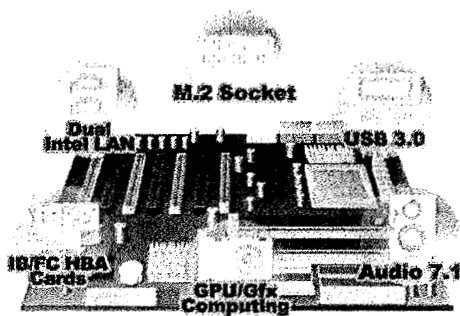


Evolve your storage speed with SATA Express

SATA Express provides up to 10Gbit/s data-transfer speeds from two PCIe 2.0 lanes, resolving the higher bandwidth request in the near future. The current SSDs consume up to 550MB/s, which is close to saturation standard — and ensures that you and your system won't get left behind.

Speed up your system with M.2

With two native PCI Express 2.0 bandwidth, M.2 supports up to 10Gbit/s data-transfer speeds and up to 22110 NGFF. It is the perfect choice for an operating system drive, making your whole PC work that much faster.





Z10PE-D8 WS

CPU Build in Intel® Socket 2011-3; Square type (80x80mm; The maximum length of the heatsink screw thread is 3.7mm.) Processors

Intel® Socket 2011-v3 for Intel® Xeon® processor E5-1600 v4 product family

Intel® Socket 2011-v3 for Intel® Xeon® processor E5-2600 v4 product family

* Refer to www.asus.com for CPU support list

Chipset Intel® C612 PCH

Memory 8 x DIMM, Max. 512GB, DDR4 1866*/2400/2133/1600/1333 MHz RDIMM, LR-DIMM Memory

Quad Channel Memory Architecture

** Refer to www.asus.com for the Memory QVL (Qualified Vendors Lists).

Graphic Speed AST2400 32MB

VGA port*¹

- Supports VGA with max. resolution 1920 x 1200 @ 60 Hz

Multi-GPU Support Supports NVIDIA® 4-Way SLI™ Technology

Supports AMD 4-Way CrossFireX Technology

Expansion Slots 4 x PCIe 3.0/2.0 x16 (dual x16 or quad x8) *²

2 x PCIe 3.0/2.0 x16 (dual x16) *²

1 x PCIe 3.0/2.0 x16 (dual x8) *²

Storage Intel® C612 chipset :

4 x SATA 6Gb/s port(s), gray, *³

4 x SATA 6Gb/s port(s), black, *³

1 x SATA Express port, gray, *⁴

1 x M.2 Socket 3, *⁵

Support Raid 0, 1, 5, 10

ASMedia® SATA Express controller :

1 x SATA Express port, , Compatible with 2 x SATA 6.0 Gb/s ports

LAN Intel® I210-AT, 2 x Gigabit LAN Controller(s)

Audio Realtek® ALC1150 8-Channel High Definition Audio CODEC

- Supports : Jack-detection, Multi-streaming, Front Panel Jack-retasking

- High quality 112 dB SNR stereo playback output (Line-out at rear) and 104 dB SNR stereo playback input (Line-in)

Audio Feature :

- DTS Ultra PC II

- DTS Connect

- Optical S/PDIF out port(s) at back panel

- BD Audio Layer Content Protection

- Absolute Pitch 192khz/24bit true BD lossless sound

USB Ports Intel® C612 chipset :

4 x USB 3.1 Gen 1 port(s) (4 at back panel.)

Intel® C612 chipset :

Need Help?



4 x USB 2.0/1.1 port(s) (2 at back panel, 2 at mid-board)

ASMedia® USB 3.0 controller :

6 x USB 3.1 Gen 1 port(s) (2 at back panel, blue, 4 at mid-board)

Workstation Feature 7 x PCIe x 16 slot(s)

ASWM Enterprise

ASUS Dr. Power

12K hours Capacitors

ProCool Power Connector

Q-Code Logger

USB BIOS Flashback

ASUS PIKE SAS upgrade kit(Optional)

Special Features **ASUS Digital Power Design :**

- Industry leading Digital 8 Phase Power Design

- Industry leading Digital 2 Phase DRAM Power Design

ASUS Exclusive Features :

- Front Panel USB 3.0 Support

ASUS Quiet Thermal Solution :

- Stylish Fanless Design Heat-pipe solution

ASUS EZ DIY :

- ASUS CrashFree BIOS 3

- ASUS EZ Flash 2

- ASUS MyLogo 2

ASUS Q-Design :

- ASUS Q-Shield

- ASUS Q-Code

- ASUS Q-Slot

- ASUS Q-DIMM

Back I/O Ports 1 x PS/2 keyboard/mouse combo port(s)

2 x LAN (RJ45) port(s)

6 x USB 3.1 Gen 1 (blue)

2 x USB 2.0 *6

1 x Optical S/PDIF out

1 x USB BIOS Flashback Button(s)

1 x Q-Code Logger button

1 x 8-channel Audio I/O

Internal I/O Ports 1 x AAFP connector

2 x USB 3.1 Gen 1 connector(s) support(s) additional 4 USB 3.1 Gen 1 port(s) (19-pin)

1 x USB 2.0 connector(s) support(s) additional 2 USB 2.0 port(s)

2 x SATA Express connector: gray, Compatible with 2 x SATA 6.0 Gb/s ports

1 x M.2 Socket 3

1 x TPM connector(s)

1 x COM port(s) connector(s)

8 x SATA 6Gb/s connector(s)

2 x CPU Fan connector(s) (2 x 4 -pin)

7 x Chassis Fan connector(s) (7 x 4 -pin)

1 x S/PDIF out header(s)

1 x 24-pin EATX Power connector(s)

2 x 8-pin ATX 12V Power connector(s)

1 x RAID key header(s)

1 x VGA connector(s)

1 x AUX panel header(s)

1 x SMBus header(s)

1 x System panel(s)

1 x Power-on button(s)

1 x Reset button(s)

1 x Clear CMOS button(s)

1 x Dr.Power switch(es)

1 x Serial Port header

1 x ASMB8-iKVM connector

1 x 6-pin EATX 12V_3 Power connector

Accessories I/O Shield

1 x COM port cable(s)

12 x SATA 6Gb/s cable(s)
 1 x Supporting DVD
 1 x 3-Way SLI bridge(s)
 1 x 4-Way SLI bridge(s)
 1 x SLI bridge(s)
 1 x 2-port USB 2.0 module(s)
 1 x VGA bracket(s)
 1 x ASWM Enterprise SDVD

BIOS 128 Mb Flash ROM, UEFI BIOS, PnP, WfM2.0, SMBIOS 2.6.1, ACPI 3.0,
 ASUS EZ Flash Utility, ASUS CrashFree Technology

Manageability WfM 2.0, DMI 2.0, WOL by PME, PXE

Support Disc Drivers · ASUS Utilities · ASUS Update

Operating System Windows® Server 2012 R2
 Windows® Server 2012
 Windows® Server 2008 Enterprise R2 SP1 64-bit
 Windows® 8.1 32/64-bit
 Windows® 7 32/64-bit
 Windows® 8 32/64-bit

Form Factor EEB Form Factor
 12 inch x 13 inch (30.5 cm x 33.02 cm)

Weight Color Box (1-in-1)
 Net Weight : 1.5 KG
 Gross Weight : 3.4 KG

Bulk Pack(5-in-1)
 Net Weight : 7.5 KG
 Gross Weight : 10.2 KG

Environment Operation temperature: 10°C ~ 35°C
 Non operation temperature: -40°C ~ 70°C
 Non operation humidity: 20% ~ 90% (Non condensing)

Note*2400MT/s is supported only when installing E5-2600 v4/E5-1600 v4 CPUs

*1 with bracket

*2 This motherboard is ready to support PCIe 3.0 SPEC. Functions will be available when using PCIe 3.0-compliant devices. Please refer to www.asus.com for updated details

*3 4 x gray from SATA controller, 4 x black from sSATA controller

*4 Compatible with 2 x SATA 6.0 Gb/s ports from SATA controller

*5 M.2 Socket 3 supports M Key and type 2260/2280/22110 storage devices

*6 1 supports USB BIOS Flashback, 1 supports Q-Code Logger

- All specifications are subject to change without notice. Please check with your supplier for exact offers. Products may not be available in all markets.
- PCB colors and bundled software versions are subject to change without notice.
- Brand and product names mentioned are trademarks of their respective companies.


The product (electrical, electronic equipment, lithium-ion containing button cell battery) should not be placed in municipal waste. Check local regulations for disposal of electronic products.

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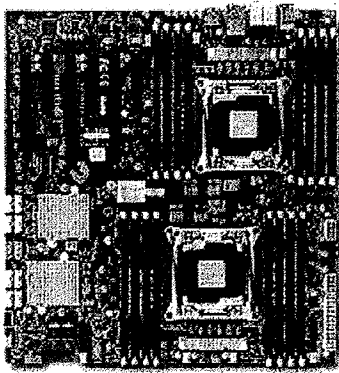




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X10DAC

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Key Features

1. Dual socket R3 (LGA 2011) supports Intel® Xeon® processor E5-2600 v4†/ v3 family; QPI up to 9.6GT/s
2. Intel® C612 chipset
3. Up to 2TB† ECC 3DS LRDIMM , up to DDR4- 2400†MHz ; 16x DIMM slots
4. 3 PCI-E 3.0 x16, 2 PCI-E 3.0 x8, and 1 PCI-E 2.0 x4 (in x8) slot
5. Dual GbE LAN ports via Intel® i210
6. 10x SATA3 (6Gbps) ports w/ Intel C612 controller; RAID 0, 1, 5, 10
7. 8x SAS3 (12Gbps) ports w/ Broadcom 3008 controller; SW RAID 0, 1, 10
8. 6x USB 3.0 (4 rear, 2 via header) 5x USB 2.0 (2 rear, 2 via header, 1 Type A)
9. 7.1 HD Audio with optical S/PDIF
10. Thunderbolt Add-On Card support

Links & Resources

- ▶ [Tested Memory List](#)
- ▶ [Tested HDD / SSD List](#)
- ▶ [Tested AOC List](#)
- ▶ [Motherboard Manual](#)
- ▶ [Quick Reference Guide](#)
- ▶ [Update Your BIOS](#)
- ▶ [Download the Latest Drivers and Utilities](#)
- ▶ [Download Driver CD](#)
- ▶ [Heat Sink Compatibility](#)
- ▶ [OS Compatibility](#)
- ▶ [DP Motherboard Selection Assistant](#)



Specifications

Product SKUs

- MBD-X10DAC -B ■ X10DAC (Bulk Pack)
- MBD-X10DAC -O ■ X10DAC (Retail Pack)

Physical Stats

- Form Factor ■ E-ATX
- Dimensions ■ 12" x 13" (30.5cm x 33.0cm)

Processor/Cache

- CPU ■ Intel® Xeon® processor E5-2600 v4†/ v3 family (up to 160W TDP **) ■ Dual Socket R3 (LGA 2011)

- Cores / Cache ■ Up to 22 Cores† / Up to 55MB† Cache

- System Bus ■ QPI up to 9.6 GT/s

Note † BIOS version 2.0 or above is required

Note ** Motherboard supports this maximum TDP. Please verify your system can thermally support.

System Memory

- Memory Capacity ■ 16x 288-pin DDR4 DIMM slots ■ Up to 2TB† ECC 3DS LRDIMM, 1TB ECC RDIMM
- Memory ■ 2400†/2133/1866/1600MHz ECC DDR4

Chassis (Optimized for X10DAC)

- 2U Chassis: ■ SC825TQ-R740LPB ■ SC826BA-R920LPB ■ SC213A-R740LPB ■ SC216BAC-R920LPB

- 3U Chassis: ■ SC835TQ-R920B ■ SC836BA-R1K28B ■ SC836BA-R920B ■ SC835BTQ-R1K28B

- 4U / Tower Chassis: ■ SC743TQ-1200B ■ SC745TQ-R920B ■ SC747TG-R1400B-SQ ■ SC846BA-R920B ■ SC846BE1C-R1K28B ■ SC745BTQ-R1K28B-SQ ■ SC747BTQ-R1K62B ■ SC847BE1C-R1K28LPB ■ SC847BE2C-R1K28LPB

Important Chassis Notes ■ To support the new generation Intel® Xeon® processor-based motherboards, **Revision M** chassis is recommended. Please talk to your sales representative for details.

Expansion Slots

- PCI-Express ■ 3 PCI-E 3.0 x16 ■ 2 PCI-E 3.0 x8 ■ 1 PCI-E 2.0 x4 (in x8)

Type	SDRAM 72-bit
DIMM Sizes	<ul style="list-style-type: none"> RDIMM: 64GB, 32GB, 16GB, 8GB, 4GB LRDIMM: 64GB, 32GB 3DS LRDIMM: 128GB
Memory Voltage	1.2 V
Error Detection	Corrects single-bit errors

On-Board Devices	
Chipset	Intel® C612 chipset
AHCI SATA	SATA3 (6Gbps); RAID 0, 1, 5, 10
SCU SATA	SATA3 (6Gbps); RAID 0, 1, 5, 10
SAS	Broadcom 3008 SAS3 (12Gbps) controller; SW RAID 0, 1, 10
Network Controllers	<ul style="list-style-type: none"> Dual Gigabit Ethernet LAN ports via Intel® i210 Supports 10Base-T, 100BASE-TX, and 1000BASE-T, RJ45 output
Audio	RealTek ALC888 7.1 High Definition Audio with S/PDIF header

Input / Output	
SATA	10x SATA3 (6Gbps) ports
SAS	8x SAS3 (12Gbps) ports
LAN	2x RJ45 Gigabit Ethernet LAN ports
USB	<ul style="list-style-type: none"> 6x USB 3.0 ports (4 rear + 2 via header) 5x USB 2.0 ports (2 rear + 2 via header + 1 Type A)
Audio	7.1 HD Audio with optical S/PDIF
DOM	2x SuperDOM (Disk on Module) ports
TPM	1x TPM Header

System BIOS	
BIOS Type	128Mb SPI Flash EEPROM with AMI BIOS
BIOS Features	<ul style="list-style-type: none"> Plug and Play (PnP) PCI 2.3 ACPI 1.0 / 2.0 / 3.0 / 4.0 USB Keyboard support SMBIOS 2.7.1 UEFI 2.3.1

Management	
Software	<ul style="list-style-type: none"> NMI SuperDoctor® 5 Watch Dog
Power Configurations	<ul style="list-style-type: none"> ACPI Power Management Power-on mode for AC power recovery

PC Health Monitoring	
Voltage	<ul style="list-style-type: none"> Monitors for CPU Cores, +1.8V, +3.3V, +5V, +12V, +3.3V Standby, +5V Standby, VBAT, Memory Voltages. 6 Phase-switching voltage regulator
FAN	<ul style="list-style-type: none"> 8x 4-pin fan headers (up to 8 fans) 8x fans with tachometer monitoring Status monitor for speed control Pulse Width Modulated (PWM) fan connectors
Temperature	<ul style="list-style-type: none"> Monitoring for CPU and chassis environment CPU thermal trip support Thermal Control for 8x Fan Connectors Thermal Monitor 2 (TM2) support PECI
LED	<ul style="list-style-type: none"> CPU / System Overheat LED Suspend static indicator LED UID/Remote UID
Other Features	<ul style="list-style-type: none"> Chassis intrusion detection Chassis intrusion header SDDC Support RoHS

Operating Environment	
Operating Temperature Range	10°C - 35°C (50°F - 95°F)
Non-Operating Temperature Range	-40°C - 70°C (-40°F - 158°F)
Operating Relative Humidity Range	8% - 90% (non-condensing)
Non-Operating Relative Humidity Range	5% - 95% (non-condensing)

Note: For optimized or compatible chassis, additional parts may be required, please check with Supermicro sales rep

Parts List

Parts List (Bulk)			
	Part Number	Qty	Description
X10DAC	MBD-X10DAC	1	X10DAC Motherboard
I/O Shield	MCP-260-00045-1N	1	STD size I/O Shield for X10DAi with EMI Gasket and front metal,RoHS/REACH
I/O Cables	CBL-0044L	2	SATA CABLE 61CM FLAT S-S PBF

Parts List (Retail)			
	Part Number	Qty	Description
X10DAC	MBD-X10DAC	1	X10DAC Motherboard
I/O Shield	MCP-260-00045-1N	1	STD size I/O Shield for X10DAi with EMI Gasket and front metal,RoHS/REACH
I/O Cables	CBL-0044L	6	SATA CABLE 61CM FLAT S-S PBF
Quick Reference Guide	MNL-1563-QRG	1	Quick Reference Guide

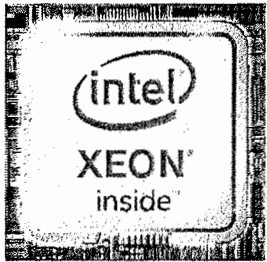
Optional Parts List			
	Part Number	Qty	Description
Heat Sink (optional, not included)	-	-	CPU Heat Sink reference
TPM security module (optional, not included)	AOM-TPM-9665V AOM-TPM-9665H	-	TPM 1.2 module with Infineon 9655, RoHS/REACH,PBF; Vertical or Horizontal depends on the server
	AOM-TPM-9665V-S AOM-TPM-9665H-S	-	TPM 1.2 module with Infineon 9655, RoHS/REACH,PBF; Vertical or Horizontal depends on the server, Provisioned for TXT
	AOM-TPM-9665V AOM-TPM-9665H	-	TPM 2.0 module with Infineon 9665, RoHS/REACH,PBF; Vertical or Horizontal depends on the server
	AOM-TPM-9665V-S AOM-TPM-9665H-S	-	TPM 2.0 module with Infineon 9665, RoHS/REACH,PBF; Vertical or Horizontal depends on the server, Provisioned for TXT
SuperDOM	-	-	Supermicro SATA DOM Solutions [Details]
Add-on Card	AOC-TBT-DSL5320	1	Thunderbolt 2,W/Display and GPIO cable,HF,RoHS/REACH

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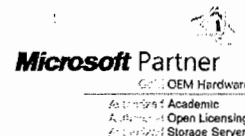
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Multiple write-blocked tray/trayless docks for
SCSI, IDE, SATA and flash media

- FOrensic Client Examiner - Specialized Workstations for Electronic Discovery/Data acquisition
- Configured for the Forensic investigator and Law Enforcement agencies
- Multiple Write-Blocked Tray/Trayless docks for suspect drive imaging
- System is designed for maximum I/O throughput and fastest data imaging speed
- Write - Protection Data Bridge allows safe imaging of SAS/SCSI/SATA/IDE and Flash Media
- Intel Core i3 /i5 /i7/Xeon Processors available
- Choice of internal data drive setup or internal RAID configuration
- All major forensic software packages are available through ACE
- Trusted Platform Module and SMARTcard reader are available
- Built in Gigabit LAN and Wireless LAN (Wireless is removable if desired)
- Anti-Vibration and Acoustically Dampened - low noise output
- TAA COMPLIANT - GSA Schedule product

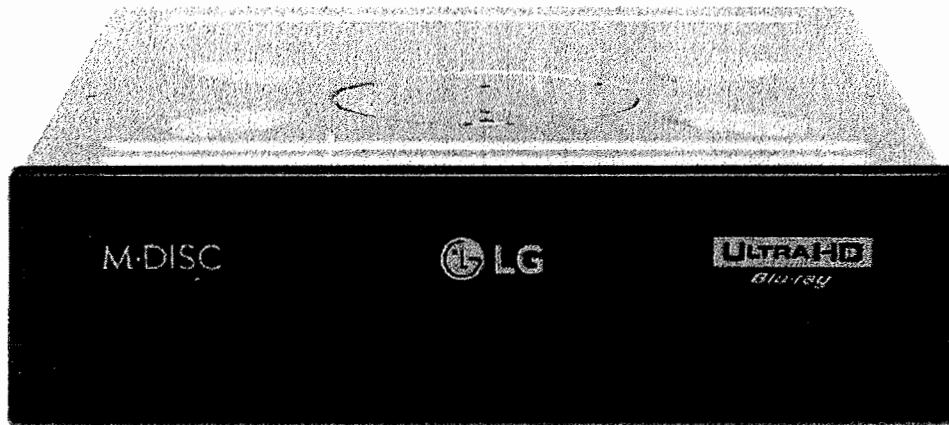


Technology
Provider
Platinum 2016

Internal Blu-ray Drive Ultra HD Blu-Ray Playback & M-DISC™ Support

WH16NS60

🔍 ZOOM



Key Features

Silent Play | Reduces Noise from Disc Spin During Movie Playback | Jamless Play
 | Max. 16X BD-R Read and Write Capability | Max. 16X DVD±R Write Speed

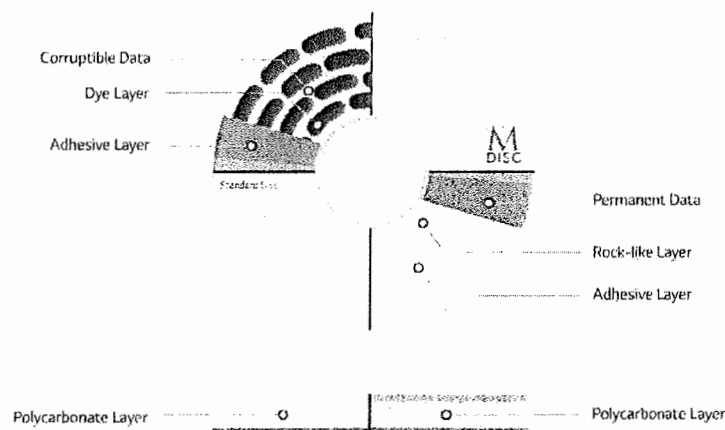
Where to Buy

Add to Compare | PRINT | SHARE 

★★★★★ Write a review

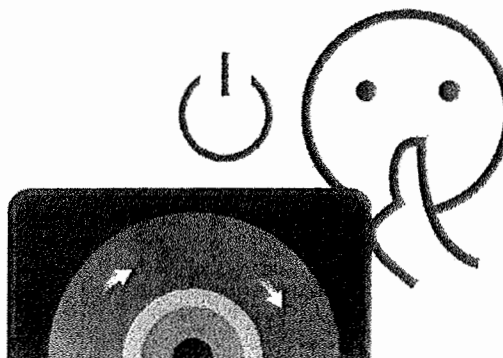
Superior data protection with M-DISC™ Support

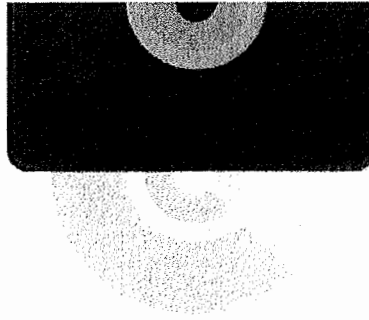
The M-DISC™ uses a patent rock-like recording surface instead of organic dye to etch your data onto a disc. The M-DISC has been tested and proven to outlast standard DVDs currently on the market.



Silent Play

The Silent Play technology helps reduce noise during playback by recognizing different multimedia and automatically adjusting the playback speed according to its criteria for optimal performance.





Super Multi Compatibility

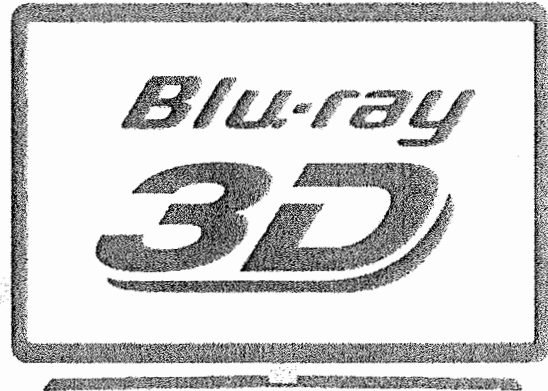
LG Super Multi Compatibility optical drives can read and write different types of disc formats in one convenient package.

- 1. DVD+R 2. RW DVD-R 3. RW DVD-RAM

This gives you the option to choose the media best suited for each task

Experience 3D Blu-ray

Take entertainment to the next level with 3D using the new Power BD-DVD 3D ver. Software bundle. You can now enjoy the excitement of all your favorite Blu-ray titles on your PC and with 2D to 3D converting you can bring a new dimension to all your videos.

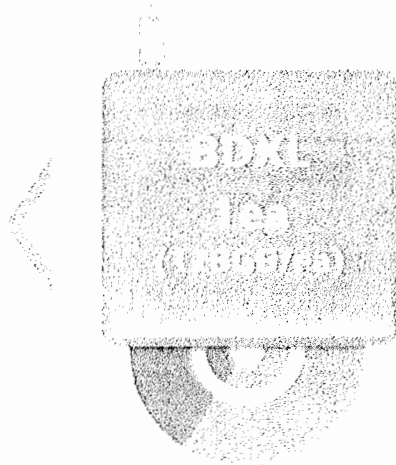




CD 182 ea
(700 B/ea)

DVD 27 ea
(4.7 GB/ea)

BD 5 ea
(25 GB/ea)



BDXL™ Support: Ultimate Capacity

Three Layer BD-XL-R/BD-XL RE discs offer 100GB capacity while quad layer BD-XL-R discs boast 128GB storage capacity on a single disc. It is equivalent of 27 standard DVDs or 5 single layer Blu-ray discs.

16x BD-R Writing

Capture all the excitement of Blu-ray with the 16x BD-R writing capability. Plus, now you can store more data on to BD-XL™ discs.



TRANSFER RATES - WRITE (MAX)

Type	Blu-ray / DVD Writer
BD-R (SL)	16x ZCLV
M-DISC BD (BD-R SL / DL / TL)	4x CLV / 6x PCAV / 4x CLV
BD-R(DL)	12x CAV
BD-R (TL)	8x ZCLV
BD-R(QL)	6x ZCLV
BD-R (LTH)	8x PCAV
BD-RE (SL/DL/TL)	2x CLV
DVD-R (SL)	16x CAV
DVD-R (DL)	8x ZCLV
DVD+R (SL)	16x CAV
M-DISC DVD (DVD+R)	4x CLV
DVD+R (DL)	8x ZCLV
DVD+RW	8x ZCLV
DVD-RW	6x CLV
DVD-RAM	5x CLV
CD-R	48x CAV
CD-RW	24x ZCLV

TRANSFER RATES - READ (MAX)

BD-ROM (SL/DL)	12x CAV / 8x CAV
BD-R (SL)	12x CAV / 8x CAV
BD-R (TL/QL)	6x CAV / 6x CAV
BD-R (SL/LTH)	8x CAV
BD-RE (SL/DL)	10x CAV / 6x CAV

BD-RE (TL)	4x CLV
BDMV (AACs Compliant Disc) (SL/DL)	12x CAV / 8x CAV
BDMV(UHD)(DL / TL)	8x CAV / 8x CAV
DVD-ROM (SL/DL)	16x CAV / 12x CAV
DVD-R (SL/DL)	16x CAV / 12x CAV
DVD+R (SL/DL)	16x CAV / 12x CAV
DVD-RW	12x CAV
DVD+RW	12x CAV
DVD-RAM	5x CLV
DVD-Video (CSS Compliant Disc) (SL/DL)	12x CAV / 8x CAV
CD-R/RW/ROM	48x CAV / 40x CAV / 48x CAV
CD-DA	40x CAV

OTHER FEATURES

Silent Play	Yes
Jamless Play	Yes

ACCESS TIME (1/3 STROKE)

BD-ROM	180ms typ.
DVD-ROM	160ms typ.
CD-ROM	150ms typ.

SUSTAINED TRANSFER RATE

BD-ROM	53.94 MB/s (12x) max.
--------	-----------------------

DVD-ROM 22.16 MB/s (16x) max.

CD ROM 7.2 MB/s (48x) max.

BUFFER SIZE

BUFFER SIZE 4 MB Buffer Under-run prevention function embedded

HOST INTERFACE

Internal (Drive) SATA

COMPLIANCE

RoHS Yes

Safety UL UL 60950-1 Second Edition

C-UL CSA C222 No. 60950-1 Second Edition

TUV EN 60950-1 / EN60825-1

SEMKO EN 60950-1 / EN60825-1

EMC CE Marking, RCM, BSMI, FCCI, KC, CU, FCC Part 15 Class B Digital Device, ICES-003 Digital Apparantus

Laser Safety Class 1 laser product comply with DHHS rules 21 CFR Subchapter J Class 1 laser product to EN60825-q/IEC 60825-1

OPERATING SYSTEMS

OPERATING SYSTEMS Windows 10, Windows 8.1, Windows 8, Windows 7

UHD SYSTEM REQUIREMENTS

CPU	Intel 7th Gen. KabyLake Core i3 or higher
GPU	Intel HD Graphics 630 or higher
Chipset	Intel SGX* / HDMI 2.0a / HDCP* 2.2 & 1.4 Support
O/S	Windows 10
RAM	Minimum 6GB
Network	Need To Network Access
Display	UHD (3,840 x 2,160 pixel) Resolution / HDMI 2.0a (HDR*) / HDCP* 2.2 & 1.4 Support

DIMENSIONS

(WxHxD)	5.7" x 1.6" x 6.5" (W/O Bezel)
---------	----------------------------------

WEIGHT

WEIGHT	1.4±0.1 lb
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OTHER

UPC	719192615656
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WHAT PEOPLE ARE SAYING

REVIEWS

★★★★★

Be the first to review this product

WE'RE HERE TO SUPPORT YOU WITH OUR PRODUCT.

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Warranty Information

View manufacturer warranty information

Register Your Product

Get the most out of your ownership

Manuals and Downloads

Download owner's manuals and documentation

Help Library

Help yourself to helpful product information

Video Tutorials

Learn how to install & operate your LG product

Request a Repair

Submit an online service request

Other Support Options

More help with your LG product

Contact us for any support inquiries.



Live Chat

[Chat with an LG Support Representative.](#)
Weekdays 8am-8pm CST



Telephone

Call an LG Support Representative.
(800) 243-0000 Consumer (6am-midnight CST)



Email

No time to chat? [Send LG Support your inquiry.](#)

ASK & ANSWER

Ask your questions. Share your answers.

Please first review the detailed product information and help guides in the [Product Support](#) section for this product prior to posting a question.

QUESTIONS

Be the first to ask a question

RECENTLY VIEWED



Internal Blu-ray Drive
Ultra HD Blu-Ray
Playback & M-DISC™
Support
WH16NS60

★★★★★ (0)

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Experience superior data security with external and internal drives and burners from LG. Secure your data for a lifetime with LG's innovative backup solutions with available features including:

Storage capacity: BDXL ultimate capacity lets you store the equivalent of 27 DVDs or 5 Blu-ray discs. Experience a new level of disc-writing capacity with LG.

Impressive USB speed: Experience quicker disc-writing speeds with Superspeed USB 3.0, which is 10 times faster than USB 2.0

M-Ready drive: Protect your data for a lifetime with LG's M-DISC, which is designed to withstand light, heat, humidity and time. Only LG offers this revolutionary technology.

Cinema 3D playback: Explore the best in 3D viewing technology with LG's Power DVD-BD 3DVer software for the ultimate 3D viewing experience.

Protect your important files and digital memories with LG's external and internal burners and drives -- designed to safely secure your data. You'll discover a new level of optical storage technology with LG's innovative available features, including BDXL Ultimate Capacity, which lets you store the equivalent of 27 DVDs or 5 Blu-ray discs, disc-writing speeds that are 10 times faster than USB 2.0, and LG's revolutionary M-DISC -- designed to withstand all the elements and secure your important data for a lifetime. Explore LG's external and internal drives and burners as well as our complete line of [all-in-one computers](#), and the superior data solutions of LG's [Blu-ray burners and drives](#), [DVD burners and drives](#) and more. LG offers the latest in state-of-the-art technology with the reliability you expect. Discover how LG is making life good.

Design, features and specifications subject to change without notice. Screen images simulated and/or dramatized. Some features in videos may not be available on all models. Please refer to the TECHNICAL SPECIFICATIONS tab for a complete list of features by model.



J.C. Technology, Inc.
 dba ACE COMPUTERS
 CAGE: 1PWX7
 DUNS: 796555589
 TIN: 36-4010566

QUOTE

Number AAAQ11180

Date Sep 27, 2017

BID_No_ 39-28SEP17

575 Lively Blvd, Elk Grove Village, IL 60007
 t. 847-952-6900 f. 847-952-6901

HQ: 877-223-2667

Sold To

Boone County Purchasing
 Liz Palazzolo
 613 East Ash, Room 109
 Columbia, MO 65201

Ship To

Boone County Purchasing
 Liz Palazzolo
 613 East Ash, Room 109
 Columbia, MO 65201

Quote Prepared By

John Samborski
 O: 847-952-6911
 C:

Phone 573-886-4392
Fax 573-886-4390

Phone 573-886-4392
Fax 573-886-4390

Here is the quote you requested.

john@acecomputers.com

Terms

NET 30

P.O. Number

Ship Via

BEST WAY

Line	Qty	Part	Description	Unit Price	Ext. Price
1	1	FORCE12ATZ		\$11,829.45	\$11,829.45

Ace FOREnsic Client Examiner Workstation 12ATZ
 Full Tower Chassis with 1600W Gold Rated Power Supply and 12 x 5.25"
 Drive Bays with exclusive top mounted dock feature
 System is EPEAT Silver Certified for Environmental Responsibility
 Dual Intel Xeon E5-2660V4 Processors, 14 Cores/28 Threads, 2.0 GHz, 35MB
 Cache, Liquid Cooling
 Asus Z10PE-D8 WS Motherboard (X99 is for 1 processor only)
 128GB DDR4 ECC Registered 2400 MHz memory
 1 x 1TB SSD - OS Drive
 1 x 1TB SSD (M.2)- Temps/Cache/DB Drive
 1 x 1TB SSD (M.2) - Cases and Databases
 4 x 6TB SATA Hard drives Configured in RAID 10 (Drives are enterprise class,
 designed for 24 x 7 operation, not desktop drives and are connected to
 dedicated RAID Card)
 1 nVidia GeForce GTX 1080 Video card with 8GB GDDR5X Video Memory
 4 x 2.5" Hot Pluggable Drive Bays
 5 x 3.5" Hot Pluggable Drive Bays
 2 x 22" widescreen LED Monitors with Built - in - speakers
 Windows 10 Professional (64 bit)
 "Tableau T356789iu USB 3.0 integrated forensic bridge with write blockers
 for IDE, SATA,SAS,USB D.0/2.0,Fire Wire IEEE 1394b and PCIe port with
 simultaneous imaging of two suspect drive on any 2 ports and Front Panel
 Write Protect Lock/unlock Feature for Read and write mode capabilities for
 all device ports "
 1 x 16X Blu-Ray/DVD/CD Writer
 Forensic Card Reader
 1 x 7 Port USB 3.0 Hub
 1 x 10 Port USB 2.0 Hub
 USB Enhanced Keyboard and Mouse
 5 Year Warranty on parts and labor

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH
 ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR
 FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED
 WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS,
 NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH
 ORIGINAL PACKAGING.



Line	Qty	Part	Description	Unit Price	Ext. Price
SubTotal					\$11,829.45
Tax					\$0.00
Shipping					\$0.00
Total					\$11,829.45

Please contact me if I can be of further assistance.

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOUR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.



Request for Bid (RFB)

Boone County Purchasing

613 E. Ash Street, Room 109
Columbia, MO 65201
Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 – Fax: (573) 886-4390
Email: lpalazzolo@boonecountymo.org

Bid Data

Bid Number: **39-28SEP17**

Commodity Title: **Forensic Workstation**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Thursday, September 28, 2017**

Time: **2:00 P.M.**

Vendors Note: Bids received after this time will not be opened. Late bids may be returned unopened if the vendor requests and at the vendor's expense.

Location / Mail Address: **Boone County Purchasing Department
613 E. Ash, Room 109
Columbia, MO 65201**

Directions: The Boone County Purchasing Department is located in the Boone County Annex Building across the street from the Armory Sport Center in downtown Columbia off Courthouse square. A wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Thursday, September 28, 2017**

Time: **Shortly after the Bid Submission Deadline Stated Above**

Location / Address: **Boone County Purchasing Department
613 E. Ash, Room 109
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Technical Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
- 5.0:
 - **Federal Grant Requirements for the Multi-Jurisdictional Cyber Crime Grant**
 - **Standard Terms and Conditions**
 - **Certification Regarding Debarment**
 - **Certification Regarding Lobbying**

- **Work Authorization Certification**
- **“No Bid” Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION:** This document is a Request for Bid for Boone County conducted by the Boone County Purchasing Department. Vendors are invited to respond by sealed bid by the indicated bid submission deadline on page 1 of this document. Bids received will be read shortly after the official bid submission deadline. Vendors responding to this request must comply with all technical specifications and requirements stated herein.
The County requests bids for a forensic workstation for the Boone County Sheriff's Department further specified 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/Vendor:** These terms refer generally to businesses having some sort of relationship to or with Boone County. 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 is the Bidder who has been selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier/Vendor - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Request for Bid or "Bid":** This entire document, including attachments is considered a "Request for Bid." A Request for Bid (RFB) may be used to solicit various kinds of information. The kind of information this RFB seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request 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 by the bidder/vendor/supplier according to the RFB instructions.
- 1.3. **BID CLARIFICATION:** Questions regarding this RFB should be directed in writing, preferably by fax or e-mail, to the identified Buyer in 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 RFB or its Amendments are binding, but any oral communications between the County and Bidder are not binding.
- 1.3.1. **Bidder Responsibility:** The Bidder is expected to be thoroughly familiar with all specifications and requirements of this RFB. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this RFB. By submitting a Response,

the Bidder is presumed to concur with all terms, conditions and specifications of this RFB.

1.3.2. **Bid Amendment:** If it becomes evident that this RFB must be amended, the Purchasing Department will issue a formal written Addendum 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.

1.4.1. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.

1.5. **CONTRACT EXECUTION:** This RFB and the Vendor'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 the Contract, the following order of precedence shall apply:

- 1) the provisions of the Contract (as it may be amended);
- 2) the provisions of the RFB;
- 3) the provisions of the Bidder's Response

1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS:** The bidder shall hereby agree to be bound by the County's standard "boilerplate" terms and conditions for contracts as attached hereto.

1.7. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:**

The contractor shall agree to comply with Missouri State Statute Section 285.530 in that the contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of contract, the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor also shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with contracted services.

The contractor shall require each subcontractor to affirmatively state in its contract with the contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. The contractor shall also require each subcontractor to provide the contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

2. **Technical Specifications**

2.1. **PURCHASE:** The contractor shall provide and install one (1) Forensic Workstation (Talino KA-701X or Equal) for the Boone County Sheriff's Department located in Boone County – Missouri as detailed in the following specifications.

2.1.1. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) calendar days of the notice of award/contract forms provided by the County. If the bidder desires to contract under the bidder's written agreement, any such proposed agreement must be submitted in blank with the bid for the County's consideration as part of the evaluation of bids; in the absence of such submission with the bidder's response, the County's forms shall be used. The 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 the County's RFB or are unacceptable to County legal counsel.

2.2. **BACKGROUND INFORMATION:** The County has received a federal grant titled the **Multi-Jurisdictional Cyber Crime Grant (MJCCG)** via the State of Missouri Department of Public Safety. Federal grant requirements are outlined in section 5 - *Federal Grant Requirements for the Multi-Jurisdictional Cyber Crime Grant*.

2.2.1. The MJCCG special conditions require equipment expenditures to be in accordance with the approved budget.

2.3. **WORKSTATION REQUIREMENTS:**

2.3.1. The forensic workstation that the contractor shall provide shall have all hardware and software provided and installed by the contractor, and shall at minimum possess the following features:

Forensic Workstation

- a. Dual Intel Xeon E5-2660 v4 2.00 GHz 35 MB Cache 14 Core Processor
- b. 128GB of High End DDR4 2133 MHz RAM
- c. One (1) 1TB SSD for the Operating System
- d. One (1) 1TB M.2 for Temporary Files and Processing
- e. One (1) 1TB M.2 for Cases and Database(s)
- f. Four (4) 6TB Hard Drives Configured in RAID 10
- g. One (1) GTX 1080 8GB GDDR5 Graphics Processing Unit featuring the Pascal Processor
- h. One (1) 2.5" Hot Swap Bay with Four (4) Hot Swap Bays
- i. One (1) 3.5" Hot Swap Tray, resulting total with above requirement of five (5) Removable Bays
- j. One (1) Blu-Ray 16X 4MB Cache SATA Blu-ray Burner
- k. Liquid Cooling for the Central Processing Unit
- l. Forensic Card Reader as Front Panel
- m. One (1) 7 Port USB 3.0 Hub
- n. Ten (10) Port USB 2.0 Hub
- o. Tableau T-356789iu
- p. One (1) 1600-Watt Power Supply Unit
- q. High End Whisper Quiet (or equal) Fans throughout the entire workstation system
- r. Microsoft Windows 10 Pro 64 Bit Operating System
- s. Two (2) minimum 22" LED Monitors
- t. ASUS X99-E WS/USB 3.1 Motherboard
- u. Warranty Requirement: Three (3) Year Standard Manufacturer's Warranty
- v. Brand Reference: Talino KA-701X or Equal

2.3.2. One set of instruction and service manuals shall be furnished with the forensic workstation.

2.3.3. The County anticipates purchasing one (1) workstation.

2.4. **INSURANCE REQUIREMENTS:** The contractor shall not commence work under the contract until the contractor has obtained all insurance required under this paragraph and such insurance has

been approved by the County, nor shall the contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All policies shall be in amounts, form and from companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- 2.4.1. **Compensation Insurance:** The contractor shall carry and maintain during the life of the contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under the contract at the site of the work is not protected under the Worker's Compensation Statute, the contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 2.4.2. **Comprehensive General Liability Insurance:** The contractor shall carry and maintain during the life of the contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by the contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under the contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 2.4.3. The contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the contractor in fulfilling the terms of the contract during the life of the contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.
- 2.4.4. **Commercial Automobile Liability:** The contractor shall maintain during the life of the contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.4.5. **Proof of Carriage of Insurance:** The contractor shall furnish the County with Certificate(s) of Insurance which names the County as an additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

- 2.4.6. **Indemnity Agreement:** To the fullest extent permitted by law, the contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of the contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with vendor or a subcontract for part of the services), of anyone directly or indirectly employed by vendor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require the contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.5. **BID/CLARIFICATION CONTACT:** Liz Palazzolo, Senior Buyer, Boone County Purchasing, 613 E. Ash, Room 109, Columbia, MO 65202. Telephone: (573) 886-4392; Fax: (573) 886-4390; E-mail: lpalazzolo@boonecountymo.org.
- 2.6. **BILLING AND PAYMENT:** Payment will be made within thirty (30) calendar days from receipt of a correct statement.
- 2.7. **DELIVERY:** FOB Destination, Freight Prepaid and Allowed - Delivery to the Boone County Sheriff's Department located at 2121 County Drive in Columbia, Missouri. All deliveries shall be made FOB Destination with all freight, handling, transportation and insurance charges fully included and prepaid by the vendor.

3. Response Presentation and Review

- 3.1 **RESPONSE CONTENT:** In order to enable direct comparison of competing bid responses, the bidder must submit the bid response in strict conformity to the requirements stated in the RFB. Failure to adhere to all requirements may result in the bidder's response being disqualified as non-responsive. All bid responses must be submitted using the provided Response Sheet provided herein. Every question on the Response Sheet must be answered by the bidder, and if not applicable, the bidder must indicate "N/A."
- 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. **Submittal Package:** Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
- 3.2.2. **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing*.
- 3.3. **BID OPENING:** On the date and time and at the location specified on the title page under "Bid Opening," all Responses will be opened in public. Brief summary information from each response will be read aloud.
- 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 RFB conditions, may be waived at the County's 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 the County's judgment the vendor selected appears to offer the best overall solution for the County's current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation:** The County will evaluate submitted bid Responses in relation to all aspects of this RFB.
- 3.5.2. **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.

4. Response Form

The bidder should submit three (3) complete copies of the bidder's bid response in a single-sealed envelope, clearly marked on the outside, left corner with the bidder's company name and return address, the Request for Bid number and the bid opening due date and time. In addition, the bidder shall complete the following as indicated below and submit said completed form with each copy of the bid response:

- 4.1. Company Name: JC Technology Inc. DBA Ace Computers
4.2. Address: 575 Lively Blvd
4.3. City/Zip: Elk Grove Village, IL 60007
4.4. Phone Number: 847-952-6900
4.5. Fax Number: 847-952-6901
4.6. E-Mail Address: john@acecomputers.com
4.7. Federal Tax ID: 36-4010566

4.8. 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, including Boone County's Terms and Conditions, FOB Destination Freight Prepaid and Allowed. Further, the undersigned has read and understood all requirements, terms and conditions, and agrees that all of which are made part of the contract and any orders resulting thereunder. By submission of this bid response, the vendor certifies their compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.8.1. Authorized Representative: [Signature]

4.8.2. Type or Print Signed Name: John Samborski

4.8.3. Today's Date: 9/27/17

PRICING

Table with 3 columns: Item ID, Description, Quantity, Total Unit Price. Row 1: 4.9.1. Forensic Workstation, Shall comply with technical specifications and requirements stated herein, 1, \$ 11,829.45 /EA. Row 2: The price quoted shall be firm and fixed, and shall include all features, components and supplies described herein including a three (3) year manufacturer warranty, on-site installation and user training. Pricing shall be quoted FOB Destination Freight Prepaid and Allowed (all freight, transportation and insurance costs shall be included in the quoted price to the County). Row 3: Identify Brand and Model Bid: Ace Forensic Client Examiner 12ATZ

- 3.5.3. **Validity of Bid and Pricing:** The bidder's response including pricing must remain valid for ninety (90) calendar days or until award, whichever comes first. If the bid response is accepted, the entire bid response including all pricing shall be held firm for the duration of the indicated contract period.
- 3.5.4. Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.
- 3.5.5. **Sovereign Immunity:** The County of Boone, due to its status as a public entity in the State of Missouri and its entitlement to sovereign immunity, is unable to accept contract provisions which require the County to indemnify another party (RSMo §537.600). Any indemnity language in proposed terms and conditions will be modified to conform to language that the County is able to accept.

4.10. Cooperative Procurement: Will the bidder honor the submitted prices and terms for purchase by other entities in Boone County, Missouri that participate in cooperative purchasing with Boone County, Missouri?

 X Yes No

4.11. Delivery: Identify the number of calendar days after receipt of order that the forensic workstation will be delivered to and installed for complete operation the Boone County Sheriff's Department:

 30 Calendar Days After Receipt of Order (ARO)

4.12. Describe any deviations from bid specifications (Vendors Note: Any deviation from any mandatory specification may render the bid nonresponsive and incapable for award.):

 None

4.13. Identify the Support Center Location and Phone Number, if applicable:

 Elk Grove Village, IL 877-ACE-COMP

End of Response Form

5. **Federal Grant Requirements for the Multi-Jurisdictional Cyber Crime Grant**

5.1. **FEDERAL FUNDS TO BE USED:** All agreements or contracts will include, and are subject to federal contract conditions (per 28 C.F.R. Part 66.36), statements, assurances and certifications, and said requirements are incorporated herein by reference. The following requirements shall be fully considered in preparing responses and performing work under any resulting award.

5.2. **SUBAWARDS TO DEBARRED AND SUSPENDED PARTIES:** Boone County will not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

5.2.1. Complete the attached *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions*.

5.3. **PROTEST PROVISIONS:**

5.3.1. *Right to Protest.* Any actual or prospective bidder, offeror, or vendor who is aggrieved in connection with the solicitation or award of a contract may protest to the Boone County Commission. Protesters are urged to seek resolution of their complaints initially with the purchasing agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and could not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

5.3.2. *Stay of Procurements During Protests.* In the event of a timely protest under Subsection (1) of this Section, the purchasing agent will not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the Boone County Commission makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County.

5.3.3. *Entitlement to Costs.* In addition to any other relief, when a protest is sustained, the protesting offeror shall be entitled to the reasonable costs incurred in connection with the solicitation, including bid preparation costs other than attorney's fees.

5.3.4. All protests will be reported to the Federal Grant Agency.

5.4. **DISADVANTAGED BUSINESS ENTERPRISE STATEMENT:** Vendors offering bids on County contracts funded in whole or in part by assistance from a federal agency shall take the following affirmative steps to assure that small, woman owned, and minority businesses are utilized when possible as sources of supplies, services and construction items.

5.4.1. Vendors shall submit the name and other information, if any, about their DBE sub-vendors along with their bid information.

5.4.2. Sufficient and reasonable efforts will be made to use qualified DBE sub-vendors when possible on County contracts.

5.4.3. Qualified small, woman owned, and minority businesses will be included on solicitation lists as

sub-vendors for County supplies, services, and construction.

- 5.4.4. Qualified small, woman owned, and minority businesses will be solicited whenever they are potential sources.
- 5.4.6. When economically feasible, vendors will divide total requirements into smaller tasks or quantities so as to permit maximum small, woman owned, and minority business participation.
- 5.4.7. Where the requirements permit, vendors will establish delivery schedules which will encourage participation by small, woman owned and minority businesses.
- 5.4.8. Vendors will use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprises and the Community Services Administration.
- 5.5. **CONFLICT OF INTEREST:** The submission of a proposal response to this request shall be deemed a certification that to the best of the Offeror's knowledge, no employee of the County of Boone or member of any Central Missouri Regional Justice Information System committee or its agents, has any direct or indirect financial or other interest in any agreement, contract or bid for equipment, supplies or work to be furnished under this request. Vendor further certifies that such Offeror has not and will not, either directly or indirectly entered into any agreement, or understanding; participated in any collusion; or otherwise taken any action in restraint of free competitive pricing in connection with this request. Vendor further certifies that vendor will not knowingly provide gratuities to County of Boone employees, or member of any Central Missouri Regional Justice Information System committee or its agents, or to their family members. Vendor shall require all subcontractors at all tiers to be bound by this conflict of interest provision.
- 5.6. **ACCESS TO RECORDS AND REPORTS:** The following access to records requirements apply to the resulting contract from this RFP:
- 5.6.1. The Vendor agrees to provide the County, the DOJ Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Vendor which are directly pertinent to the resulting contract for the purposes of making audits, examinations, excerpts and transcriptions.
- 5.6.2. The Vendor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- 5.6.3. The Vendor agrees to maintain all books, records, accounts and reports required under the resulting contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of the contract, in which case Vendor agrees to maintain same until the County, the Grant Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(I) (11).
- 5.7. **FEDERAL CHANGES:** Vendor shall at all times comply with all applicable federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the resulting Purchase Agreement between County and Vendor, as they may be amended or promulgated from time to time during the term of this contract. Vendor's failure to so comply shall constitute a material breach of the contract.
- 5.8. **CIVIL RIGHTS:**

5.8.1 Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Vendor agrees to comply with applicable Federal implementing regulations and other implementing requirements which the federal government may issue.

5.8.2 Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Vendor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq ., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Vendor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Vendor agrees to refrain from discrimination against present and prospective employees for reason of age.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Vendor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities.

5.8.3. The Vendor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance, modified only if necessary to identify the affected parties.

5.9. ENVIRONMENTAL COMPLIANCE:

5.9.1. The Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq* , the Clean Water Act, as amended, 33 U.S.C. §1368, Executive Order 11738 and EPA regulations. The Vendor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to federal granting agency and the appropriate EPA Regional Office.

5.9.2. The Vendor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance.

5.10. ENERGY CONSERVATION REQUIREMENTS:

- 5.10.1. The Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- 5.10.2. The Vendor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance.

5.11. NO OBLIGATION BY THE FEDERAL GOVERNMENT:

- 5.11.1. The Purchaser and Vendor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Vendor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
- 5.11.2. The Vendor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance under this Contract. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5.12. NOTICE OF REPORTING REQUIREMENTS:

- 5.12.1. Vendor acknowledges that it has read and understands the reporting requirements of Homeland Security stated in 28 C.F.R. §§ 66.40 et seq., 70.50-70.52 and Part III of Chapter 11 of the United States Department of Justice's Office of Justice Programs *Financial Guide*, and agrees to comply with any such applicable requirements.
- 5.12.2. Vendor agrees to include the above clause in each third-party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5.13. NOTICE OF REQUIREMENTS PERTAINING TO COPYRIGHTS:

- 5.13.1. Vendor agrees that Homeland Security shall have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes:
- (a) The copyright in any work developed with the assistance of funds provided under this Agreement;
- (b) Any rights of copyright to which Vendor purchases ownership with the assistance of funds provided under this Agreement. 28 C.F.R. §§ 66.34, 66.36(i) (8)-(9).
- 5.13.2. Vendor agrees to include the above paragraph in each third-party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
- 5.14. **PATENT RIGHTS:** *(applicable to contracts for experimental, research, or development projects financed by Homeland Security. 28 C.F.R. §§ 66.36(i)(8), 70.48(e), Part 70, Appendix A.)*

- 5.14.1. General. If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under this Agreement, and that invention, improvement, or discovery is

patentable under the laws of the United States of America or any foreign country, the County and Vendor agree to take actions necessary to provide immediate notice and a detailed report to the Homeland Security.

- 5.14.2. Unless the Government later makes a contrary determination in writing, irrespective of the Vendor's status (large business, small business, state government or instrumentality, local government, nonprofit organization, institution of higher education, individual), the City and Vendor agree to take the necessary actions to provide, through Homeland Security, those rights in that invention due the Government described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.
- 5.14.3. Vendor also agrees to include the above paragraphs in each third-party subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by Homeland Security.
- 5.15. LOBBYING:**
- 5.15.1. Vendor shall not use or pay any funds received under this Agreement to influence or attempt to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 5.15.2. Vendor agrees to the provisions of the attached Certification Regarding Lobbying, attached hereto and incorporated herein (applicable for contracts or subcontracts in excess of \$100,000).
- 5.15.3. Vendor agrees to include the above two paragraphs in each third-party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.
- 5.16. COMPLIANCE WITH LAWS, ETC.:** The Vendor agrees to comply with the applicable provisions of the Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts; the OCFO Financial Guide; the 2009 Recovery Act – MJCCG/JAG Grant Program Application Packet; and other applicable federal laws, orders, circulars or regulations. Special attention is called to, but not limited to, the local environmental ordinances. Ignorance on the part of the Offeror will in no way relieve him or her from responsibility of compliance with all said laws, ordinances, rules, and regulations.



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 - Fax (573) 886-4390

Standard Terms and Conditions

1. The 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 the 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 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 RFB, 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 Vendor must notify the Purchasing Department.
9. In case of default by the Vendor, 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 Vendor'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 Vendor 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 vendor 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.

(Please complete and return with Bid Response)

**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, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510:

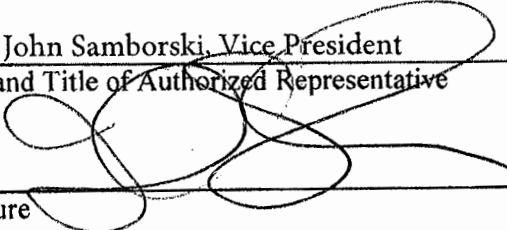
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies that it and its principles:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause of default; and

- (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.

John Samborski, Vice President

Name and Title of Authorized Representative



Signature

9/27/2017

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

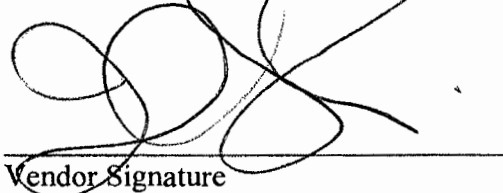
The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Vendor Signature

9/27/2017

Date

Boone County Purchasing



Liz Palazzolo, Senior Buyer
613 E. Ash St., Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, choose one of the three options that applies. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

CERTIFICATION OF INDIVIDUAL BIDDER

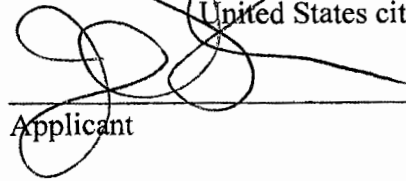
Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

Option

- 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- 2. I do not have the above documents, but provide an affidavit (copy attached – *see following page*) which may allow for temporary 90-day qualification.

- 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.



Applicant

9/27/2017

Date

John Samborski

Printed Name



"No Bid" Response Form

Boone County Purchasing
613 E. Ash St., Room 110
Columbia, MO 65201

Liz Palazzolo, CPPO, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
lpalazzolo@boonecountymo.org

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If the vendor does 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 this form and return it to the Purchasing Department by mail, e-mail or fax.

Bid: 39-28SEP17 – Forensic Workstation

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

PRIVATE EMPLOYER AFFIDAVIT OF COMPLIANCE PURSUANT TO O.C.G.A. 36-60-6(d)

By Executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. 36-60-6, stating affirmatively that the individual, firm or corporation employs more than 10 employees and has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A 13-10-90. Furthermore, the undersigned private employer hereby attests that its federal work authorization number and date of authorization are as follows:

501399

Federal Work Authorization User Identification Number

02/07/2012

02/07/2012

Date of Authorization

JC Technology Inc. DBA Ace Computers

Name of Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on September 27, 2017 in Elk Grove Village, IL

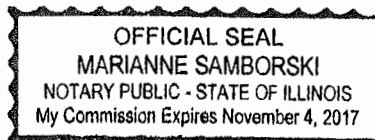


Signature of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THE 27TH OF SEPTEMBER, 2017.



Notary Public



My Commission Expires: _____



U.S. Citizenship and Immigration Services

E-Verify Employers Search Tool

The search tool covers currently enrolled employers, federal contractors, and E-Verify Employer Agent (EEAs) in E-Verify through July 1, 2017. Federal contractors self report whether their contract has the E-Verify FAR clause. The search tool contains the following:

- Business name (the name used during registration with E-Verify, it can be the legal name of the business or individual, a trade name or abbreviation)
- Federal Contractor Identifier (yes/no)
- E-Verify Employer Agent (EEA) (yes/no)
- Employer city, state and ZIP code used at registration
- Workforce size (five or more)

Note:

- The search tool only includes employers, federal contractors, and E-Verify employer agents who have self-reported that their company has five or more employees. **Read [additional caveats \(PDF, 161 KB\)](#) and other useful information below prior to reviewing search results.**
- To export search results, click on the bottom-left button titled, "CSV."

Employer Name

J.C. Technology

Federal Contractor?

- Any - ▼

E-Verify Employer Agent?

- Any - ▼

Employer State Code

Alaska
Alabama
Arkansas
American Samoa
Arizona
California
Colorado

Connecticut
District Of Columbia
Employer ZIP Code
Delaware

Federated States Of Micronesia
Georgia
Employer City
Guam

Idaho
Illinois
Items per page

Indiana
10

Kentucky

FILTER **RESET**

Maryland
Maine

<u>Employer Name</u>	<u>Federal Contractor?</u>	<u>E-Verify Employer Agent?</u>	<u>Employer City</u>	<u>Employer State Code</u>	<u>Employer ZIP Code</u>	<u>Workforce Size</u>
J.C. Technology, Inc	Yes	No	Elk Grove Village	IL	60007	20 to 99

Showing 1 to 1 of 1 entries.

- CSV
- North Carolina
- North Dakota
- Nebraska
- New Hampshire
- New Jersey
- New Mexico
- Nevada
- New York
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Palau
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- U.S. Minor Outlying Islands
- Utah
- Virginia
- Virgin Islands
- Vermont
- Washington
- Wisconsin
- West Virginia

west virginia

Wyoming

ILLINOIS

Jesse White • Secretary of State

DRIVER'S LICENSE

Lic. No.: 5516-4726-4102

DOB: 04-09-64

Expires: 04-09-20

Issued: 02-18-16

JOHN L SAMBORSKI
768 HALBERT LANE
INVERNESS IL 60010

Class: D
Exp:

Rest:

Type: DRG

10000



John Samborski



Male 5'11" 220 lbs BLUE Eyes

ID: NOHA (847) 952-6911
MBORSKI
PUTER
ELY BLVD

SHIP DATE: 27SEP17
ACTWGT: 0.50 LB
CAD: 006994654/SSFE1822

VE VILLAGE, IL 60007
STATES US

BILL THIRD PARTY

PALAZZOLO
BOONE COUNTY PURCHASING DEPT.
613 E ASH ST
109
COLUMBIA MO 65201
- 4392

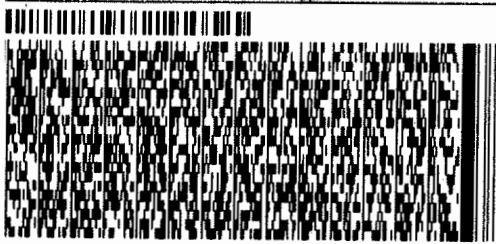


FedEx carbon-neutral envelope shipping

RT 144
FZ 146
B
10:30
09:28
6535

LED BIL

PUE 9/28/17



FedEx Express



147 6893 6535
THU - 28 SEP 10:30A
PRIORITY OVERNIGHT

FedEx Package Express US Airbill

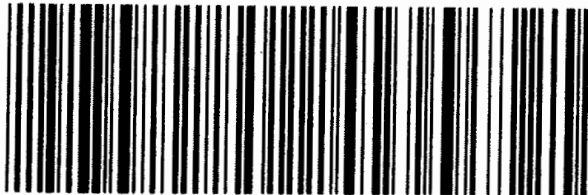
FedEx Tracking Number

8047 6893 6535

COUA

09-28-17 A10:24 IN

65201
MO - US STL



9/27/17
Sender's Name: JOHN W SAMBORSKI Phone: 847 952-6911

Company: ACE COMPUTER

Address: 575 LIVELY BLVD 09-28-17 A10:24 IN Dept./Floor/Suite/Room

City: ELK GROVE VILLAGE State: IL ZIP: 60007-2013

Internal Billing Reference

fedex.com 1.800.GR

3 To Recipient's Name: LIZ PALAZZOLO Phone: 573 886-4392

Company: BOONE COUNTY PURCHASING

Address: 613 E. ASH Room 109 Dept./Floor/Suite/Room

Address: COLUMBIA MO 65201 City State ZIP

HOLD Weekday
FedEx location address
REQUIRED. NOT available for
FedEx First Overnight.

HOLD Saturday
FedEx location address
REQUIRED. Available ONLY for
FedEx Priority Overnight and
FedEx 2Day to select locations.

0112692474



8047 6893 6535

Form ID No.

4 Express NOTE: Service

Next Business Day

FedEx First Earliest next business day locations. Friday, Monday unless

FedEx Priority Next business day delivered on Monday if selected.

FedEx Star Next business day Saturday Delivery

5 Packaging

FedEx Envelope

6 Special

SATURDAY NOT available

No Signature Package may be obtained without a signature

Does this shipment

No Yes

Dangerous goods listed or placed in a FedEx box

7 Payment

Sender Account No. in Section 1 will be billed

Total Packages

Our liability is limited to

Rev. Date 2/12 • Part #



ADDENDUM #1 to RFB# 39-28SEP17

Boone County Purchasing

613 E. Ash Street, Room 109

Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

BOONE COUNTY, MISSOURI

Request for Bid #39-28SEP17 – Forensic Workstation

ADDENDUM # 1 - Issued September 13, 2017

Prospective bidders are hereby notified of the following revisions to Request for Bid #39-28SEP17:

- 1) Specification 2.3.1, letter “t” shall be changed:
FROM: ASUS X99-E WS/USB 3.1 Motherboard
TO: SuperMicro MBD-X10DAC-O Extended ATX Xeon Server Motherboard Dual LGA 2011-3
- 2) Specification 2.3.1, letter “m” shall be changed:
FROM: One (1) 7 port USS 3.0 Hub
TO: One (1) 4 port USS 3.0 Hub
- 3) **ADDING** the following as paragraph 1.8:
“ 1.8 Boone County’s Terms and Conditions as attached to Addendum #1 and identified as “Attachment One” shall be incorporated into any resulting contract. The bidder hereby agrees to comply with said Terms and Conditions, and in the event of conflict between the bidder’s terms and Boone County’s Terms and Conditions, the County’s shall govern.”

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*.

By:


Liz Palazzolo, Senior Buyer
Boone County Purchasing

OFFEROR has examined **Addendum #1** to Request for Bid #39-28SEP17 – *Forensic Workstation*, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

ATTACHMENT ONE
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.



Request for Bid (RFB)

Boone County Purchasing

613 E. Ash Street, Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: lpalazzolo@boonecountymo.org

Bid Data

Bid Number: **39-28SEP17**

Commodity Title: **Forensic Workstation**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Thursday, September 28, 2017**

Time: **2:00 P.M.**

Vendors Note: Bids received after this time will not be opened. Late bids may be returned unopened if the vendor requests and at the vendor's expense.

Location / Mail Address: **Boone County Purchasing Department
613 E. Ash, Room 109
Columbia, MO 65201**

Directions: The Boone County Purchasing Department is located in the Boone County Annex Building across the street from the Armory Sport Center in downtown Columbia off Courthouse square. A wheel chair accessible entrance is available.

Bid Opening

Day / Date: **Thursday, September 28, 2017**

Time: Shortly after the Bid Submission Deadline Stated Above

Location / Address: **Boone County Purchasing Department
613 E. Ash, Room 109
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Technical Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
- 5.0:
 - **Federal Grant Requirements for the Multi-Jurisdictional Cyber Crime Grant**
 - **Standard Terms and Conditions**
 - **Certification Regarding Debarment**
 - **Certification Regarding Lobbying**

- **Work Authorization Certification**
- **“No Bid” Response Form**

1. Introduction and General Conditions of Bidding

- 1.1. INVITATION:** This document is a Request for Bid for Boone County conducted by the Boone County Purchasing Department. Vendors are invited to respond by sealed bid by the indicated bid submission deadline on page 1 of this document. Bids received will be read shortly after the official bid submission deadline. Vendors responding to this request must comply with all technical specifications and requirements stated herein.
The County requests bids for a forensic workstation for the Boone County Sheriff's Department further specified 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/Vendor:** These terms refer generally to businesses having some sort of relationship to or with Boone County. 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 is the Bidder who has been selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier/Vendor - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. Request for Bid or "Bid":** This entire document, including attachments is considered a "Request for Bid." A Request for Bid (RFB) may be used to solicit various kinds of information. The kind of information this RFB seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request 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 by the bidder/vendor/supplier according to the RFB instructions.
- 1.3. BID CLARIFICATION:** Questions regarding this RFB should be directed in writing, preferably by fax or e-mail, to the identified Buyer in 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 RFB or its Amendments are binding, but any oral communications between the County and Bidder are not binding.
- 1.3.1. Bidder Responsibility:** The Bidder is expected to be thoroughly familiar with all specifications and requirements of this RFB. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this RFB. By submitting a Response,

the Bidder is presumed to concur with all terms, conditions and specifications of this RFB.

1.3.2. **Bid Amendment:** If it becomes evident that this RFB must be amended, the Purchasing Department will issue a formal written Addendum 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.

1.4.1. The County also reserves the right to not award any item or group of items if the services can be obtained from state contract or other governmental entities under more favorable terms.

1.5. **CONTRACT EXECUTION:** This RFB and the Vendor'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 the Contract, the following order of precedence shall apply:

- 1) the provisions of the Contract (as it may be amended);
- 2) the provisions of the RFB;
- 3) the provisions of the Bidder's Response

1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS:** The bidder shall hereby agree to be bound by the County's standard "boilerplate" terms and conditions for contracts as attached hereto.

1.7. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED:**

The contractor shall agree to comply with Missouri State Statute Section 285.530 in that the contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of contract, the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor also shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with contracted services.

The contractor shall require each subcontractor to affirmatively state in its contract with the contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. The contractor shall also require each subcontractor to provide the contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

2. **Technical Specifications**

2.1. **PURCHASE:** The contractor shall provide and install one (1) Forensic Workstation (Talino KA-701X or Equal) for the Boone County Sheriff's Department located in Boone County – Missouri as detailed in the following specifications.

2.1.1. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) calendar days of the notice of award/contract forms provided by the County. If the bidder desires to contract under the bidder's written agreement, any such proposed agreement must be submitted in blank with the bid for the County's consideration as part of the evaluation of bids; in the absence of such submission with the bidder's response, the County's forms shall be used. The 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 the County's RFB or are unacceptable to County legal counsel.

2.2. **BACKGROUND INFORMATION:** The County has received a federal grant titled the **Multi-Jurisdictional Cyber Crime Grant (MJCCG)** via the State of Missouri Department of Public Safety. Federal grant requirements are outlined in section 5 - *Federal Grant Requirements for the Multi-Jurisdictional Cyber Crime Grant*.

2.2.1. The MJCCG special conditions require equipment expenditures to be in accordance with the approved budget.

2.3. **WORKSTATION REQUIREMENTS:**

2.3.1. The forensic workstation that the contractor shall provide shall have all hardware and software provided and installed by the contractor, and shall at minimum possess the following features:

Forensic Workstation

- a. Dual Intel Xeon E5-2660 v4 2.00 GHz 35 MB Cache 14 Core Processor
- b. 128GB of High End DDR4 2133 MHz RAM
- c. One (1) 1TB SSD for the Operating System
- d. One (1) 1TB M.2 for Temporary Files and Processing
- e. One (1) 1TB M.2 for Cases and Database(s)
- f. Four (4) 6TB Hard Drives Configured in RAID 10
- g. One (1) GTX 1080 8GB GDDR5 Graphics Processing Unit featuring the Pascal Processor
- h. One (1) 2.5" Hot Swap Bay with Four (4) Hot Swap Bays
- i. One (1) 3.5" Hot Swap Tray, resulting total with above requirement of five (5) Removable Bays
- j. One (1) Blu-Ray 16X 4MB Cache SATA Blu-ray Burner
- k. Liquid Cooling for the Central Processing Unit
- l. Forensic Card Reader as Front Panel
- m. One (1) 7 Port USS 3.0 Hub
- n. Ten (10) Port USB 2.0 Hub
- o. Tableau T-356789iu
- p. One (1) 1600-Watt Power Supply Unit
- q. High End Whisper Quite (or equal) Fans throughout the entire workstation system
- r. Microsoft Windows 10 Pro 64 Bit Operating System
- s. Two (2) minimum 22" LED Monitors
- t. ASUS X99-E WS/USB 3.1 Motherboard
- u. Warranty Requirement: Three (3) Year Standard Manufacturer's Warranty
- v. Brand Reference: Talino KA-701X or Equal

2.3.2. One set of instruction and service manuals shall be furnished with the forensic workstation.

2.3.3. The County anticipates purchasing one (1) workstation.

2.4. **INSURANCE REQUIREMENTS:** The contractor shall not commence work under the contract until the contractor has obtained all insurance required under this paragraph and such insurance has

been approved by the County, nor shall the contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All policies shall be in amounts, form and from companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- 2.4.1. **Compensation Insurance:** The contractor shall carry and maintain during the life of the contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under the contract at the site of the work is not protected under the Worker's Compensation Statute, the contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 2.4.2. **Comprehensive General Liability Insurance:** The contractor shall carry and maintain during the life of the contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by the contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under the contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
- 2.4.3. The contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the contractor in fulfilling the terms of the contract during the life of the contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.
- 2.4.4. **Commercial Automobile Liability:** The contractor shall maintain during the life of the contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.4.5. **Proof of Carriage of Insurance:** The contractor shall furnish the County with Certificate(s) of Insurance which names the County as an additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

- 2.4.6. **Indemnity Agreement:** To the fullest extent permitted by law, the contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of the contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with vendor or a subcontract for part of the services), of anyone directly or indirectly employed by vendor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require the contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
- 2.5. **BID/CLARIFICATION CONTACT:** Liz Palazzolo, Senior Buyer, Boone County Purchasing, 613 E. Ash, Room 109, Columbia, MO 65202. Telephone: (573) 886-4392; Fax: (573) 886-4390; E-mail: lpalazzolo@boonecountymo.org.
- 2.6. **BILLING AND PAYMENT:** Payment will be made within thirty (30) calendar days from receipt of a correct statement.
- 2.7. **DELIVERY:** FOB Destination, Freight Prepaid and Allowed - Delivery to the Boone County Sheriff's Department located at 2121 County Drive in Columbia, Missouri. All deliveries shall be made FOB Destination with all freight, handling, transportation and insurance charges fully included and prepaid by the vendor.

3. Response Presentation and Review

- 3.1 **RESPONSE CONTENT:** In order to enable direct comparison of competing bid responses, the bidder must submit the bid response in strict conformity to the requirements stated in the RFB. Failure to adhere to all requirements may result in the bidder's response being disqualified as non-responsive. All bid responses must be submitted using the provided Response Sheet provided herein. Every question on the Response Sheet must be answered by the bidder, and if not applicable, the bidder must indicate "N/A."
- 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. **Submittal Package:** Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
- 3.2.2. **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing*.
- 3.3. **BID OPENING:** On the date and time and at the location specified on the title page under "Bid Opening," all Responses will be opened in public. Brief summary information from each response will be read aloud.
- 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 RFB conditions, may be waived at the County's 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 the County's judgment the vendor selected appears to offer the best overall solution for the County's current and anticipated needs at the lowest possible cost.
- 3.5.1. **Method of Evaluation:** The County will evaluate submitted bid Responses in relation to all aspects of this RFB.
- 3.5.2. **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.

- 3.5.3. **Validity of Bid and Pricing:** The bidder's response including pricing must remain valid for ninety (90) calendar days or until award, whichever comes first. If the bid response is accepted, the entire bid response including all pricing shall be held firm for the duration of the indicated contract period.
- 3.5.4. Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.
- 3.5.5. **Sovereign Immunity:** The County of Boone, due to its status as a public entity in the State of Missouri and its entitlement to sovereign immunity, is unable to accept contract provisions which require the County to indemnify another party (RSMo §537.600). Any indemnity language in proposed terms and conditions will be modified to conform to language that the County is able to accept.

4. Response Form

The bidder should submit three (3) complete copies of the bidder’s bid response in a single-sealed envelope, clearly marked on the outside, left corner with the bidder’s company name and return address, the Request for Bid number and the bid opening due date and time. In addition, the bidder shall complete the following as indicated below and submit said completed form with each copy of the bid response:

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. E-Mail Address: _____
- 4.7. Federal Tax ID: _____

4.8. 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, including Boone County’s Terms and Conditions, FOB Destination Freight Prepaid and Allowed. Further, the undersigned has read and understood all requirements, terms and conditions, and agrees that all of which are made part of the contract and any orders resulting thereunder. By submission of this bid response, the vendor certifies their compliance with Section 34.353 and, if applicable, Section 34.359 (“Missouri Domestic Products Procurement Act”) of the Revised Statutes of Missouri.

4.8.1. Authorized Representative: _____

4.8.2. Type or Print Signed Name: _____

4.8.3. Today’s Date: _____

PRICING

4.9.	Description	Quantity	Total Unit Price
4.9.1.	Forensic Workstation Shall comply with technical specifications and requirements stated herein	1	\$ _____/EA
The price quoted shall be firm and fixed, and shall include all features, components and supplies described herein including a three (3) year manufacturer warranty, on-site installation and user training. Pricing shall be quoted FOB Destination Freight Prepaid and Allowed (all freight, transportation and insurance costs shall be included in the quoted price to the County).			
Identify Brand and Model Bid:			

4.10. Cooperative Procurement: Will the bidder honor the submitted prices and terms for purchase by other entities in Boone County, Missouri that participate in cooperative purchasing with Boone County, Missouri?

_____ Yes _____ No

4.11. Delivery: Identify the number of calendar days after receipt of order that the forensic workstation will be delivered to and installed for complete operation the Boone County Sheriff's Department:

_____ Calendar Days After Receipt of Order (ARO)

4.12. Describe any deviations from bid specifications (Vendors Note: Any deviation from any mandatory specification may render the bid nonresponsive and incapable for award.):

4.13. Identify the Support Center Location and Phone Number, if applicable:

End of Response Form

5. **Federal Grant Requirements for the Multi-Jurisdictional Cyber Crime Grant**

- 5.1. **FEDERAL FUNDS TO BE USED:** All agreements or contracts will include, and are subject to federal contract conditions (per 28 C.F.R. Part 66.36), statements, assurances and certifications, and said requirements are incorporated herein by reference. The following requirements shall be fully considered in preparing responses and performing work under any resulting award.
- 5.2. **SUBAWARDS TO DEBARRED AND SUSPENDED PARTIES:** Boone County will not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."
- 5.2.1. Complete the attached *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions*.
- 5.3. **PROTEST PROVISIONS:**
- 5.3.1. *Right to Protest.* Any actual or prospective bidder, offeror, or vendor who is aggrieved in connection with the solicitation or award of a contract may protest to the Boone County Commission. Protesters are urged to seek resolution of their complaints initially with the purchasing agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and could not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.
- 5.3.2. *Stay of Procurements During Protests.* In the event of a timely protest under Subsection (1) of this Section, the purchasing agent will not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the Boone County Commission makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County.
- 5.3.3. *Entitlement to Costs.* In addition to any other relief, when a protest is sustained, the protesting offeror shall be entitled to the reasonable costs incurred in connection with the solicitation, including bid preparation costs other than attorney's fees.
- 5.3.4. All protests will be reported to the Federal Grant Agency.
- 5.4. **DISADVANTAGED BUSINESS ENTERPRISE STATEMENT:** Vendors offering bids on County contracts funded in whole or in part by assistance from a federal agency shall take the following affirmative steps to assure that small, woman owned, and minority businesses are utilized when possible as sources of supplies, services and construction items.
- 5.4.1. Vendors shall submit the name and other information, if any, about their DBE sub-vendors along with their bid information.
- 5.4.2. Sufficient and reasonable efforts will be made to use qualified DBE sub-vendors when possible on County contracts.
- 5.4.3. Qualified small, woman owned, and minority businesses will be included on solicitation lists as

sub-vendors for County supplies, services, and construction.

5.4.4. Qualified small, woman owned, and minority businesses will be solicited whenever they are potential sources.

5.4.6. When economically feasible, vendors will divide total requirements into smaller tasks or quantities so as to permit maximum small, woman owned, and minority business participation.

5.4.7. Where the requirements permit, vendors will establish delivery schedules which will encourage participation by small, woman owned and minority businesses.

5.4.8. Vendors will use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprises and the Community Services Administration.

5.5. **CONFLICT OF INTEREST:** The submission of a proposal response to this request shall be deemed a certification that to the best of the Offeror's knowledge, no employee of the County of Boone or member of any Central Missouri Regional Justice Information System committee or its agents, has any direct or indirect financial or other interest in any agreement, contract or bid for equipment, supplies or work to be furnished under this request. Vendor further certifies that such Offeror has not and will not, either directly or indirectly entered into any agreement, or understanding; participated in any collusion; or otherwise taken any action in restraint of free competitive pricing in connection with this request. Vendor further certifies that vendor will not knowingly provide gratuities to County of Boone employees, or member of any Central Missouri Regional Justice Information System committee or its agents, or to their family members. Vendor shall require all subcontractors at all tiers to be bound by this conflict of interest provision.

5.6. **ACCESS TO RECORDS AND REPORTS:** The following access to records requirements apply to the resulting contract from this RFP:

5.6.1. The Vendor agrees to provide the County, the DOJ Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Vendor which are directly pertinent to the resulting contract for the purposes of making audits, examinations, excerpts and transcriptions.

5.6.2. The Vendor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

5.6.3. The Vendor agrees to maintain all books, records, accounts and reports required under the resulting contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of the contract, in which case Vendor agrees to maintain same until the County, the Grant Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(I) (11).

5.7. **FEDERAL CHANGES:** Vendor shall at all times comply with all applicable federal regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the resulting Purchase Agreement between County and Vendor, as they may be amended or promulgated from time to time during the term of this contract. Vendor's failure to so comply shall constitute a material breach of the contract.

5.8. **CIVIL RIGHTS:**

5.8.1 Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Vendor agrees to comply with applicable Federal implementing regulations and other implementing requirements which the federal government may issue.

5.8.2 Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Vendor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 *et seq.*, (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Vendor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Vendor agrees to refrain from discrimination against present and prospective employees for reason of age.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Vendor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities.

5.8.3. The Vendor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance, modified only if necessary to identify the affected parties.

5.9. ENVIRONMENTAL COMPLIANCE:

5.9.1. The Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq.*, the Clean Water Act, as amended, 33 U.S.C. §1368, Executive Order 11738 and EPA regulations. The Vendor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to federal granting agency and the appropriate EPA Regional Office.

5.9.2. The Vendor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance.

5.10. ENERGY CONSERVATION REQUIREMENTS:

5.10.1. The Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

5.10.2. The Vendor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance.

5.11. NO OBLIGATION BY THE FEDERAL GOVERNMENT:

5.11.1. The Purchaser and Vendor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Vendor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

5.11.2. The Vendor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance under this Contract. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5.12. NOTICE OF REPORTING REQUIREMENTS:

5.12.1. Vendor acknowledges that it has read and understands the reporting requirements of Homeland Security stated in 28 C.F.R. §§ 66.40 et seq., 70.50-70.52 and Part III of Chapter 11 of the United States Department of Justice's Office of Justice Programs *Financial Guide*, and agrees to comply with any such applicable requirements.

5.12.2. Vendor agrees to include the above clause in each third-party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5.13. NOTICE OF REQUIREMENTS PERTAINING TO COPYRIGHTS:

5.13.1. Vendor agrees that Homeland Security shall have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes:

(a) The copyright in any work developed with the assistance of funds provided under this Agreement;

(b) Any rights of copyright to which Vendor purchases ownership with the assistance of funds provided under this Agreement. 28 C.F.R. §§ 66.34, 66.36(i) (8)-(9).

5.13.2. Vendor agrees to include the above paragraph in each third-party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5.14. PATENT RIGHTS: (applicable to contracts for experimental, research, or development projects financed by Homeland Security. 28 C.F.R. §§ 66.36(i) (8), 70.48(e), Part 70, Appendix A.)

5.14.1. General. If any invention, improvement, or discovery is conceived or first actually reduced to practice in the course of or under this Agreement, and that invention, improvement, or discovery is

patentable under the laws of the United States of America or any foreign country, the County and Vendor agree to take actions necessary to provide immediate notice and a detailed report to the Homeland Security.

5.14.2. Unless the Government later makes a contrary determination in writing, irrespective of the Vendor's status (large business, small business, state government or instrumentality, local government, nonprofit organization, institution of higher education, individual), the City and Vendor agree to take the necessary actions to provide, through Homeland Security, those rights in that invention due the Government described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. Part 401.

5.14.3. Vendor also agrees to include the above paragraphs in each third-party subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by Homeland Security.

5.15. LOBBYING:

5.15.1. Vendor shall not use or pay any funds received under this Agreement to influence or attempt to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

5.15.2. Vendor agrees to the provisions of the attached Certification Regarding Lobbying, attached hereto and incorporated herein (applicable for contracts or subcontracts in excess of \$100,000).

5.15.3. Vendor agrees to include the above two paragraphs in each third-party subcontract financed in whole or in part with Federal assistance provided by Homeland Security. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

5.16. COMPLIANCE WITH LAWS, ETC.: The Vendor agrees to comply with the applicable provisions of the Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts; the OCFO Financial Guide; the 2009 Recovery Act – MJCCG/JAG Grant Program Application Packet; and other applicable federal laws, orders, circulars or regulations. Special attention is called to, but not limited to, the local environmental ordinances. Ignorance on the part of the Offeror will in no way relieve him or her from responsibility of compliance with all said laws, ordinances, rules, and regulations.



Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Liz Palazzolo, Senior Buyer
Phone: (573) 886-4392 - Fax (573) 886-4390

Standard Terms and Conditions

1. The 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 the 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 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 RFB, 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 Vendor must notify the Purchasing Department.
9. In case of default by the Vendor, 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 Vendor'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 Vendor 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 vendor 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.

(Please complete and return with Bid Response)

**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, and implemented at 28 CFR Part 67, for prospective participants in primary Covered transactions, as defined at 28 CFR Part 67, Section 67.510.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies that it and its principles:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause of default; and

- (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.

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Signature

Date

Boone County Purchasing



Liz Palazzolo, Senior Buyer
613 E. Ash St., Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, choose one of the three options that applies. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

**COUNTY OF BOONE - MISSOURI
WORK AUTHORIZATION CERTIFICATION
PURSUANT TO 285.530 RSMo
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of _____)
)ss
State of _____)

My name is _____. I am an authorized agent of _____ (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. **Documentation of participation in a federal work authorization program is attached to this affidavit.**

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

_____ Date

_____ Printed Name

Subscribed and sworn to before me this ___ day of _____, 20___.

_____ Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

Option

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- _____ 2. I do not have the above documents, but provide an affidavit (copy attached – *see following page*) which may allow for temporary 90-day qualification.

- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT

(Only Required for Certification of Individual Bidder (Option #2)

(see previous page)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:



"No Bid" Response Form

Boone County Purchasing
613 E. Ash St., Room 110
Columbia, MO 65201

Liz Palazzolo, CPPO, Senior Buyer
(573) 886-4392 – Fax: (573) 886-4390
lpalazzolo@boonecountymo.org

"NO BID RESPONSE FORM"

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If the vendor does 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 this form and return it to the Purchasing Department by mail, e-mail or fax.

Bid: 39-28SEP17 – Forensic Workstation

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Bidding:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

7th

day of

November

20

17

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

Now on this day the County Commission of the County of Boone, pursuant to the provisions of RSMo §349.040, hereby approves the application filed by attorney Tom Schneider on behalf of The Industrial Development Authority of Boone County, Missouri, to amend its Articles of Incorporation (Charter #: L002122247) filed with the Missouri Secretary of State. The Amendment authorized herein is intended to expand the definition of "Project" in the Articles of Incorporation to be consistent with the current version of RSMo §349.010 and is more specifically set forth in the attached Certificate of Amendment.

Done this 7th day of November, 2017

ATTEST:

Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

CERTIFICATE OF AMENDMENT OF ARTICLES OF INCORPORATION
OF THE INDUSTRIAL DEVELOPMENT AUTHORITY
OF BOONE COUNTY, MISSOURI

The undersigned, The Industrial Development Authority of Boone County, Missouri (the "Corporation"), a public corporation duly organized and existing under the laws of the State of Missouri, for the purpose of amending the Articles of Incorporation of the Corporation, in accordance with The Industrial Development Corporations Act, Sections 349.010 through 349.100, inclusive, of the Revised Statutes of Missouri, 1978, as amended, does hereby make and execute this Certificate of Amendment of the Articles of Incorporation and does hereby certify that:

I. The name of the Corporation is The Industrial Development Authority of Boone County, Missouri.

II. The amendments set forth below were adopted by the Board of Directors of the Corporation on _____ and approved by the governing body of Boone County, Missouri, on _____, pursuant to the requirements of Section 349.040 RSMo., 1978.

III. The following resolutions of the Board of Directors set forth the amendments adopted:

RESOLVED, that the Articles of Incorporation of The Industrial Development Authority of Boone County, Missouri, a public corporation, be, and they hereby are, amended by:

- (1) Deleting all of the present Article ____, paragraph ____ and by inserting in lieu thereof the following new Article ____, paragraph ____, providing in its entirety as follows:

____ "Project" means the construction, extension, and improvement of public roads or the purchase, construction, extension and improvement of plants, buildings, structures, or facilities, whether or not now in existence, including the real estate, used or to be used as a factory, assembly plant, manufacturing plant, processing plant, fabricating plant, distribution center, warehouse building, public facility, waterborne vessels excepting commercial passenger vessels for hire in a city not within a county built prior to 1950, office building, for-profit or not-for-profit hospital, not-for-profit nursing or retirement facility or combination thereof, physical fitness, recreational, indoor and resident outdoor facilities operated by not-for-profit organizations, commercial or agricultural facility, or facilities for the prevention, reduction or control of pollution. Included in all of the above shall be any required fixtures, equipment and machinery. Excluded are facilities designed for the sale or distribution to the public of electricity, gas, water or

telephone, together with any other facilities for cable television and those commonly classified as public utilities.

IN WITNESS WHEREOF, this Certificate of Amendment has been executed, subscribed and acknowledged by each of the undersigned as the members of the Board of Directors of the Corporation on this ____ day of _____, 2017.

MICHAEL GRELLNER

ROCKNE CORBIN

RICHARD SHANKER

THOMAS NELSON

SHANN SIEVERS

GARY FENNEWALD

PAUL SHARP

TOM MENDENHALL

STATE OF MISSOURI)
) SS.
COUNTY OF BOONE)

On this ____ day of _____, 2017, before me appeared MICHAEL GRELLNER, ROCKNE CORBIN, RICHARD SHANKER, THOMAS NELSON, SHANN SIEVERS, GARY FENNEWALD, PAUL SHARP and TOM MENDENHALL, who, being by me first duly sworn, declared that they are the members of the Board of Directors of the Corporation named in the foregoing Certificate, that they subscribed the foregoing Certificate in behalf of said Corporation by authority of its Board of Directors, and that they

acknowledged said Certificate to be executed for the purposes therein stated as the free act and deed of said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, in the county and state aforesaid, the day and year first above written.

Notary Public

My commission expires:

LAW OFFICES
JONES, SCHNEIDER AND STEVENS, LLC

11 NORTH SEVENTH STREET
COLUMBIA, MISSOURI 65201
www.jonescshneiderstevens.com
(573) 449-2451

FAX
(573) 443-8620
E-MAIL
jss@11-7law.com

J. TURNER JONES
THOMAS M. SCHNEIDER
RODNEY J. STEVENS
CLARK L. JONES
JOHN M. ROODHOUSE
CURT M. BRANSON
ZACHARY R. SANDERS

September 15, 2017

Hand Delivery

C.J. Dykhouse
Boone County Government Center
801 E. Walnut
Columbia, MO 65201

RE: Boone County IDA Amendment to Articles

Dear C.J.:

I enclose herein the statutory definition of an eligible “project” for funding by the industrial development authorities under Chapter 349 of the Revised Statutes of Missouri. I have highlighted the two things which the Boone County IDA deleted from their definition of “project” in 1981. Specifically it’s the construction, extension and improvements of public roads and for-profit or not-for-profit hospital, not-for-profit nursing or retirement facility or combination thereof, or facilities operated by not-for-profit organizations.

According to Section 349.040 RSMo., the articles of incorporation of the Boone County IDA can be amended if the IDA directors file an application with the County Commission seeking permission to amend the articles of incorporation, specifying the proposed amendment. If the County Commission approves it, the IDA directors may then file an amendment with the Secretary of State.

I also enclose an application from The Baptist Home. In my opinion, it is not an eligible “project” for the Boone County IDA unless its articles are amended since The Baptist Home is a nonprofit and it certainly appears to be a nursing or retirement facility or combination thereof to a large degree. I also enclose a letter from Senator Caleb Rowden in support of The Baptist Home application.

At a special meeting on September 12, 2017, the board of directors of the Boone County IDA unanimously approved an amendment to their articles of organization to adopt the statutory definition of a “project”. The proposed certificate of amendment that would be filed by the Secretary of State if also approved by the County Commission is enclosed.

September 15, 2017

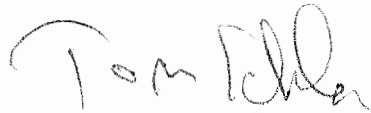
Page 2

I request that a resolution to approve the amendment to the IDA's articles of organization be placed on the County Commission's agenda for consideration. I and at least one IDA director will attend. Assuming that it will be on a Tuesday or Thursday morning, I am available on September 19, 26, 28 and October 5, 10, 12, 17 and 19. That should be plenty of dates.

Thank you for your assistance in this matter.

Very truly yours,

JONES, SCHNEIDER AND STEVENS, LLC

A handwritten signature in black ink, appearing to read "Tom Schneider", written in a cursive style.

Thomas M. Schneider

TMS:jlh

Enclosures

cc: Gary Fennewald

Vernon's Annotated Missouri Statutes Title XXIII. Corporations, Associations and Partnerships Chapter 349. Industrial Development Corporations (Refs & Annos)

V.A.M.S. 349.040

349.040. Articles, how amended

Currentness

The articles of incorporation may at any time and from time to time be amended so as to make any changes therein and add any provisions thereto which might have been included in the articles of incorporation in the first instance. Any such amendment shall be effected in the following manner: The members of the board of directors of the corporation shall file with the governing body of the county or municipality an application in writing seeking permission to amend the articles of incorporation, specifying in such application the amendment proposed to be made. Such governing body shall consider such application and, if they find it is wise, expedient, necessary or advisable that the proposed amendment be made and shall authorize the same to be made and shall approve the form of the proposed amendment, then the persons making such application shall execute an instrument embodying the amendment specified in such application, and shall file the same with the secretary of state. The proposed amendment shall be subscribed and acknowledged by each member of the board of directors before an officer authorized by the laws of Missouri to take acknowledgments to deeds. Such secretary of state shall thereupon examine the proposed amendment and, if he finds that the requirements of this section have been complied with and the proposed amendment is within the scope of what might be included in the original articles of incorporation, he shall approve the amendment and record it in an appropriate book in his office. When such amendment has been so made, filed and approved, it shall thereupon become effective and the articles of incorporation shall thereupon be amended to the extent provided in the amendment. The articles of incorporation shall not be amended except in the manner provided in this section.

Credits

(L.1977, S.B. No. 267, p. 534, § 7.)

V. A. M. S. 349.040, MO ST 349.040

Statutes are current through the end of the 2017 First Regular Session and First and Second Extraordinary Sessions of the 99th General Assembly, pending changes received from the Revisor of Statutes. Constitution is current through the November 8, 2016 General Election.

Vernon's Annotated Missouri Statutes
Title XXIII. Corporations, Associations and Partnerships
Chapter 349. Industrial Development Corporations (Refs & Annos)

V.A.M.S. 349.010

349.010. Definitions

Effective: August 28, 2010
Currentness

As used in sections 349.010 to 349.100, unless the context otherwise requires, the following words and terms shall have the meanings indicated:

- (1) **“Corporations”** means any authority organized pursuant to the provisions of sections 349.010 to 349.100;
- (2) **“County and municipality”**. **“County”** means any county in the state. **“Municipality”** means any city, incorporated town or village in the state;
- (3) **“Governing body”** shall mean the board or body in which the general legislative powers of the county or municipality are vested;
- (4) **“Project”** means the construction, extension, and improvement of public roads or the purchase, construction, extension and improvement of plants, buildings, structures, or facilities, whether or not now in existence, including the real estate, used or to be used as a factory, assembly plant, manufacturing plant, processing plant, fabricating plant, distribution center, warehouse building, public facility, waterborne vessels excepting commercial passenger vessels for hire in a city not within a county built prior to 1950, office building, for-profit or not-for-profit hospital, not-for-profit nursing or retirement facility or combination thereof, physical fitness, recreational, indoor and resident outdoor facilities operated by not-for-profit organizations, commercial or agricultural facility, or facilities for the prevention, reduction or control of pollution. Included in all of the above shall be any required fixtures, equipment and machinery. Excluded are facilities designed for the sale or distribution to the public of electricity, gas, water or telephone, together with any other facilities for cable television and those commonly classified as public utilities. Projects of a municipal authority must be located wholly within the incorporated limits of the municipality except that such projects may be located outside the corporate limits of such municipality and within the county in which the municipality is located with permission of the governing body of the county. Projects of a county authority must be located within an unincorporated area of such county except that such projects may be located within the incorporated limits of a municipality within such county, when approved by the governing body of the municipality.

Credits

(L.1977, S.B. No. 267, p. 532, § 1. Amended by L.1980, H.B. Nos. 1582 & 1277, p. 400, § 1, eff. June 10, 1980; L.1982, S.B. No. 681, p. 270, § A; L.1985, S.B. No. 282, § 1; L.1996, H.B. No. 1237, § B; L.2010, H.B. No. 1595, § A.)

V. A. M. S. 349.010, MO ST 349.010

CAPITOL OFFICE
STATE CAPITOL, ROOM 433
201 W. CAPITOL AVE.
JEFFERSON CITY, MO 65101
TELEPHONE (573) 751-3931
FAX (573) 751-4320
SENATE.MO.GOV/ROWDEN



MISSOURI SENATE
JEFFERSON CITY

CALEB ROWDEN
19TH DISTRICT

COMMITTEES:
ECONOMIC DEVELOPMENT
GOVERNMENT REFORM
INSURANCE AND BANKING
LOCAL GOVERNMENT AND ELECTIONS
PROFESSIONAL REGISTRATION, VICE CHAIRMAN

August 9 2017

Thomas M. Schneider
Jones, Schneider and Stevens, LLC
11 N. Seventh Street
Columbia, MO 65201

Dear Mr. Schneider:

I am pleased to write this letter of support for The Baptist Home development of Continuum of Care Retirement Community in Ashland's application for Industrial Development Authority (IDA) Revenue Bonds.

The Baptist Home is a private pay retirement community that provides rental housing for older adult independent livings, long term assisted living and intermediate nursing elder care. The revenue from the rental housing helps support the benevolent elder care. An estimated 50% of the elders in long-term care cannot pay the full cost of the services and since the Baptist Home does not accept Medicare or Medicaid, the generous Baptist donors cover the \$2,000,000 a year in unreimbursed elder care.

If approved, The Baptist Home will raise a portion of the financing by a capital campaign and the remainder financed through loans. The interest rate for the IDA Revenue Bonds would help extend the capital required to develop the new campus in Ashland.

Thank you for considering the needs of The Baptist Home's application and if you need further information please contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read "Caleb Rowden", with a long, sweeping underline.

Caleb Rowden
Senator – District 19

CR:lmb

C: Ron Mackey

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

7th

day of

November

20

17

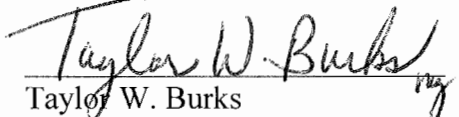
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached Antenna Site License between Boone County and Contemporary Broadcasting, Inc. located at 3305 East Edwards Road, Ashland, MO.

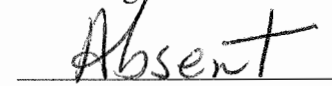
It is further ordered the Presiding Commission is hereby authorized to sign said Antenna Site License Agreement.

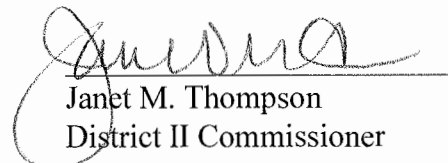
Done this 7th day of November, 2017.

ATTEST:


Taylor W. Burks
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

ANTENNA SITE LICENSE

OWNER: Contemporary Broadcasting, Inc.

LICENSEE: Boone County, Missouri – A Missouri political subdivision.

COMMENCEMENT DATE: November 1, 2017 or upon execution by both parties of countersigned documents, whichever is sooner, which shall be the anniversary date.

LICENSED SITE ADDRESS: 3305 East Edwards Road, Ashland, Missouri.
Coordinates: (NAD 27) 38-47-28 North, 92-17-43 West.

The parties agree as follows:

1. License of Site.

Owner hereby grants a license to Licensee to install, operate, and maintain, at Licensee's expense and risk, public safety land-mobile two-way radio transmitting and receiving equipment inside Owner's shelter, together with antennas and feedlines, on Owner's guyed tower as described in Section 8 (collectively, the "Equipment") at the Licensed Site. Licensee shall at all times have the unrestricted right to enter or leave the Licensed Site with full and complete access to its Equipment on a 24-hour, seven (7) day per week basis. Licensee agrees to take at its own expense all measures necessary to render the Equipment inaccessible to unauthorized persons. Owner agrees that Owner will not give unauthorized persons access to the Equipment. Owner agrees to furnish and maintain heating and air-conditioning equipment inside Owner's shelter where Licensee's equipment is located.

2. License Term.

This license's term shall be ten (10) years, starting on October 1, 2017 and expiring on September 30, 2027. Unless earlier terminated, it shall then continue thereafter, from year to year, until either party terminates it pursuant to paragraph 4, below.

3. License Fee.

- a. Within thirty (30) days after the Commencement Date of this License, Licensee shall pay Owner the License Fee for that full first month of the Term. The License Fee for each subsequent month shall be due and payable in full no later than the first day of that month.

b. For the first year the License Fee shall be One Thousand Two Hundred Ninety-six and 97/100 Dollars (\$1296.97) per month. Thereafter, it shall be increased by 3% of the previous monthly License Fee on each annual anniversary of this License or any extension to it. For example: from November 1, 2018 to October 31, 2019, the monthly shall be \$1335.88.

4. Termination and Cancellation.

a. Termination for Convenience: This license may be terminated by either party, at any time, by giving ninety (90) days written notice to the other party.

b. Termination for Funding: Licensee may terminate this License at any time if sufficient funding is not appropriated for this Agreement's purposes during Licensee's annual budget process.

5. Removal of Equipment.

Unless otherwise mutually agreed, Licensee shall remove all of the Equipment prior to the end of the Term and shall leave the Licensed Site in substantially the same condition that existed as of the date of this License, except for ordinary wear and tear and occurrences for which Licensee is not responsible.

6. Site Condition.

Licensee takes the Site as it finds it. Owner shall have no responsibility for its condition or for any damage Licensee or any other person suffers due to such condition.

7. Indemnification.

To the extent allowed under Missouri law, Licensee shall indemnify and hold Owner harmless against any liability or loss from personal injury or property damage resulting from or arising out of the use or occupancy of the Licensed Site or Owner's surrounding property by Licensee or its employees or agents, excepting, however, such liabilities and losses as may be due to or caused by the acts or omissions of Owner or his employees or agents. To the extent allowed under Missouri law, Owner shall indemnify and hold Licensee harmless against any liability or loss from personal injury or property damage resulting from or arising out of the use or occupancy of the Licensed site or Owner's surrounding property by Owner or his employees or agents, excepting, however, such liabilities and losses as may be due to or caused by the acts or omissions of Licensee or its employees or agents.

8. Installation of Equipment.

Licensee agrees to install its Equipment in accordance with specific direction and approval of Owner, such approval to not be unreasonably withheld. Owner shall provide and maintain for Licensee's use a nominal 6db gain VHF antenna mounted on the top tower platform with a feedline routed to a location inside equipment shelter adjacent to Licensee's equipment. Licensee may furnish and install at its own expense two (2) nominal 4' diameter microwave dish antennas at the nominal 170' level on the tower and two (2) feedlines routed to a location inside the equipment shelter adjacent to Licensee's equipment.

9. Operation of Equipment.

Licensee will install, operate, and maintain its Equipment in accordance with applicable laws and regulations so as not to cause interference (as that term is defined in the rules and regulations of the Federal Communications Commission), with any other radio or television transmitting or receiving equipment whether or not such equipment is located on the Licensed Site. In the event that Licensee's Equipment causes interference with other radio or television transmissions, Licensee will promptly take all reasonable steps necessary to correct and eliminate the same. If Licensee is unable to eliminate the interference within a reasonable period of time, Licensee agrees to remove the Equipment from the Licensed Site and this License shall be terminated.

10. Assignment.

Licensee shall not assign this License to future affiliates, subsidiary, or alternate political jurisdiction.

11. Electrical Service.

Owner agrees to furnish and pay for the electric service to operate Licensee's equipment and heating and air-conditioning equipment inside the shelter, such cost and expense to be considered part of the License Fee.

12. Telephone Service.

Licensee agrees, at Licensee's sole cost and expense, to pay for any telephone service required for the operation of its Equipment.

13. Damage to Licensed Site.

If the Licensed Site or any portion thereof is damaged for any reason so as to render the Licensed Site unusable for Licensee's intended purpose, the Licensee shall abate for such period as Licensed Site is unusable. In addition, Licensee may, at its option, elect to terminate this License by providing written notice of its intent to do so.

14. Notices.

Any notice or demand required or permitted to be given or made hereunder shall be deemed given when received. Notices may be sent by messenger delivery, overnight delivery, or certified mail (return-receipt requested) in a sealed envelope, postage prepaid, and addressed as follows:

a. If to the Owner:

Contemporary Broadcasting, Inc.
Attn: Michael Rice
216 Rio Vista Drive
St. Charles, MO 63303-4111.

b. If to the Licensee:

Chad Martin
Boone County, Missouri
Joint Communications Director
2145 E. County Drive
Columbia, Missouri 65202.

15. Waiver.

Failure or delay on the part of Owner or Licensee to exercise any right, power, or privilege hereunder shall not operate as a waiver thereof.

16. Prior Negotiations.

This License constitutes the entire agreement of the parties hereto with respect to the subject matter hereof and shall supersede all prior offers, negotiations, and agreements.

17. Amendment.

No revision of this Agreement shall be valid unless made in writing and signed by duly authorized officers or representatives of Owner and Licensee.

18. Owner's Representations.

Owner represents and warrants that it owns the Licensed Site and has full authority to execute and deliver this License.

19. Governing Law.

This Agreement shall be construed and governed in accordance with the laws of the State of Missouri.

IN WITNESS WHEREOF, the parties have executed this License as of the 18TH day of OCTOBER, 2017.

OWNER:
Contemporary Broadcasting, Inc.

BY: [Signature]

LICENSEE:
Boone County
By and through its County Commission:

BY: [Signature]
Daniel K. Atwill, Presiding Commissioner

ATTEST:
[Signature]
Taylor W. Burks, County Clerk

Approved as to legal form:
[Signature]
County Counselor

Auditor 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 said appropriation sufficient to pay the costs arising from this contract.

[Signature] 10/30/2017 2704-71500
June E. Pitchford, County Auditor Date:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

7th

day of

November

20 17

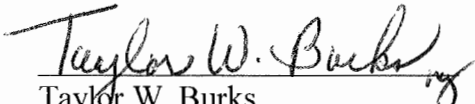
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached Antenna Site License and 2017 Improvement Agreement Boone County and the City of Centralia located at North Street and North Howard Burton Drive, Centralia, MO.

It is further ordered the Presiding Commission is hereby authorized to sign said Antenna Site License and 2017 Improvement Agreement.

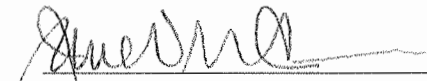
Done this 7th day of November, 2017.

ATTEST:


Taylor W. Burks
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

504-2017

ANTENNA SITE LICENSE
AND
2017 IMPROVEMENT AGREEMENT

OWNER: City of Centralia, Missouri

LICENSEE: Boone County, Missouri

LICENSEE SITE NAME: CNT

LICENSED SITE ADDRESS: Elevated Water Tank
North Street and North Howard Burton Drive
Centralia, MO

COMMENCEMENT DATE: October 1, 2017 or upon execution by both parties of countersigned documents, whichever is sooner.

The parties agree as follows:

1. License of Site. During the Term hereof, Owner grants a license to Licensee to install, operate, and maintain, at Licensee's expense and risk, public safety land mobile two-way radio transmitting and receiving equipment and antennas, including a shelter and attachment to Owner's elevated water tank, (collectively, the "Equipment") at the Licensed Site. Licensee shall at all times have the unrestricted right to enter or leave the Licensed Site with full and complete access to its Equipment on a 24-hour per day, seven days per week basis. Licensee agrees to take at its own expense all measures and precautions necessary to render the Equipment inaccessible to unauthorized persons. Owner agrees that Owner will not give unauthorized persons access to the Equipment.

2. License Fee. Site License fee is waived by Owner, as Owner's cooperation with Licensee is in furtherance of public safety and is also in consideration of Licensee's installation and accommodation of Owner's equipment on Licensee's equipment platform.

3. License Term. The term of this license shall be five (5) years, commencing on October 1, 2017, and shall automatically renew from year to year thereafter on the same terms as provided in this license agreement, unless earlier terminated by either Licensee or Owner by written notice to the other party at least ninety (90) days before the end of a term.

4. 2017 Improvement Agreement. As part of this License, Licensee will, at Licensee's expense, complete the following improvements to the Site during 2017:

- a. Provide and install a triangular antenna platform and separate cable raceway support system to provide for mounting of Licensee's antennas above the top of the elevated water tank.
- b. Install licensee's antennas on the new antenna platform and feedlines leading down the tank and into the equipment shelter.
- c. Provide and install for owner's use one DB224 antenna on that platform and one 7/8-inch heliax cable feedline from that antenna to that equipment shelter.
- d. Remove existing antennas and feedlines originally installed by Licensee (County) on the walkway handrail of the elevated water tank.
- e. Licensee shall cause any contractors it retains for the design or installation of these improvements to maintain for the duration of such design and installation general liability and workers' compensation insurance in an amount not less than One Million Dollars (\$1,000,000.00), and to provide Owner with the insurer's certificate showing Owner as an additional insured.

5. Termination and Cancellation.

- a. **Termination for Convenience:** This license may be terminated by either party by at the anniversary of a renewal term by giving written notice to the other party at least ninety (90) days before the end of a term (after the initial five-year term, the one-year renewal terms will end on September 30th of each year).
- b. **Termination for Funding:** This license may be terminated at any time if Licensee does not appropriate sufficient funding for the purposes of this Agreement during Licensee's annual budget process.

6. Removal of Equipment. Unless otherwise mutually agreed by the parties, Licensee shall remove all of the Equipment, but neither the platform nor the raceway, prior to the end of the Term and shall leave the Licensed Site in substantially the same condition that existed as of the date of this License, except for ordinary wear and tear and occurrences for which Licensee is not responsible hereunder.

7. Site Condition. Owner shall maintain the elevated tank and support structure in its current condition, and licensee shall have no responsibility for either the tank's and support structure's condition or any damage suffered by Licensee or any other person due to such condition.

8. Installation of Equipment. Licensee agrees to install its Equipment in accordance with approval of Owner, such approval to not be unreasonably withheld. Licensee will provide its own equipment shelter which will be located and installed at the Site.

9. Operation of Equipment. Licensee will install, operate, and maintain its Equipment in accordance with applicable laws and regulations so as not to cause interference (as that term is defined in the rules and regulations of the Federal Communications Commission), with any other radio or television transmitting or receiving equipment whether or not such equipment is located on the Licensed Site. In the event that Licensee's Equipment causes interference with other radio or television transmissions, Licensee will promptly take all reasonable steps necessary to correct and eliminate the same. If Licensee is unable to eliminate the interference within a reasonable period of time, Licensee agrees to remove the Equipment from the Licensed Site and this License shall be terminated.

10. Assignment. Licensee shall not assign this License to future affiliates, subsidiary, or alternate political jurisdiction.

11. Electrical Service. Owner agrees to furnish and pay for the electric service to operate Licensee's equipment and equipment shelter, such cost and expense to be considered part of the waived License Fee.

12. Telephone Service. Licensee agrees, at Licensee's sole cost and expense, to pay for any telephone service required for the operation of its Equipment.

13. Damage to Licensed Site. If the Licensed Site or any portion thereof is damaged for any reason so as to render the Licensed Site unusable for Licensee's intended purpose Licensee may, at its option, elect to terminate this License by providing written notice of its intent to do so.

14. Notices. Any notice or demand required or permitted to be given or made hereunder shall be deemed given when received. Notices may be sent by messenger delivery, overnight delivery, or certified mail (return-receipt requested) in a sealed envelope, postage prepaid, and addressed as follows:

- a. If to the Owner:
 - i. City Administrator, City of Centralia, Missouri, 114 South Rollins, Centralia, MO 65240.
- b. If to the Licensee:
 - i. Joint Communications Director, 2145 E. County Drive, Columbia, Missouri 65202.

15. Waiver. Failure or delay on the part of Owner or Licensee to exercise any right, power, or privilege hereunder shall not operate as a waiver thereof.

16. Prior Negotiations. This License constitutes the entire agreement of the parties hereto with respect to the subject matter hereof and shall supersede all prior offers, negotiations, and agreements.

17. Amendment. No revision of this Agreement shall be valid unless made in writing and signed by duly authorized officers or representatives of Owner and Licensee.

18. Owner's Representations. Owner represents and warrants that he owns the Licensed Site and has full authority to execute and deliver this License.

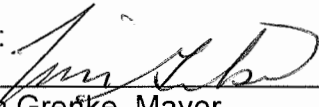
19. Governing Law. This Agreement shall be construed and governed in accordance with the laws of the State of Missouri.

SO AGREED:

IN WITNESS WHEREOF, the parties have executed this License as of the 7th day of November, 2017.

[Signatures appear on next page.]

OWNER:
City of Centralia

BY: 

Tim Grenke, Mayor

Attest:

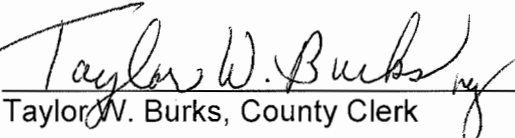

Nathan Russee
City Clerk

LICENSEE:

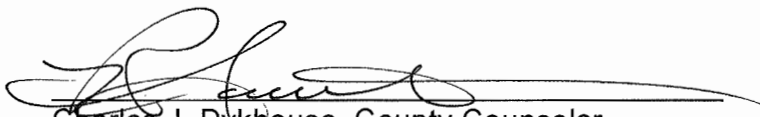
Boone County
(By and through its County Commission):

BY: 

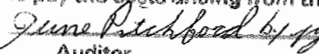
Daniel K. Atwill, Presiding Commissioner

ATTEST:


Taylor W. Burks, County Clerk

Approved as to legal form:


Charles J. Dykhouse, County Counselor

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 appropriation sufficient
to pay the costs arising from this contract.
 10/30/2017
Auditor Date

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

7th

day of

November

20 17

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 from Public Works to purchase a small trailer for use with the walk-behind saw and dispose of a 1990 Home-made single axle trailer.

Details of the purchase are described in the attached memorandum. It is further ordered the Presiding Commission is hereby authorized to sign said Request for Disposal Form.

Done this 7th day of November, 2017.

ATTEST:

Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission

Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II Commissioner

Boone County Public Works

Gregory P. Edington
Director
Maintenance Operations Division



5551 S. Tom Bass Rd.
Columbia, Missouri 65201-9711
(573) 449-8515 ext (226)
FAX (573) 875-1602
EMAIL: gregedington@boonecountymo.org

Date: October 30, 2017
From: Greg Edington
Subject: Trailer replacement

Commissioners:

The Public Works Dept. is requesting to purchase a small trailer for use with the walk-behind concrete saw and dispose of a 1990 homemade trailer that was utilized for the same use. Recently, the old trailer was brought into the shop for an apparent towing problem. Upon further inspection, the trailer's main beams were broken in half and multiple welding joints along the rest of the trailer were failing. The trailer has been taken out of service and is not repairable. Please see the attached disposal form for the trailer.

The Public Works Department (2040) has ample cost savings (\$167,713.44) in Class 9 – account 92300 for the purchase if permitted.

Also, attached is a quote from a local trailer dealer that submitted pricing for a desired replacement trailer. Including options, the new trailer would cost approximately \$1,885.00.

Thank you for your consideration.



Prepared By:

WEB68567

Trailer Trendz, LLC
 12844 Penny Hollow Road
 Eugene, MO 65032
 richard@trailerrendzllc.com (mailto:richard@trailerrendzllc.com)
 www.trailerrendzllc.com (http://www.trailerrendzllc.com)
 5734980121

Date Created: 10/24/2017

Prepared For:

Comments and Special Instructions:

BOONE COUNTY PUBLIC WORKS

N/A

65202

808-1509

Purchase Order Number : N/A

Promo Code : N/A

Quantity : 1

Final Trailer Part Number : SB6008031IS0GA1P03ZP2CB2

Base Trailer

Code	Description	Price for Quote
SB6008031	60" x 08" Single Axle (4" Channel Frame)	\$1,357.14
ISO	1 - 3,500 Lb Dexter Spring (1 Idler Axle)	\$0.00
ZP2CB2	Black (w/Primer)	\$0.00

Base Trailer Total : \$1,357.14

Options

Code	Description	Price for Quote
GA1	Tilt Deck	\$64.29
P03	2 - 3/8" Pipe Top Side Rails (weld on)	\$57.14

Options Total : \$121.43

Freight : \$0.00

Total : \$1,478.57

Discount : \$128.57

Discounted Total Price : \$1,350.00

+ Electric Brakes \$150.00

+ 5200 lb axle \$135.00 w/ Brakes \$300.00

4' Grate in place of tilt \$220.00

5' Grate in place of tilt + 235.00

Trailer Standard Features

Product Line Single Axle & Single Axle Landscape
 GVWR: 2,990 lb
 Couplers: 2" A-Frame 7,000 Lb
 Jack: 5,000 Lb Top Wind Swivel Jack
 Wheels: 15" 5-Hole Sliver Mod
 Suspension: Multi-Leaf Spring

Product Series: SB03
 GAWR: 3,500 Lb (ea axle)
 Safety Chains: 1/4" Grd. 30 w/Safety Latch Hook (2 ea)
 Axles: 1-3,500 Lb Cambered Dexter Spring Idler
 Tires: 205/75 R15 LRC
 Tongue & Neck: 4" Channel (4.5 lbs/ft)

Frame:	4" Channel (4.5 lbs/ft)	Side Rails:	Removable
Up Rights:	2" x 2" x 1/8" Tubing	Crossmembers	2" x 2" x 3/16 Angle Iron (2.44 lbs/ft)
Flooring:	Treated Wood	Fenders:	Removable Smooth Plate
Top Rail:	2" x 2" x 1/8" Angle Iron	Lights:	D.O.T. Stop, Tail, Turn and Clearance LED
Wire	16 Ga. 5-Way Double-Insulated w/4-way plug	Finishing	Sherwin-Williams Powdura OneCure Primer w/Polyester
Harness:		Coat/Primer	TGIC Gloss Powder Topcoat
Finish (prep):	Mechanical and/or Chemical Pretreatment for Maximum Paint Adhesion	EWR Class	SINGLE AXLE UTILITY

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: October 23, 2017

Fixed Asset Tag Number: NONE

Description of Asset: 1990 Home-made single axle trailer

Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:

Other Information (Serial number, etc.): None available

Condition of Asset: Very poor - main frames are broken in half.

Reason for Disposition: Unit is not usable.

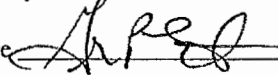
Location of Asset and Desired Date for Removal to Storage:

Was asset purchased with grant funding? YES NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal? YES NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 2040 Public Works Maintenance

Signature 

To be Completed by: AUDITOR

Original Acquisition Date _____

G/L Account for Proceeds _____

Original Acquisition Amount _____

Original Funding Source _____

Account Group _____

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

____ Transfer Department Name _____ Number _____

Location within Department _____

Individual _____

____ Trade _____ Auction _____ Sealed Bids

____ Other Explain _____

Commission Order Number 505-2017

Date Approved 11-7-17

Signature 

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 17

In the County Commission of said county, on the 7th day of November 20 17

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision for Public Works to switch to the Shoretel phone system.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2040	91400	Public Works	Auto/Trucks	21,000	
2040	92200	Public Works	Replacement Buildings and Improvement		21,000
				21,000	21,000

Done this 7th day of November, 2017.

ATTEST:

Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission

Daniel K. Atwill
Presiding Commissioner

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II Commissioner

BOONE COUNTY, MISSOURI
 REQUEST FOR BUDGET REVISION

RECEIVED

11/2/17
 EFFECTIVE DATE

OCT 31 2017

FOR AUDITORS USE

BOONE COUNTY AUDITOR

(Use whole \$ amounts)
 Transfer From Transfer To
 Decrease Increase

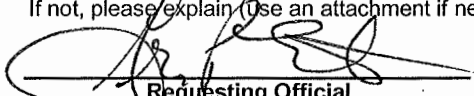
Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
2040	91400	Public Works	AUTO/TRUCKS	21,000	
2040	92200	Public Works	Replacement Bldgs & Imprv		21,000
				<u>21,000</u>	<u>21,000</u>

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

Savings are available within the 2017 budget to proceed with moving Public Works onto the Shoretel system. The aging phone system at Public Works lacks many features and the County-wide compatibility desired. This purchase will have no budgetary impact for the remainder of this year. Budgetary impact for subsequent years will include a somewhat higher monthly phone service charge.

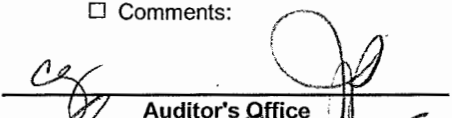
RECLASS FOR PHONE SYSTEM

Do you anticipate that this Budget Revision will provide sufficient funds to compete the year? (YES) or NO
 If not, please explain (Use an attachment if necessary):


 Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- ^{N/A} A schedule of previously processed Budget Revisions/Amendments is attached
- Unencumbered funds are available for this budget revision.
- Comments:


 Auditor's Office

Agenda


 PRESIDING COMMISSIONER

Absent
 DISTRICT I COMMISSIONER


 DISTRICT II COMMISSIONER

Aron Gish

From: Connie Shepp
Sent: Monday, October 23, 2017 3:38 PM
To: Aron Gish; Ryan Irish
Subject: Shore-Tel Project : Public Works - quotes : update
Attachments: Steel-nett_Quote_20171013.docx; Quote.1710131047.Boone County Public Works 101317 JCW.6.53.pdf; Boone County Government Cisco Switches 101217.pdf; APC Back-UPS 650VA UPS - CDW.pdf; Public Works_ConsolidatedQuote_20171016.xlsx; RE: Boone County Shoretel Expansion Project - Inventory Request

Follow Up Flag: FollowUp
Flag Status: Flagged

I have added a UPS to the quote that I provided 10/17 and also have an estimate of monthly billing. I have requested monthly billing clarification from Lynn, and believe the total monthly charges will be considerably less than what I've indicated below and on the attached consolidated quote spreadsheet. I believe this is my "final version" of the quote for the Public Works Shoretel project. Let me know if you need any of this information in a different format.

Summary:

Cabling and patch panel at Tom Bass Road :	\$2000.00 (not to exceed)	OK			
Shoretel phone equipment & ST switch, PW South :	\$13709.08	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <table border="0"> <tr><td>\$1194.20</td></tr> <tr><td>\$3552.83</td></tr> <tr><td>\$74.99</td></tr> </table> </div>	\$1194.20	\$3552.83	\$74.99
\$1194.20					
\$3552.83					
\$74.99					
Shoretel phone equipment, PW North :	\$1194.20				
Network Switch, PW South:	\$3552.83				
UPS for Voice Switch:	\$74.99				
Total (one time charges):	\$20,531.10	← 21K			
<u>Monthly billing estimate (high estimate):</u>	<u>\$688.08</u>	÷ 50%			

71004 savings

Available savings 91300

\$8400

700/mo

Could be 50% less

2018 budget 65000

All documents attached to this e-mail are saved in S:\DP\ShoreTel\2017\PublicWorks



Connie Shepp • Systems Administrator
Boone County Government, Missouri
Information Technology Department
801 E Walnut, Room 220, Columbia MO 65201
tel:573-886-4316 fax:573-886-4322 cshepp@boonecountymo.org
<http://www.showmeboone.com>

Handwritten: DRAFT

2,000.00 +
13,709.08 +
1,194.20 +
3,552.83 +
74.99 +
20,531.10 *

SUBLSCR BOONE **SUBSIDIARY LEDGER INQUIRY MAIN SCREEN** 10/31/17 10:50:44

Year	<u>2017</u>	Original Appropriation	<u>27,500.00</u>
Dept.	<u>2040 PW-MAINTENANCE OPERATIONS</u>	Revisions	
Acct.	<u>91400 AUTO/TRUCKS</u>	Original + Revisions	<u>27,500.00</u>
Fund	<u>204 ROAD & BRIDGE FUND</u>	Expenditures	
		Encumbrances	
Class/Account	<u>A ACCOUNT</u>	Actual To Date	
Account Type	<u>E EXPENSE</u>	Remaining Balance	<u>27,500.00</u>
Normal Balance	<u>D DEBIT</u>	Shadow Balance	<u>27,500.00</u>

Expenditures by Period

January	_____	July	_____
February	_____	August	_____
March	_____	September	_____
April	_____	October	_____
May	_____	November	_____
June	_____	December	_____

F2=Key Scr F3=Exit F5=Ledger Transactions F7=Transactions F9=Budget

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 17

County of Boone

} ea.

In the County Commission of said county, on the

7th

day of

November

20

17

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

Now on this day the County Commission of the County of Boone does hereby adopt the recommendations of the Boone County Job Classification Committee and authorizes the following changes:

Reclassify the two Account Specialist I positions in the Prosecutor's Office (position numbers 452 and 769) to Account Specialist II (Classification Code 100401), effective 1/1/2018.

Eliminate the position Victim Assistant (Classification Code 502200, Range 25) and reclassify it and create a new classification titled Administrative Technician III (Classification Code 101602, Range 27), effective 1/1/2018.

Create a new temporary, part-time position titled Elections Intern (Classification Code 202450, Range 13) in the County Clerk's Office, effective 1/1/2018.

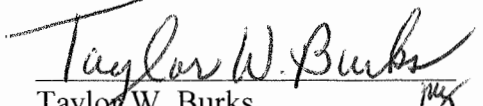
Designate the current Deputy County Clerk II positions in the County Clerk's Office (positions 29, 350, and 519) as positions that can be hired as Deputy County Clerk I or II, dependent upon the qualifications of the applicant.

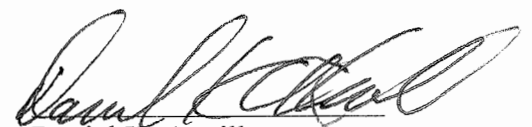
Reclassify the current Deputy County Clerk I- Payroll (position 28, Classification Code 201802) in the County Clerk's Office as a Deputy County Clerk II, effective 1/1/2018.


Reclassify one of the current Sergeant (Classification Code 401300) positions in the Sheriff's Investigations Unit to a Lieutenant position (Classification Code 400300).

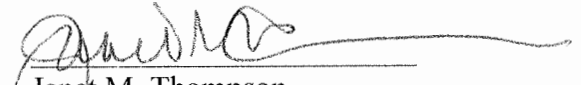
Done this 7th day of November, 2017.

ATTEST:


Taylor W. Burks
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Absent
Fred J. Parry
District I Commissioner


Janet M. Thompson
District II Commissioner

Boone County Human Resources

Jenna Redel
Director, Human Resources
and Risk Management



613 E. Ash Street
Columbia, MO 65201
Phone: (573) 886-4405
Fax: (573) 886-4444

November 2, 2017

Recommendations from the Job Classification Committee

The Job Classification Committee met and reviewed multiple positions on October 23, 2017, and now present the following recommendations:

Reclassify the two Account Specialist I positions in the Prosecutor's Office (position numbers 452 and 769) to Account Specialist IIs (Classification Code 100401), effective 1/1/2018.

With the elimination of the Bad Check/Tax Program Administrator, additional duties have been reassigned to this position that are more complex and require additional training and confidentiality.

The job description for the reclassified position is attached hereto.

Eliminate the position Victim Assistant (Classification Code 502200, Range 25) and reclassify it and create a new classification titled Administrative Technician III (Classification Code 101602, Range 27), effective 1/1/2018.

With the elimination of the Bad Check/Tax Program Administrator, additional duties have been reassigned to this position that are more complex, including coordinating bad check repayment and delinquent tax recoupment for the Prosecutor's Office.

The job description for the Administrative Technician III is attached hereto.

Create a new temporary, part-time position titled Elections Intern (Classification Code 202450, Range 13) in the County Clerk's Office, effective 1/1/2018.

This position will be a part-time, 12-week, summer intern selected from Missouri Youth Elections participants.

The job description for the reclassified position is attached hereto.

Designate the current Deputy County Clerk II positions in the County Clerk's Office (positions 29, 350, and 519) as positions that can be hired as Deputy County Clerk I or IIs, dependent upon the qualifications of the applicant.

If one of these positions is hired as a Deputy County Clerk I, the employee in that position can advance to a Deputy County Clerk II if the administrative authority determines that the employee has reached the requisite training and experience required for the additional duties of the Deputy County Clerk II. The request to advance the position to a Deputy County Clerk II must come as part of the budget process.

Reclassify the current Deputy County Clerk I- Payroll (position 28, Classification Code 201802) in the County Clerk's Office as a Deputy County Clerk II, effective 1/1/2018.

The Deputy County Clerk I- Payroll position is the primary payroll coordinator for the County, has a high level of contact with other offices, must issue spot a variety of potential problems that require training and experience to recognize, and performs functions that require accuracy and attention to detail. These requirements warrant the reclassification of the position to Deputy County Clerk II.

The job description for the reclassified position is attached hereto.

Reclassify one of the current Sergeant (Classification Code 401300) positions in the Sheriff's Investigations Unit to a Lieutenant position (Classification Code 400300).

The Sheriff's Department is continuing its restructuring process, after reactivating the Lieutenant positions in the Enforcement and Detention units in 2016. The Sheriff now seeks to continue that chain of command structure within the Investigation Unit as it combines the Proactive and Reactive divisions of that Unit.



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Account Specialist II</u>	NEW: _____	REVISED: <u>X</u> <small>(Please check one)</small>
REPORTS TO: <u>Office Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/15</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: 604	

SUMMARY:

Under general supervision, the Account Specialist II provides customer service, takes restitution payments, and provides clerical support for the Boone County Prosecuting Attorney's Office.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Serves as the first point of contact for the Boone County Prosecuting Attorney's Office as needed; answers incoming phone calls, assesses needs, and directs inquiries and information to the appropriate staff as necessary; assists walk-in traffic and provides customer service; uses discretion to obtain information and to handle potentially stressful situations; regularly communicates with the public, law enforcement agencies, prosecuting attorneys, defense attorneys, legal staff, Court staff and other office personnel pertaining to inquiries, gathering information and customer service; receives information and file requests from Court and directs information to the appropriate staff member for location and delivery as needed.

Receives and enters all new returned checks; creates and sends notices to the person or business who signed the bad check; collects money orders for bad checks and administrative handling fees; sends statutory 10-day bad check notices; sends follow-up notices for administrative handling fees; types letters and masters for reproduction.

Provides information via telephone and in person to the public and merchants regarding bad check procedures and policies; maintains comprehensive information, confidential reports, files, and other confidential activities in the Prosecuting Attorney's Office.

Gathers and prepares Criminal History and Missouri driving records reports by utilizing MULES and information gathered by the Missouri Highway Patrol.

Receives delinquent tax referrals from the Missouri Department of Revenue; researches current addresses, dates of birth, and other pertinent information related to assigned cases; updates and scans data into electronic filing system; generates letters and notices for payment or payment agreements; monitors files for payment, researches current employment and bank information; reviews delinquent notices for special handling or second notices or forwards to Prosecutor for criminal charges and warrants.

Takes and enters tax payments by mail or in person; creates and sends notices to delinquent taxpayers.

Takes restitution/check/tax payments and prints receipts.

Performs a variety of legal office support work; prepares letters, correspondence, forms and other documents as needed; receives, sorts and distributes incoming and outgoing mail; maintains copies of documents; operates computers, maintains and updates files and spreadsheets; performs word processing; operates office equipment; answers phone lines and e-mail assists the public in person and by phone to take payments or answer inquiries as needed.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to court support work, including Microsoft Word and Excel.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of legal processes and terminology
4. Knowledge of the MULES system
5. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
6. Skill in reading and preparing legal documents.
7. Skill in application of State and Federal guidelines, rules and statutes to perform essential functions of position.
8. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
9. Advanced skill in discretion and maintaining confidential information.
10. Advanced skill in handling stress successfully and the ability to work well with other employees, court professionals and the public.
11. Ability to maintain a high level of customer service.
12. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
13. Advanced ability to work independently and follow instructions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, Court employees, attorneys and members of other entities. This position is subject to varying workloads and high stress situations.

MINIMUM QUALIFICATIONS:

High school diploma or GED, plus one year clerical or office management experience. Must possess a clear criminal history.

PREFERRED QUALIFICATIONS:

One year cash handling or bookkeeping experience, one year customer service experience, and the ability to type 45 WPM.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Administrative Technician III</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Office Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>11/17</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: 500	

SUMMARY:

With general supervision, the Victim Assistant reviews new case files, contacts victims to gather and verify restitution documentation, prepares restitution sheets for court, monitors restitutions payments, prepares reports, and familiarizes victims with court procedures and the legal system.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Performs a variety of legal office support work; prepares letters, correspondence, forms, and other documents; receives, sorts, and distributes incoming mail; maintains copies of documents; operates computers, maintains and updates files, electronic files and databases; performs word processing; maintains confidential files and records; operates office equipment; answers phone lines and e-mail and directs inquiries and information to the appropriate staff.

Reviews new case files to identify victims of property crimes; contacts victims to gather and verify restitution documentation; instructs and familiarizes victims with the Court and restitution process; attends court hearings with victims; facilitates communication between the victim and the designated Assistant Prosecuting Attorney or Victim Specialist; documents services provided to victims; prepares restitution sheets for prosecutor case files.

Monitors restitution payments and prepares monthly reports for Assistant Prosecuting Attorneys; prepares the daily bank deposit; balances the daily restitution deposit report;

sends letters to defendants with past due restitution; reviews cases set for final disposition for restitution; communicates and works with Probation and Parole to locate defendants and clarify restitution due on closed cases.

Monitors payments of Administrative Handling fees and prepares collection letters as needed

Returns non-charged checks to victim or merchants with complete explanation.

Prepares garnishments to be signed by the Assistant Prosecuting Attorney; files garnishments with the Clerk's Office; sends garnishment information to the Sheriff's Department for service; monitors and issues new garnishments until judgment are paid in full; prepares collection letters as needed

Prepares deposit of incoming funds and sends to the Boone County Treasurer's Office; prepares and sends Department of Revenue invoice if needed.

Reviews old bad check cases, researches new addresses for defendants, and corresponds with them regarding payment.

Provides information via telephone and in person regarding bad check procedures and policies; maintains comprehensive information, confidential reports, files, and other confidential activities in the Prosecuting Attorney's Office.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to legal support work, including Microsoft Word and Excel.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Advanced knowledge of legal processes and terminology.
5. Advanced knowledge of the criminal justice system in the State of Missouri.
6. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
7. Skill in accounting or bookkeeping.
8. Skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
9. Advanced skill in handling stress successfully and the ability to work well with other employees, court professionals and the public.
10. Advanced skill in building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
11. Advanced skill in reading and preparing legal documents.

12. Expert skill in discretion and maintaining confidential information.
13. Ability to successfully complete Victim Advocate Training through the Missouri Association of Prosecuting Attorney's Victim Services Academy within the first year of employment.
14. Advanced ability to work independently and follow instructions.
15. Advanced ability to maintain a high level of accuracy and attention to detail.
16. Advanced ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, Court employees, attorneys, and members of other entities. This position is subject to large workloads and stressful situations regularly.

MINIMUM QUALIFICATIONS:

High School Diploma or GED, plus two years clerical or office management experience, and two years accounting or bookkeeping experience. Must possess a clear criminal history.

PREFERRED QUALIFICATIONS:

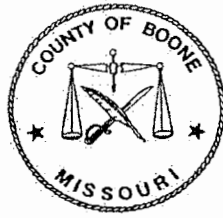
Bachelors Degree in Accounting, Business Administration, Criminal Justice, Social Work or related field, plus experience working in a legal environment or in victim services, and the ability to type 45 WPM.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Elections Intern</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>County Clerk</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>11/17</u>
DEPARTMENT: <u>County Clerk</u>	JOB CODE: <u> </u>	

OVERVIEW:

Part-time, 12-week summer intern who works with the professional staff of the Boone County Clerk's Office on on-going projects and the day-to-day operations related to elections.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Responsibilities may include, but are not limited to, the following job duties:

Under the direct supervision of the election authority or election judges, may assist in the administration of the polling place, assist in the counting of votes, assist in the execution of any administrative duty of any election authority or election judge, and perform any other election-day-related duty as instructed.

Provides customer service at the County Clerk's office counter; checks information received for completeness and accuracy; responds to voter questions; processes information in accordance with office procedures and state statutes.

Assists with the maintenance and replacement of supplies for election polling places; Conducts research projects on specific elections-related issues; Breaks down and assembles precinct books; Assists with the registration of new voters and voter address changes; Assists with the mailing of absentee ballots and hospital and nursing home delivery programs; Assists with administrative tasks such as scanning, photocopying, and filing; Prepares correspondence and updates and maintains resource materials and guides for voters.

Complete one election-related project during the course of the internship program. Examples include: plan and coordinate a targeted poll worker recruitment program; plan

and coordinate a voter registration drive; research and propose one process improvement plan for the election office; assist Operations Manager with equipment inventory, maintenance, and election day preparation; or an individually proposed project of similar scope.

A successful intern is also expected to assist with the coordination of a voter registration drive in their school district after the start of the Fall semester.

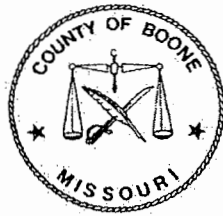
Other duties as assigned.

KNOWLEDGE AND SKILL:

1. Good knowledge of standard office practices, record keeping, office equipment, and computer software, or demonstrated ability to learn these functions
2. Ability to establish and maintain cooperative working relations with other Boone County employees and the public.
3. Demonstrated interest in local government elections.
4. Strong oral and written communication skills.

MINIMUM QUALIFICATIONS:

Elections interns are selected from high school juniors and seniors who are Missouri Youth Election Participants. Successful candidates must be at least 16 years of age at the time of hire.



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Deputy County Clerk II – Payroll Specialist	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
REPORTS TO: County Clerk	FLSA: <u>Non-Exempt</u>	DATE: <u>11/2</u>
DEPARTMENT: County Clerk	JOB CODE: 604	

DEFINITIONS: Under general supervision of the Clerk, performs routine clerical tasks to generate the County payroll such as processing changes to payroll records, verifying and entering timesheets, overtime and compensatory time, deductions, garnishments, direct deposits and related transactions to issue the regular payroll. Prepares and submits state and federal annual, quarterly, and monthly payroll tax reports.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Processes standard payroll timesheets and retroactive adjustments; verifies timesheets to ensure accuracy of time worked, leave time used, and compensatory or overtime earned; calculates child support, garnishments and other deductions; transfers direct deposits; reconciles balances and posts to payroll records; calculates and issues payment requisitions for funds deducted from employee payroll.

Maintains and updates the payroll database; processes changes in tax withholding, retirement, health benefits and other accounts; maintains records of vacation, sick and personal leave, compensatory time and related files; tracks changes in accrual rates.

Provides information to employees and Administrative Authorities; responds to questions about leave, overtime, withholding tax, benefit and retirement deductions; assists employees in calculating retirement amounts.

Reads payroll reports and uses data to complete state and federal payroll tax reporting; prepares annual County payroll calendar including updating tax rates and benefit adjustments.

Provides back-up clerical support to County Clerk office; answers phones and responds to inquiries as appropriate and provides customer assistance as necessary.

Other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of Boone County policies and procedures.
2. Knowledge of Boone County payroll, accounting and related systems.
3. Skill in applying payroll procedures and rules accurately.
4. Skill in application of state and federal guidelines, rules, and statutes to perform essential functions of position.
5. Skill in accurate recording of data in manual and computerized accounting systems
6. Skill in establishing and maintain cooperative working relationships with other employees and departments.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County, and State employees, elected officials and members of other entities. Due to the subject matter of the position, the employee may be subject to stressful situations.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

MINIMUM QUALIFICATIONS:

High school diploma or GED, two years clerical experience, and two years technical bookkeeping experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 17

County of Boone

} ea.

In the County Commission of said county, on the

7th

day of

November

20

17

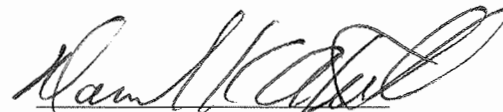
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner, District I Commissioner, and District II Commissioner to approve Personnel Action Forms (PAFs) presented to the Commission, either in written or electronic form, as part of countywide personnel actions presented in accordance with Boone County's Personnel Policy Manual and Budget appropriations.

Done this 7th day of November, 2017.

ATTEST:

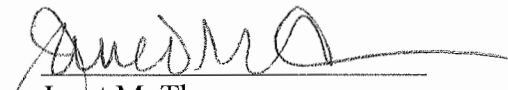
Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 17

County of Boone

In the County Commission of said county, on the

7th

day of

November

20

17

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

Now on this day the County Commission of the County of Boone does hereby approve the acceptance of the attached Fostering Court Improvement JCIP Sub-grant from the Office of State Courts Administrator (OSCA) for the period of October 27, 2017 to September 30, 2018.

Done this 7th day of November, 2017.

ATTEST:

Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Absent
Fred J. Parry
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

	State of Missouri Office of State Courts Administrator Administrative Services Division	Issue Date	Award Amount
		Oct. 27, 2017	\$2,000.00
		Contract Period	
		Oct. 27, 2017, through Sept. 30, 2018	

Fostering Court Improvement JCIP Sub-grant

The Fostering Court Improvement sites are measured on pre-determined outcomes to include permanency, timeliness and child safety measures. Funding is provided to assist in the implementation of strategies to improve services and outcomes for children.

Contract Number	<input checked="" type="checkbox"/> Original Contract
OSCA 16-015-35	<input type="checkbox"/> Contract Amendment

Federal CFDA # 93.586

Court/Recipient Information:	Project Director:	OSCA Program Contact
The Honorable Kevin Crane Presiding Judge Thirteenth Judicial Circuit 705 East Walnut Columbia, Missouri 65201	Ruth McCluskey Juvenile Officer 607 E. Ash St. Columbia, MO 65201	Kim Abbott 573-522-6768
		OSCA Fiscal Contact
		Shelly Peters 573-522-2751

<input type="checkbox"/> Special Conditions of this award are attached.	<input checked="" type="checkbox"/> There are no special conditions of this award. Original RFP requirements only.
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Funding will be provided for covering meals for quarterly FCI/contract attorney meetings and for TPR training, for awards for exemplary team members, and for supplies for subcommittee projects.

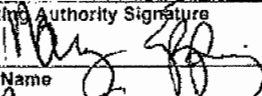
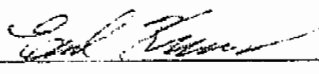
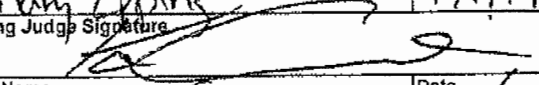
Requested Funding: \$2,000.00

Awarded Funding: \$2,000.00

Please Sign, Date and Return by Mail to:

Office of State Courts Administrator
Attn: Contracts Unit
P.O. Box 104480
Jefferson City, MO 65110 - 4480

In witness thereof, the parties below hereby execute this agreement.

Appointing Authority Signature		OSCA Signature	
			
Printed Name	Date	Printed Name	Title
Mary Evans	11/1/17	Earl Kraus	Deputy State Courts Administrator
Presiding Judge Signature		Date	
		10/30/17	
Printed Name	Date	Date	
Kevin Crane	10/1/17	10/30/17	

Fostering Court Improvement JCIP Sub-grant: Local Court Enhancements (FY18)

The Fostering Court Improvement sites are measured on pre-determined outcomes including permanency, timeliness, and child safety measures. In addition, the Children's Division Quality Assurance Specialists provide child welfare data to the local project sites. Strategies are then developed to address areas of deficiency which are identified in the outcome measurements. Funding is available up to \$2000 for each of the project sites to assist them in their ability to implement strategies to improve services and outcomes for children and families. Each site will be required to submit a funding request on this form, along with budgets and justification, for their request in terms of the child welfare goals they hope to achieve and how the funding will support such. Reimbursement would be made in accordance with approved budgets, within OSCA Financial Guidelines, after costs have been incurred.

Budget Request

1. Please break down your funding request:

Budget Line Item	Approximate Cost	Budget Line Item	Approximate Cost
a. Lunches for FCI/contract attorney meetings	\$1200.00	e.	
b. Trainings	\$400	f.	
c. Supplies for subcommittees	\$400	g.	
d.		h.	

2. Total Budget Request \$2000.00

3. Specific County to be reimbursed: Boone County

Justification (attach additional sheets, if necessary)

1. How will this funding enhance your courts ability to meet outcomes for children and families?

As in the past, we plan on utilizing the funding to provide lunches at our quarterly FCI/contract attorney meetings. Having lunch provides an incentive for better participation in the meetings. During those meetings, we are able to work toward goals, and emphasize the importance of FCI to the attorneys. We often are able to get attorneys to participate in sub-groups for goals due to those meetings. We would like to offer a TPR training for our circuit. Children's Division is going to provide the training with attorneys from their legal aspects team. We would like to utilize some of the grant funding to be able to offer lunch. We have a subcommittee for recognizing exemplary team members. We would like to use grant funds to purchase awards for those who are recognized. We also have recently developed subcommittees for Cross-over Youth and for Systems of Care. We would like to utilize grant funds to provide supplies for projects which will arise from those subcommittees.

2. Provide a timeline and description of how the funding will be used.
(Funding must be spent prior to September 30, 2018 and OSCA must be billed prior to October 12, 2018.)

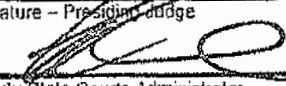
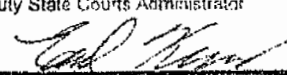
Joint FCI/contract attorney meetings will be held in January 2018, April 2018, July 2018, and October 2018. The TPR training will be held at the end of 2017, or beginning of 2018. The subcommittees will be convening soon, and will develop goals and strategies for those committees. Those funds will be used throughout the year.

For OSCA Internal Use Only

Yes No

- | | | |
|--|--|--|
| 1. Does this request fall within the scope of the Fostering Court Improvement Program? | | |
| 2. Does this request meet the requirements of the DHHS-ACF requirements for uses of these grant funds? | | |
| 3. Is it clear that funding will be expended by September 30, 2018 and billed to OSCA before October 12, 2018? | | |
| 4. Are there any special terms or conditions attached to this award? | | |

Authorization (please both sign and print your name)

Circuit 13	Signature - Presiding Judge 	Date 10/17/17
OSCA OSCA # 015-375	Deputy State Courts Administrator 	Date 10/30/17

Return to:

Office of State Courts Administrator, Contracts Section
osca.contracts@courts.mo.gov

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 17

County of Boone

} ea.

In the County Commission of said county, on the

7th day of November 20 17

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 Monday, November, 13, 2017, at 8:30 a.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(12), Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Done this 7th day of November, 2017.

ATTEST:

Taylor W. Burks
Taylor W. Burks
Clerk of the County Commission

Daniel K. Atwill
Presiding Commissioner

Absent

Fred J. Parry
District I Commissioner

Janet M. Thompson
District II Commissioner