

321 -2023

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

July Session of the July Adjourned

Term. 20 23

County of Boone

} ea.

In the County Commission of said county, on the 25th day of July 20 23

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

Now on this day, the County Commission of the County of Boone does hereby approve the request to hire above the flexible hiring rate for position number 959, Evidence Custodian, and does hereby authorize an appropriation of \$25.75 an hour for the salary of said position.

Done this 25th day of July 2023.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

322-2023

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

July Session of the July Adjourned

Term. 20 23

In the County Commission of said county, on the 25th day of July 20 23

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

Now on this day, the County Commission of the County of Boone does hereby authorize an extended overlap period for position 959, Evidence Custodian, from August 14, 2023, through September 22, 2023. This authorization is pursuant to Commission Order 147-2005 which requires Commission approval for any overlap period in excess of 80 hours.

Done this 25th day of July 2023.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

July Session of the July Adjourned

Term. 20 23

County of Boone

In the County Commission of said county, on the

25th

day of

July

20 23

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 list of surplus disposal.

Done this 25th day of July 2023.

ATTEST:

Brianna L. Lennon

Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick

Kip Kendrick
Presiding Commissioner

Justin Aldred

Justin Aldred
District I Commissioner

Janet M. Thompson

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: July 14, 2023

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	9472	BLUE SQUARE TABLE WITH TWO PLASTIC CHAIRS		SHERIFF	FAIR	
2	10774	TWO DRAWER FILE CABINET		SHERIFF	FAIR	
3	NO TAGS	16 GAS MASKS & ACCESSORIES		SHERIFF	RECYCLE	
4	NO TAGS	13 WEAPON LIGHTS		SHERIFF	OLD & OUT OF DATE	
5	NO TAGS	9 RIFLE SIGHTS		SHERIFF	OLD & OUT OF DATE	
6	NO TAG	LARGE BULKY RIFLE SCOPE		SHERIFF	OLD & OUT OF DATE	
7	NO TAG	OLD BINOCULAR		SHERIFF	RECYCLE	
8	10945	SEVEN SHELF METAL BOOKCASE		CIRCUIT CLERK	FAIR	

9	NO TAG	TASK CHAIR		CIRCUIT COURT	RECYCLE	
10	NO TAGS	VARIOUS OFFICE SUPPLIES		CIRCUIT COURT	FAIR	
11	NO TAGS	3 RING BINDERS		CIRCUIT COURT	FAIR	
12	22242	TV	SHARP 55"	INFORMATION TECHNOLOGY	UNKNOWN	
13	NO TAG	FIVE SHELF WOODEN BOOKCASE		BCPA - CHILD SUPPORT	FAIR	

cc: Heather Acton, Jacob Flowers, Aaron Neugarten, Auditor Surplus File

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED
JUN 12 2023
BOONE COUNTY
AUDITOR

Date: 06/10/23

Fixed Asset Tag Number: 09472

Description of Asset: Blue kitchen/dining area table with matching blue chair

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

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

Condition of Asset: Good

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: Sheriff's Annex loading dock

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's 1228

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 6-30-95

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 323-2023

Date Approved 7.25.2023

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 06/10/23

Fixed Asset Tag Number: 10774

JUN 12 2023

Description of Asset: Two drawer file cabinet

**BOONE COUNTY
AUDITOR**

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

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

Condition of Asset: Good

Reason for Disposition: No longer needed

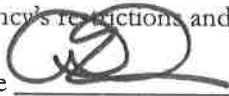
Location of Asset and Desired Date for Removal to Storage: Sheriff's Annex loading dock

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's 1228

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 10-24-96

G/L Account for Proceeds 1190-3836 (u)

Original Acquisition Amount \$104.75

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 323-2023

Date Approved 7.25.2023

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 06/10/23

Fixed Asset Tag Number: NA

JUN 12 2023

Description of Asset: Quantity of 16 Gas Mask, hood, carry bags, and accessories

BOONE COUNTY
AUDITOR

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

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

Condition of Asset: Poor and stinky, old and out of date

Reason for Disposition: No longer needed


Location of Asset and Desired Date for Removal to Storage: Sheriff's Annex loading dock

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's 1228

Signature 

To be Completed by: AUDITOR

Original Acquisition Date N/A

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 323-2023

Date Approved 7.25.2023

Signature 

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

RECEIVED
JUN 12 2023
BOONE COUNTY
AUDITOR

Date: 06/10/23

Fixed Asset Tag Number: NA

Description of Asset: Quantity of 13 weapon lights

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

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

Condition of Asset: Old and out of date, some may still be usable

Reason for Disposition: No longer needed


Location of Asset and Desired Date for Removal to Storage: Sheriff's Annex loading dock

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's 1228

Signature 

To be Completed by: AUDITOR

Original Acquisition Date N/A

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 323-2023

Date Approved 7.25.2023

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 12 2023

BOONE COUNTY
AUDITOR

Date: 06/10/23

Fixed Asset Tag Number: NA

Description of Asset: Quantity of 9 Rifle sights

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

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

Condition of Asset: Old and out of date, usable

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: Sheriff's Annex loading dock

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's 1228

Signature 

To be Completed by: AUDITOR

Original Acquisition Date N/A

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 323-2023

Date Approved 7.25.2023

Signature 

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 12 2023

BOONE COUNTY
AUDITOR

Date: 06/10/23

Fixed Asset Tag Number: NA

Description of Asset: One extra large bulky rifle scope

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

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

Condition of Asset: Old and out of date, usable

Reason for Disposition: No longer needed


Location of Asset and Desired Date for Removal to Storage: Sheriff's Annex loading dock

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's 1228

Signature 

To be Completed by: AUDITOR

Original Acquisition Date N/A

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 323-2023

Date Approved 7.25.2023

Signature 

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

JUN 12 2023

**BOONE COUNTY
AUDITOR**

Date: 06/10/23

Fixed Asset Tag Number: NA

Description of Asset: One really old binoculars

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

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

Condition of Asset: Old and out of date, usable

Reason for Disposition: No longer needed

Location of Asset and Desired Date for Removal to Storage: Sheriff's Annex loading dock

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's 1228

Signature _____

To be Completed by: AUDITOR

Original Acquisition Date N/A

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 323-2023

Date Approved 7.25.2023

Signature _____

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED
JUN 21 2023
BOONE COUNTY
AUDITOR

Date: 06/21/2023

Fixed Asset Tag Number: 10945

Description of Asset: 7 Shelf Metal Book Case

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

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

Condition of Asset: Good

Reason for Disposition: No longer need

Location of Asset and Desired Date for Removal to Storage: 2nd Floor Breakroom behind 2 South Courtroom. 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: 1221 Circuit Clerk's Office

Signature Kayla L. Lueck

To be Completed by: AUDITOR

Original Acquisition Date N/A

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 323-2023

Date Approved [Signature] 7.25.2023

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 6/14/23

Fixed Asset Tag Number: N/A

JUN 23 2023

Description of Asset: TASK chair

BOONE COUNTY
AUDITOR

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

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

Condition of Asset: LOOKS good but very old & uncomfortable

Reason for Disposition: Replaced Judge's Office

Location of Asset and Desired Date for Removal to Storage: law library / 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: 1210-Circuit Court Signature: Cindy Samer

To be Completed by: AUDITOR

Original Acquisition Date: N/A

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 323-2023

Date Approved 7.25.2023

Signature: 

BOONE COUNTY

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Request for Disposal/Transfer of County Property

JUN 23 2023

Complete, sign, and return to Auditor's Office

BOONE COUNTY AUDITOR

Date: 6/14/23

Fixed Asset Tag Number: N/A

Description of Asset: Various office supplies; see attached list of items

Requested Means of Disposal: [X] Sell [X] Trade-In [X] Recycle/Trash [X] Other, Explain: whatever can be done.

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

Condition of Asset: Good condition

Reason for Disposition: items are older & not in use.

Location of Asset and Desired Date for Removal to Storage: boxed in law library / ASAC Judge's Office

Was asset purchased with grant funding? [] YES [X] 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: Cindy Samra

To be Completed by: AUDITOR

Original Acquisition Date: N/A

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: 323-2023

Date Approved: 7.25.2023

Signature: [Handwritten Signature]

BOONE COUNTY
Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED
JUN 23 2023
BOONE COUNTY
AUDITOR

Date: 6/14/23 Fixed Asset Tag Number: N/A

Description of Asset: 20-30 3 ring binders

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

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

Condition of Asset: Poor

Reason for Disposition: Binders in bad condition

Location of Asset and Desired Date for Removal to Storage: bagged in Law Library / ASAP.
Judge'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: 1210-Circuit Court Signature: Cindy Samuti

To be Completed by: AUDITOR
Original Acquisition Date: N/A 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 323-2023

Date Approved 7.25.2023

Signature [Signature]

RECEIVED

JUN 12 2023

BOONE COUNTY
AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 03/31/2023 FIXED ASSET TAG NUMBER: 00022242

DESCRIPTION: SHARP LC55UB30U
TV

REQUESTED MEANS OF DISPOSAL: _____

OTHER INFORMATION: _____

CONDITION OF ASSET: PURCHASE DATE

REASON FOR DISPOSITION: REPLACEMENT/NO LONGER NEEDED

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: asap in gc rm 123

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

DEPARTMENT: INFORMATION TECHNOL SIGNATURE: 

AUDITOR

ORIGINAL ACQUISITION DATE 2017/08/10

G/L ACCOUNT FOR PROCEEDS 2700-3836

ORIGINAL ACQUISITION AMOUNT 940.62

ORIGINAL FUNDING SOURCE 2761

ACCOUNT GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

___ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____


INDIVIDUAL _____

___ TRADE ___ AUCTION ___ SEALED BIDS

___ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 323-2023

DATE APPROVED 7.25.2023

SIGNATURE 

COMPUTER EQUIPMENT INVENTORY STATUS FORM

Instructions for Use:

Section A - Complete when equipment is delivered to IT or installed by a Technician - only for equipment that will have an asset tag
Section B - Complete when tagged equipment is being moved from one location to another or when tagged equipment is being surplus/dispensed
Section C - Completed by the Service Coordinator II

Section A - ADD / INSTALLATION OF NEW EQUIPMENT

Boone County Tag Number: _____ Add to Tag Number: _____ Work Order #: _____
Primary # Secondary #

Make: _____ Model: _____

Serial Number: _____ Category: _____ Useful Life: _____
PC, Laptop, Printer, etc. Years

Department: _____ Location: _____
Department Name Address / Building of Department

First Name: _____ Last Name: _____
User Information User Information

Status: Select One Date: _____ Signature: _____
Add / Install Received / Installed Date

Device Name: _____ Date: _____ Service Status: Manage Unmanage
Windows / Network Service Date

Service Notes: _____

Section B - MOVE / DISPOSE OF EXISTING EQUIPMENT

Boone County Tag Number: 22242 Work Order #: 57891 Move Type: Dispose Permanent Temporary

Make: 70 - SHARP Model: 3 - LC55UB30U

Serial Number: 505B0224386 Category: 55 - TV
PC, Laptop, Printer, etc.

Transferring From: _____ Transferring To: _____

Department: 2703 - INFORMATION TECHNOLOGY-911/EM ⇒ Department: _____
Department Name (previous) Department Name (new)

Location: ECC BUILDING ⇒ Location: _____
Address / Building of Department (previous) Address / Building of Department (new)

First Name: BY ROOM 122 ⇒ First Name: _____
User Information (previous) User Information (new)

Last Name: ECC HALLWAY ⇒ Last Name: _____
User Information (previous) User Information (new)

Status: Dispose Date: 03/28/2023 Signature: Susan Geshell
Move / Dispose Move / Dispose Date

Device Name: _____ Date: _____ Change Status: Dispose Move, Manage Move, Unmanage
Windows / Network Charge Date

Service Notes: _____

Section C - VENDOR INFORMATION

Vendor: _____ Bid Number: _____ PO Number: _____ Invoice Number: _____ Cost: _____

Warranty Vendor: _____ Warranty Period: _____ Offsite: Onsite:

FOR INFORMATION SERVICES USE ONLY

Copy to Auditor: _____ IBM i Updated: _____ Email to Huber: _____
Date / Initials Date / Initials help@pc.ny.us Date / Initials

Maintenance Records Updated: _____ Change Notice to Maintenance Provider: _____
Date / Initials Date / Initials

COMPUTER EQUIPMENT INVENTORY STATUS FORM

INSTALLATION OF NEW EQUIPMENT

Boone County Tag Number: 22242 ADD to Tag Number: _____ Work Order #: _____

Make: Sharp

Model: LC-55UB30U

Description: 55" LED HDTV TV

Serial Number: 505B0224386

Department: IT-911/OEM Information Technology - 911/EM

Location: ECC Hallway User: Outside Room 122

DATE: 8/10/2017 SIGNATURE: 

Vendor: Little Dixie Contract Cost: _____

Bid Number: _____ PO Number: _____ Invoice Number: _____

Warranty Vendor: _____ Warranty Period: _____ CarryIn OnSite

RELOCATION / FIELD VERIFICATION OF EXISTING EQUIPMENT

Boone County Tag Number: _____ Work Order #: _____ Surplus
 Temporary Permanent

Department Transferred FROM: _____

User/Location: _____

Department Transferred TO: _____

User/Location: _____

Make: _____

Model: _____

Description: _____

Serial Number: _____

DATE: _____ SIGNATURE: _____

FOR INFORMATION SERVICES USE:

COPY TO AUDITOR: 9-28-17 ENTERED: 11-17-17 COPY TO SOFTWARE NOTEBOOK: _____
date date (if applicable) date

MAINTENANCE RECORDS UPDATED: _____ CHANGE NOTICE TO MAINTENANCE PROVIDER: _____
(if applicable) date (if applicable) date

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 06-21-2023

Fixed Asset Tag Number:

Description of Asset: brown 5 shelf bookcase

RECEIVED

JUN 21 2023

BOONE COUNTY
AUDITOR

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

Other Information (Serial number, etc.):

Condition of Asset: fair

Reason for Disposition: no longer needed

Location of Asset and Desired Date for Removal to Storage: 605 E Walnut, Suite B, room B106; Child Support

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: 1263 - BCPA - Child Support Divi

Signature

Cathy Harris

To be Completed by: AUDITOR

Original Acquisition Date N/A

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 323-2023

Date Approved 7.25.2023

Signature *[Signature]*

Surplus List:

- Bulletin Board
- Task chair arms
- Paper stand(?)
- mouse pad
- ergonomic keyboard
- two "Turn off cell phone" signs
- inbox
- 5 plastic wall hanging file holders
- clipboard
- rolodex
- 2 metal wall hanging file holders
- metal file hangers for inside desk drawers
- mesh chair back attachment
- Desk top tray
- 2 Desk top pen cups
- Blue desk top file/envelope holder
- tape dispenser
- 2 hole paper puncher
- Calculator & ink roller
- Staple remover
- 2 Desktop page holders(?)

324-2023

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

}
} c.R.

July Session of the July Adjourned

Term. 20 23

County of Boone

In the County Commission of said county, on the

25th

day of

July

20 23

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

Now on this day, the County Commission of the County of Boone does hereby approve a Cooperative Term and Supply Agreement with Henderson Products, Inc. for two Plow Truck Bodies.

The terms of the Agreement are set out in the attached Contract and the Presiding Commissioner is authorized to sign the same.

Done this 25th day of July 2023.

ATTEST:

Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Presiding Commissioner
Justin Aldred
District I Commissioner
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Gerskin
Buyer



613 E. Ash Street, Room 111
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Gerskin
DATE: July 17, 2023
RE: Cooperative Contract: Sourcewell Contract 080818-HPI – Snow and Ice Handling Equipment, Supplies, and Accessories

The Boone County Road & Bridge Department requests permission to utilize the Sourcewell cooperative contract 080818-HPI – Snow and Ice Handling Equipment, Supplies, and Accessories to purchase two (2) Tandem Axle Plow Truck Bodies with Hydraulics and Installation from Henderson Products, Inc. The Boone County contract number for this purchase is C000646.

The cost of this purchase is \$204,888.00 and will be paid from department 2040 – Road and Bridge Maintenance, account 92400 – Replacement Autos/Trucks. This is a replacement purchase, and the 2023 total budgeted amount is \$220,000 for each truck, \$440,000.00 in total.

The Purchasing department requests permission to dispose of the following surplus by sale through the Missouri Auto Auction:

- 2012 Freightliner 114SD Tandem Axle Dump Truck, VIN 1FVHG3DV6CDBN0544, fixed asset tag 17850 (vehicle 1772)
- 2012 Freightliner 114SD Tandem Axle Dump Truck, VIN 1FVHG3DV1CDBN0547, fixed asset tag 17895 (vehicle 1736)

cc: Greg Eddington, R&B
Contract File

07/11/23

RQST
DATE

**PURCHASE REQUISITION
BOONE COUNTY, MISSOURI**

15261

Henderson Products, Inc.

080818-HPI

VNDR #

VENDOR NAME

BID #

Ship to Dept #: Road and Bridge

Bill to Dept #: 2040 - R&B

Dept	Account	Item Description	Qty	Unit Price	Amount
2040	92400	Tandem Axle Plow Truck Bodes	2	\$113,028.00	\$226,056.00
		Freight	2	\$719.00	\$1,438.00
		Less Sourcewell 10% Discount	2	-\$11,302.80	-\$22,605.60
					\$0.00
					\$0.00
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					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
GRAND TOTAL:					<u>204,888.40</u>

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

[Signature]
Approving Official

Prepared By

Auditor Approval

**PURCHASE AGREEMENT
FOR
SNOW AND ICE HANDLING EQUIPMENT, SUPPLIES, AND ACCESSORIES**

THIS AGREEMENT, Contract Number C000646, dated the 25th day of July 2023 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Henderson Products, Inc.**, herein "Vendor."

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 #C000646** for Snow and Ice Handling Equipment, Supplies, and Accessories in compliance with all bid specifications and any addendum issued for the Sourcwell Contract **080818-HPI**, Quote Dated June 28, 2023, by Henderson Products, Inc. from Zach Kean and 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 contract file for this contract if not attached. In the event of a conflict between any of the foregoing documents, this Purchase Agreement, the Sourcwell Contract **080818-HPI**, and Boone County Standard Terms and Conditions shall prevail and control over the vendor's bid response.
2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with **two (2)** of the following as specified in Henderson Products, Inc. Quote # 173826:

	<u>Unit Cost</u>
<u>Tandem Axle Plow Truck Bodies:</u>	\$113,028.00
Henderson 15/16' Mark E Body	
Front Plow Hitch	
Force America Hydraulics with Installation	
<i>10% Sourcwell Discount</i>	-\$11,303.00
	\$101,725.00
<i>Freight</i>	\$719.00
	\$102,444.00
	(2)
GRAND TOTAL	\$204,888.00

3. **Delivery** – The vendor agrees to deliver the vehicles as outlined in the bid documents. The vehicles should be delivered to Boone County Road & Bridge, Attn: Greg Edington, 5551 Tom Bass Road South, Columbia, MO 65201. Phone: (573) 449-8515.
4. **Title** – Title in the name of: Boone County Road & Bridge. Address: 613 E Ash St., Room 110, Columbia, MO 65201.

5. **Warranty** – “Henderson warrants its products to be free from defects in material or workmanship for a period of 12 months after delivery to the original user or 18 months after the factory invoice, whichever occurs first.” The 12-month warranty begins from the date that the product is put into service and includes the travel time and mileage required by the technician.
6. **Billing and Payment** - All billing shall be invoiced to the Boone County Road & Bridge Department, 5551 Tom Bass Rd., Columbia, MO 65201 and billings may only include the prices listed in the vendor’s quote response. No additional fees for paperwork processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor’s bid response to the specifications. 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 Vendor, 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.
7. **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.
8. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:
 - a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
 - b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products is 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.

[The remainder of this page is intentionally left blank]

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

HENDERSON PRODUCTS, INC.

BOONE COUNTY, MISSOURI

DocuSigned by:
By: Mike Peterson
3A2D9F18224DB4B7...

By: Boone County Commission

Title: Vice President, Sales

DocuSigned by:
Kip Kendrick
57400BED96434D4...

Kip Kendrick, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:
CJ Dykhouse
7D71DEAEB9D74DD...

DocuSigned by:
Brianna L. Lennon
D267E242BFB948C...

CJ Dykhouse, County Counselor

Brianna L. Lennon, 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.)

DocuSigned by:
Kyle Rieman
by KS
E3D8F2FD3CE04B1...

7/18/2023

2040-92400 - \$204,888.00

Signature

Date

Appropriation Account

BOONE COUNTY

Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8/30/2022

Fixed Asset Tag Number: 17850 (Vehicle 1772)

Description of Asset: 2012 Freightliner 114SD Tandem Axle Dump Truck

RECEIVED

OCT 18 2022

**BOONE COUNTY
AUDITOR**

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

Other Information (Serial number, etc.): 1FVHG3DV6CDBN0544

Condition of Asset: Fair condition

Reason for Disposition: Scheduled life cycle replacement

Location of Asset and Desired Date for Removal to Storage: R&B Tom Bass (When replacement arrives)

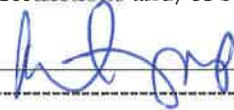
Was asset purchased with grant funding? YES NO

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 Road & Bridge

Signature



To be Completed by: AUDITOR

Original Acquisition Date 12/31/11

G/L Account for Proceeds 2040-3835 5

Original Acquisition Amount 141,332.00

Original Funding Source 2741

Account Group 1605

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 324-2023

Date Approved 7.25.2023

Signature 

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

RECEIVED
OCT 18 2022
BOONE COUNTY
AUDITOR

Date: 8/30/2022

Fixed Asset Tag Number: 17895 (Vehicle 1736)

Description of Asset: 2012 Freightliner 114SD Tandem Axle Dump Truck

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

Other Information (Serial number, etc.): 1FVHG3DV1CDBN0547

Condition of Asset: Fair condition

Reason for Disposition: Scheduled life cycle replacement

Location of Asset and Desired Date for Removal to Storage: R&B Tom Bass (When replacement arrives)

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 Road & Bridge

Signature 

To be Completed by: AUDITOR

Original Acquisition Date 2/29/12

G/L Account for Proceeds 2040-3835 J

Original Acquisition Amount 141,332.00

Original Funding Source 2741

Account Group 1605

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 324-2023

Date Approved 7.25.2023

Signature 

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

July Session of the July Adjourned

Term. 20 23

In the County Commission of said county, on the 25th day of July 20 23

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

Now on this day, the County Commission of the County of Boone does hereby approve a Term and Supply Agreement with Otis Elevator Company.

The terms of the Agreement are set out in the attached Contract and the Presiding Commissioner is authorized to sign the same.

Done this 25th day of July 2023.

ATTEST:

Brianna L. Lennon
Brianna L. Lennon
Clerk of the County Commission

Kip Kendrick
Kip Kendrick
Presiding Commissioner

Justin Aldred
Justin Aldred
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Gerskin
Buyer



613 E. Ash St., Room 111
Columbia, MO 65201
Phone: (573) 886-4393
Fax: (573) 886-4390

MEMORANDUM

TO: Bid File – Award Recommendation
FROM: Amy Gerskin, Buyer
DATE: July 7, 2023
RE: Request for Proposal 21-06JUN23 – Elevator Maintenance Services

Request for Proposal 21-06JUN23 – Elevator Maintenance Services closed on June 06, 2023.
Three bid responses were received:

1. TK Elevator Corporation,
2. KONE Inc., and
3. Otis Elevator Company.

The three proposals have been evaluated by an Evaluation Team consisting of: Johnny Mays, Director of Facilities Maintenance, Jody Moore, Deputy Director of Facilities Maintenance, and Robert Summer, Senior Facilities Maintenance Technician. The Evaluation Team met three times to discuss and analyze each offeror's proposal.

One round of negotiations was pursued with each offeror and the Best and Final Offers were considered in the evaluation and scoring process. Paragraph 4.5.4 and its sub-paragraphs (a) through (d) addressed the County's ability and approach to negotiation of the proposals.

All three proposals have been found to be responsive according to the mandatory terms and conditions of RFP 21-06JUN23. A subjective evaluation was conducted by the Evaluation Team and was weighted into two categories: Experience, Reliability, & Expertise, and Method of Performance. Each category in the subjective scoring was given a maximum of 25 points.

Cost evaluations were conducted by the Purchasing Department and given a maximum score of 50 points to the lowest offeror. Cost points were not shared with the Evaluation Team until after subjective scoring was completed.

Subjective scores were added to the Cost scores for a total score for each offeror. Attached is the Score sheet with the total points awarded to each offeror.

Otis scored a total of 97 points, KONE, Inc. scored 93 points, and TKE scored 79 points.

The recommendation for the award is to Otis Elevator Company as the highest-scoring offeror. The contract period will run from the date of award through one year, with four (4) optional renewals.

This is a Term and Supply contract for Facilities Maintenance. Payments for services will reference department 6100 – Facilities Maintenance Building Maintenance, account 60050 – Equipment Services Contract with \$8,400 budgeted; and department 2705 – 911/Emergency Management Facilities Maintenance Building Maintenance, account 60050 – Equipment Service Contract with a budgeted amount of \$2,160 for 2023.

The County contract number for this agreement is C000650.

ATT Bid Award Recommendation Memo
Evaluation Report

cc: Bid File
Johnny Mays

**PURCHASE AGREEMENT
FOR
ELEVATOR MAINTENANCE SERVICES – TERM & SUPPLY**

THIS AGREEMENT, C000650, dated the 25th day of July 2023 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Otis Elevator Company**, 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 Elevator Maintenance - Term & Supply, County of Boone Request for Proposal, proposal number **21-06JUN23** in its entirety including the Introduction and General Conditions of Bidding, Scope of Work, Bidder's Instructions and Evaluation, the un-executed Vendor Response and Pricing Pages, Debarment Form, Lobbying Certification Form, Work Authorization Certification, and Boone County's Standard Terms and Conditions, as well as the Contractor's bid response dated **June 2, 2023**, executed by **Jennifer Hardin** on behalf of the Contractor, and the e-mails dated **June 29, 2023**, from **Jennifer Hardin**, on behalf of the Contractor. All such documents shall constitute the contract documents 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 a conflict between any of the foregoing documents, this Purchase Agreement, Introduction and General Conditions of Bidding, Scope of Work, Bidder's Instructions and Evaluation, the un-executed Vendor Response and Pricing Pages, Debarment Form, Lobbying Certification Form, Work Authorization Certification, and Boone County's Standard Terms and Conditions shall prevail and control over the Contractor's bid response.
2. **Contract Period** - The contract period shall be from the **Date of Award through one year**. The County shall have the option to renew the contract for four (4) one-year periods after the initial contract period, with an option to renew on a month-to-month basis until either party terminates the contract by providing the other party with thirty (30) calendar days prior written notice.
3. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Elevator Maintenance as required in the RFP specifications and in conformity with the contract documents for the prices set forth in the Contractor's proposal response, as needed and as ordered by the County:
4. **Billing and Payment** - All billing shall be invoiced to the Boone County Facilities Maintenance Department. Billings may only include the prices listed in the Contractor's proposal response. No additional fees for delivery, extra services, or taxes shall be included as additional charges in excess of the charges in the Contractor's proposal response to the specifications. The County agrees to pay all correct invoices within thirty (30) calendar days of receipt; the Contractor agrees to honor any cash or prompt payment discounts offered in its proposal 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.

5. **Delivery** – The Contractor agrees to deliver services in accordance with the timeframes and terms of RFP 21-06JUN23.
6. **Warranty** – The standard manufacturer’s warranty shall apply to all products provided under contract to commence upon the County’s acceptance of the ordered product.
7. **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.
8. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other proposal, specification, or contractual agreement. This agreement may only be amended in writing by the Boone County Purchasing Office on behalf of the Facilities Maintenance Department using the same formality as this agreement.
9. **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. The County may terminate this agreement due to a material breach of any term or condition of this agreement, or
 - b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products is 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.

[The remainder of this page is intentionally left blank]