

TERM OF COMMISSION: June Session of the April Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Room 338

PRESENT WERE: Presiding Commissioner Edward H. Robb
District I Commissioner Karen M. Miller
District II Commissioner Skip Elkin
Director of Purchasing Melinda Bobbitt
Buyer Tyson Boldan
Deputy County Clerk Cameron Clarke

The meeting was called to order at 1:31 p.m.

Purchasing

1. Bid Opening of Bid Number 27-23JUN11 - Rolling Hills Road Improvements Phase 1A-Utility Corridor Grading

Buyer Tyson Boldan was present on behalf of this item.

Commissioner	Robb	Elkin	Elkin	Robb	Miller
Bid Tabulation	MERA Excavating LLC	Emery Sapp and Sons	Phillips Grading and Construction	C.L. Richardson Construction	Ground Breaking Excavation and Utilities LLC
Engineer's Estimate	Bid Total	Bid Total	Bid Total	Bid Total	Bid Total
	\$234,534.50	\$246,237.84	\$212,012.95	\$209,340.81	\$161,647.50
					\$218,950.75

Commissioner Elkin stated the bids received had a large spread.

Commissioner Miller stated the middle three were fairly close to the engineer's estimate.

2. Bid Award to Mastertech Plumbing for bid 23-31MAY11 – Emergency Plumbing Services Term and Supply (first reading)

Buyer Tyson Boldan was present on behalf of this item. Mr. Boldan read the following memo:

The bid for Emergency Plumbing Services Term and Supply closed on May 31, 2011. Three bids were received. Purchasing and the Boone County Facilities Maintenance Department recommend award to Mastertech Plumbing, for offering the lowest and best bid for Boone County. This is a term and supply contract. Statements will be

paid from departments 6100 – Facilities Grounds Maintenance, 60100 – Building Repairs and Maintenance. For this service, \$8,800.00 is budgeted in the fiscal year 2011.

Commissioner Miller stated there was a large spread on the bid tabulation for this project. Commissioner Miller stated the lowest bid was \$107.73 an hour for a major repair, and the highest bid was \$204.00 an hour.

Commissioner Robb stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with an appropriate order for approval.

3. Acknowledgment of Security Interest and Assignment – GMAC & Don Brown Chevrolet for Tahoe Purchase (second reading, first read 6/21/2011)

Commissioner Miller moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached *Acknowledgement of Security Interest and Assignment*. GMAC is requiring this to be signed prior to delivery of the Chevrolet Tahoe the County is purchasing from Don Brown Chevrolet. This purchase was approved in Commission Order 120-2011 on March 24, 2011.

Commissioner Elkin seconded the motion.

The motion carried 3 to 0. **Order # 237-2011**

4. Bid Award to Christensen Brothers Asphalt and American Materials for bid MM60 – Hot Bituminous Asphalt Term and Supply (second reading, first read 6/21/2011)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby award bid MM60 – Hot Bituminous Asphalt Term and Supply to Christensen Brothers Asphalt and American Materials. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 238-2011**

5. Letter of Authorization – TelePlus Solutions Corporation and AuditHead, LLC (second reading, first read 6/21/2011)

Commissioner Elkin moved on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached *Letters of Authorization*. The letter is “authorization to obtain information only” from our

telecommunication and utility vendors to allow them to analyze and evaluate our accounts.

Commissioner Miller seconded the motion.

The motion carried 3 to 0. **Order # 239-2011**

6. Purchasing Annual Report

Director of Purchasing Melinda Bobbitt was present on behalf of this item. Ms. Bobbitt presented the following report to the Boone County Commission. The report begins on the following page.



**Purchasing
Department**

2010 Annual Report

MISSION STATEMENT

To establish formal criteria and purchasing regulations establishing equality and protection of public interest while, at the same time, assuring that regulations are not excessive, conflicting, or do not impose undue costs. The development, content, and approval of all purchasing policies, regulations and procedures, as established by this department, shall be common among departments, where possible, and shall be consistent with commonly accepted purchasing principles. All purchasing shall acquire the benefits of competition to the maximum extent practical, through the use of formal advertising or sealed bids, where applicable, with the intent to encourage submission of bids by any and all qualified suppliers. This department shall establish and maintain ethical and impartial relations with all suppliers to enhance prestige, while achieving the goals and objectives regarding purchasing activities.

**Melinda Bobbitt, CPPB
Director of Purchasing**

June 2011

TABLE OF CONTENTS

Description	Page(s)
Commission Memo – 2010 Annual Report	3
Management and Professional Staff	4
Performance Measures	5
Type of Contract Purchases	6
Bid Statistics	7
Percentage of Bids by Department	8
Projects	9
Memberships & Awards	9-10
Request for Proposals Issued in 2010	11-12
Purchasing Staff Training	13
Boone County Representation	13
Conclusion	13-14

Boone County Purchasing

Melinda Bobbitt, CPPB
Director of Purchasing



601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

TO: Boone County Commission
Edward H. Robb, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner

FROM: Melinda Bobbitt, CPPB
Director of Purchasing

DATE: June 23, 2011

RE: 2010 Annual Report

The Boone County Purchasing Department respectfully submits our Annual Report which includes graphs depicting the quantity of work accomplished, additional projects and accomplishments for fiscal year 2010.

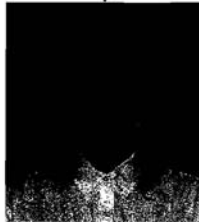
In addition to the information listed in the following pages, our department manages telecommunication and surplus storage and disposal for the County, which accounts for a great deal of our time.

Our Purchasing team members for 2010 consisted of Melinda Bobbitt, Director, Tyson Boldan, Buyer, Dave Eagle, Office Specialist. As a team, we were successful in helping our department continue to grow and to continue to improve the efficiency, effectiveness and equity of procurement operations at the County.



Management and Professional Staff

Commission



**Melinda Bobbitt, CPPB
Director of Purchasing**



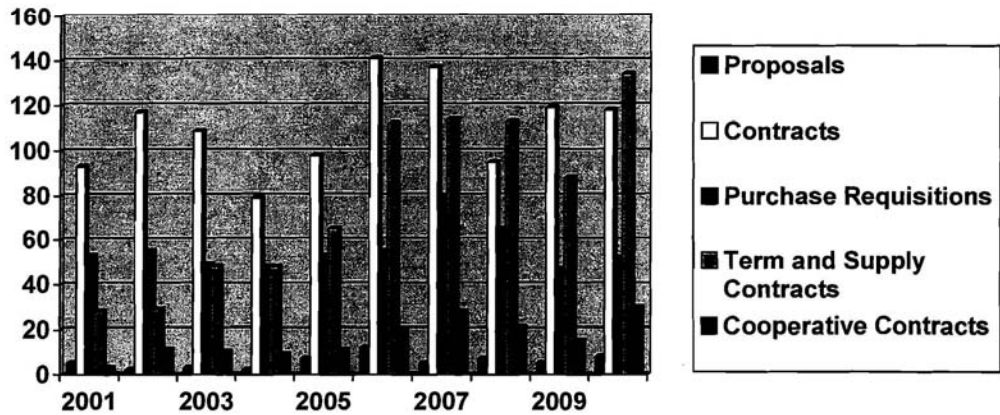
**Tyson Boldan
Buyer**



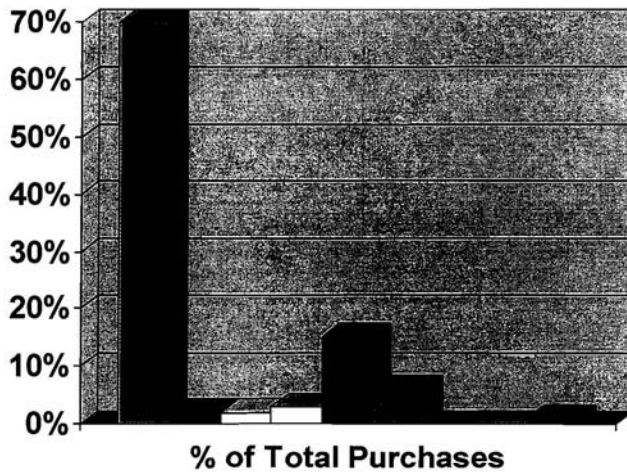
**David A. Eagle
Office Specialist**

PERFORMANCE MEASURES

Performance Measures	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Bids Prepared	76	90	78	80	81	77	98	63	70	56
Proposals Prepared	5	2	3	2	7	12	5	7	5	8
Cooperative Bids/Contracts Utilized	3	11	10	9	11	20	28	21	15	30
Contracts Completed	93	117	109	79	98	141	137	95	119	118
Purchase Requisitions Processed	53	55	49	48	53	55	80	65	47	52
Number of Term and Supply Contracts Renewed /bid	28	29	48	48	65	112	114	113	88	134



Type of Contract	Dollars	% of Total Purchases
Construction Contracts	\$4,915,625.79	71%
Acquisition Contracts	\$169,385.48	2%
Request for Proposals	\$128,500.38	2%
Term and Supply Contracts	\$215,079.61	3%
Cooperative Contracts	\$1,024,009.24	15%
Sole Source Purchases	\$434,324.44	6%
Invitation for Bid	\$0.00	0%
Emergency Purchases	\$0.00	0%
Professional Service and Informal Quote Contracts Routed Through Purchasing	\$87,284.35	1%
TOTAL	\$6,974,209.29	100%



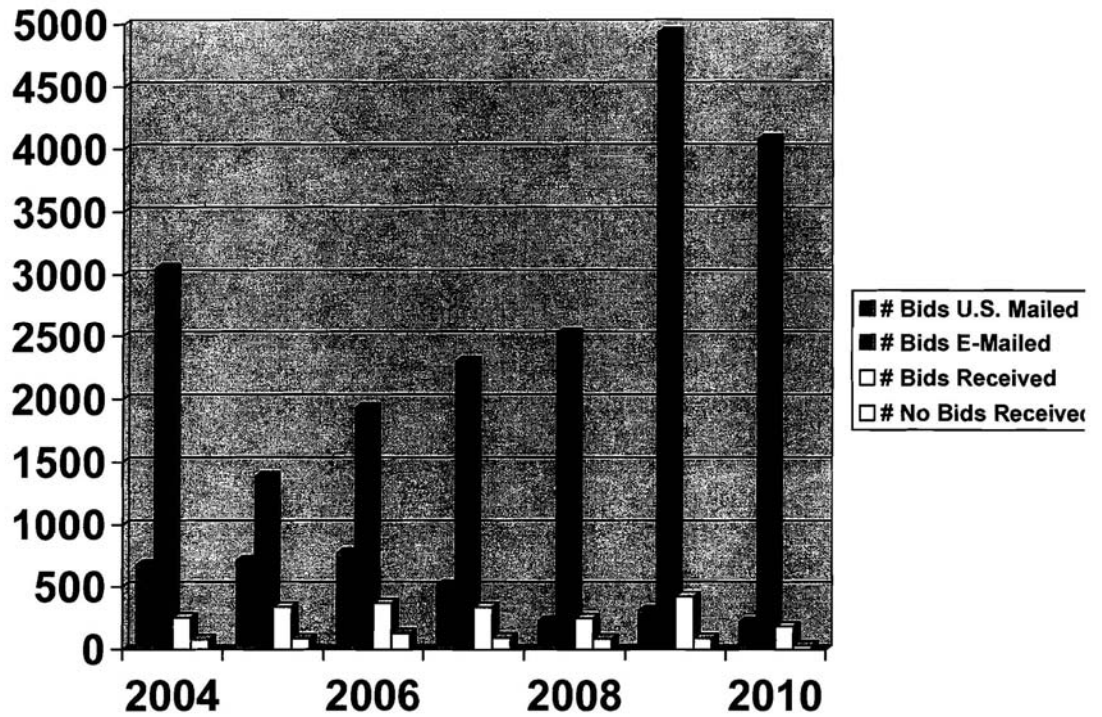
■ Construction Contracts

■ Acquisition Contracts

□ Request for Proposals

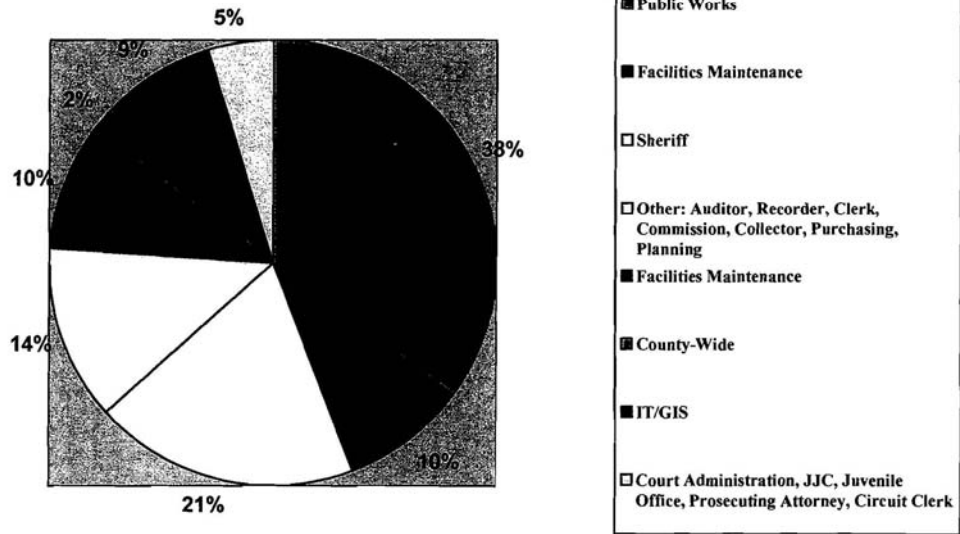
BID STATISTICS

Bid Statistics	2004	2005	2006	2007	2008	2009	2010
# Bids U. S. Mailed	674	709	768	515	228	313	217
# Bids E-Mailed	3050	1383	1933	2300	2521	4935	4081
# Bids Received	254	339	367	336	247	423	182
# No Bids Received	80	89	129	95	87	90	33



Percentage of Bids by Department

<u>Department</u>	<u>Percentage of bids, proposals and cooperative contracts processed per office/department of the 94 total in 2010</u>
Public Works	38%
Sheriff	21%
Other: Auditor, Recorder, Clerk, Commission, Collector, Purchasing, HR, Sewer District	14%
Facilities Maintenance	10%
County-Wide	2%
IT/GIS	9%
Court Administration, JJC, Juvenile Office, Prosecuting Attorney, Circuit Clerk	5%



PROJECTS:

I. Purchasing On-Line Bid System Review – Purchasing Department’s on-line bid system was written in-house and implemented in January 2002. We have concerns that as our vendors are using spam blocking software; some of our electronic bids may be going into their junk mail. Purchasing worked with James Barnes in the Information Technology Department to determine if we needed to revise our system.

Resolution: On August 20, 2010, IT added a second email to the flow so that vendors will receive an attachment-free notice that includes a link to the purchasing site and title of the bid folder. This should assure that even if an e-mail is blocked because of an attachment, the vendor will still be notified a new bid has opened.

A new field was added to the "Vendor Selection for E-mail notification" form. This field is named "Bid folder" and is filled in with the name of the bid folder (i.e. 45-19AUG10). The folder name is included because it is used in the subject and body of the new e-mail telling the vendor where to look for the new bid when they go to our web page.

II. Post Intent to Purchase Sole Source on our Web Page

Resolution: HelpDesk #37780. IT added a folder to our Purchasing web page in 2010 that allows us to keep the Sole Source intent to purchase spreadsheet up to date and posted on our web page.

MEMBERSHIPS

National Institute of Governmental Purchasing (NIGP) – The Purchasing department staff belong to the above referenced national professional purchasing association. Melinda Bobbitt served on the Marketing Ad Hoc Committee in 2002 and was the Local Planning Committee, Co-Chair in 2003. Melinda Bobbitt and Heather Turner both received certification as Certified Public Purchasing Buyers (CPPB) through their accreditation program.

Missouri Association of Public Purchasing (MAPP) - In addition, our staff belong to the NIGP chapter, the Missouri Association of Public Purchasing. Melinda Bobbitt served as a board member, Membership Chairperson, of MAPP for the period January 1, 2003 through December 31, 2004. Heather Turner, Buyer for Boone County, served as a board member, membership Chairperson, of MAPP for the period January 1, 2005 through December 31, 2006.

Mid-Missouri Public Purchasing Cooperative (MMPPC) – Boone County belongs to the Mid-Missouri Public Purchasing Cooperative. There are several local members including the University of Missouri, Columbia Public Schools, the City of Columbia, the City of Centralia, Boone County Group Homes, Boone County Sewer District, Columbia Housing Authority, Columbia Regional Library and Missouri Department of Transportation Regional Headquarters. The main objective of this chapter is to establish cooperative relationships among its members

for the development of efficient purchasing methods and practices in the field of Education, Governmental and Public Institutional Procurement.

National Joint Powers Alliance (NJPA) – Boone County belongs to the National Joint Powers Alliance, a Minnesota Service Cooperative that allows Governmental Units including every city, county, town, school district, or other political subdivision of any state to utilize their cooperative contracts. The objective is to establish cooperative contracts for its members through the combined purchasing power of all of NJPA's qualifying members resulting in competitive pricing. The County uses the Steelcase contract of NJPA for office chairs.

REQUEST FOR PROPOSALS ISSUED IN 2010

07-23FEB10 – Report Writing Software

- To enter into a contract with a firm to provide Application Development Tool / Report Writing Software
- Evaluation committee members consisted of Aron Gish, Information Technology, James Barnes, Web Developer/Senior Program Analyst, Julia Underhill, Senior Programmer Analyst, Kerwin Crawford, Program & Analysis Supervisor, Wendy Noren, Boone County Clerk
- Received three proposal responses. Contract awarded to Michaels, Ross and Cole LTD of Lombard, Illinois for \$44,800.00.

10-23MAR10 – Auction Services for Surplus Vehicles

- To enter into a contract with a firm to provide Auction Services for Surplus Vehicles.
- Evaluation was performed by Captain Chad Martin of the Sheriff Department
- Received two proposal responses. The Term and Supply contract awarded to Missouri Auto Auction of Columbia, Missouri.

29-21JUL10 – Extradition Services

- For the furnishing of Extradition Services, including interstate and intrastate transportation, and security and control of prisoners as needed for the Boone County Sheriff's Office
- Evaluation committee members consisted of Christie McCaleb, Corrections Sergeant and Warren Brewer, Chief Jailer.
- Received two proposal responses. The Term and Supply contracts were awarded to Strike Force Special OPS of Springfield, New Jersey as primary supplier and PTS of America, LLC of Nashville, Tennessee as secondary supplier.

36-17AUG10 – Telephone Billing Audit

- To obtain a qualified firm to provide a Telephone Billing Audit and/or Metered Service Audit or Other Proposed Audit Service for the County.
- Evaluation committee members consisted of June Pitchford, Auditor, Kelle Westcott, Public Works, Jan Fujit, Treasurer, Diana Vaughan, Court Administration.
- Received four proposal responses. Contract awarded to Teleplus Solutions Corporations of Overland Park, Kansas for the telecommunication audit and AuditHead LLC of Tryon, North Carolina for the metered service audit.

40-24AUG10 – Internet Services Provider

- To contract with a qualified vendor to provide Internet Service. Internet access is required for County staff to conduct research, email, utilize web services and provide e-government services.

- Evaluation committee members consisted of Aron Gish, Information Technology Director and Ryan Irish, Network Administrator.
- Received three proposal responses. Contract awarded to CenturyLink of Columbia, Missouri.

42-10AUG10 – Web Based Reporting

- To contract with a qualified vendor to provide a web based service solution to keep track and report office staff project activity and time for approximately 16-20 Public Works employees.
- Evaluation committee members consisted of Aron Gish, Information Technology Director, Derin Campbell, Manager Design & Construction, and Jeff McCann, Professional Civil Engineer.
- Received two proposal responses. Contract awarded to Replicon Inc of Calgary Alberta, Canada.

50-12OCT10 – Plat Scanner

- For the furnishing, delivery, installation, set-up, training and maintenance of a Plat Scanner (Image Scanner: Production and Large Format with software for the Boone County Recorder's office.
- Evaluation committee members consisted of Bettie Johnson, Boone County Recorder, Karen Johnson, Chief Deputy Recorder, Lois Miller, Deputy Recorder, and Derin Campbell, Manager, Design & Construction.
- Received three proposal responses. Contract awarded to Docucopy LLC of Columbia, Missouri.

64-07DEC10 – Professional Land Surveying Services – Request for Qualifications

- To obtain a qualified Consultant for the purposes of gathering horizontal (X,Y) coordinates for selected Public Land Survey System (PLSS) corners to support the countywide GIS and to enhance GPS control within the County for the Boone County GIS department.
- Evaluation committee members consisted of Jason Warzinik, GIS Manager, Jonathan Bode, GIS Analyst, Jeff Davis, Cartographer and Bob Walker, Lead Surveyor.
- Received five qualification responses. Contract awarded to Allstate Consultants LLC of Columbia, Missouri.

PURCHASING STAFF TRAINING**Melinda Bobbitt, CPPB, Director of Purchasing – February 20, 2001 - Present**

- *Publisher 2003*, February 18, 2010. Boone County – www.lynda.com
- *KCRPE / MAPP Fall Conference*, October 2010, Independence, MO

Tyson Boldan: Buyer: January 31, 2008 – Present; Office Specialist: March 2, 2006 – January 30, 2008

- *Cultural Diversity*, March 10, 2010. Boone County
- *MAPP Spring Conference, May 12 – 14, 2010*, Lake Ozarks, MO

David Eagle – Office Specialist: February 25, 2008 - Present

- *Cultural Diversity*, March 10, 2010. Boone County
- *MAPP Spring Conference, May 12 – 14, 2010*, Lake Ozarks, MO

PURCHASING DEPARTMENT REPRESENTATION IN 2010

- KCRPE / MAPP – Melinda Bobbitt and Tyson Boldan served on the KCRPE Fall Conference Planning Committee and Melinda served as the Entertainment Committee Chair.
- On January 19, 2010, Melinda met with Presiding Commissioner Gerald Jones of Cape County to discuss and share information about our County's Purchasing Department. Cape County is preparing to add Human Resources and Purchasing departments.
- In April 2010, Melinda met with Les Wagner and Rad of Boone County Family Resources to share with them Boone County's Purchasing policies and guidelines for the buying thresholds at the County.
- Dave wrote an article following the presentation "Auditing Topics....With Discussion of ARRA Projects" following the Spring MAPP conference which was published in the MAPP newsletter.
- Dave serves on the Boone County Employee Recognition Committee
- Tyson serves on the Boone County Training Committee and the Boone County Purchasing Committee
- Tyson chairs the Purchasing Department's Office Supplies Committee
- Melinda chairs the Boone County Purchasing Committee
- On August 30, 2010, Melinda met with Rad of Boone County Family Resources to explain CPPB certification and how to become certified.

CONCLUSION:

2010 included a new learning curve for the Purchasing staff at Boone County as there were many projects that were funded with federal ARRA funds. Some of these included:

The Encase Forensic Software for the Sheriff's office was purchased with Recovery Act – MJCCG/JAG (Multi-Jurisdictional Cyber Crime Grant / Edward Byrne Memorial

Justice Assistance Grant) funds administered by the Missouri Department of Public Safety.

The FAR Pro Suite Archive, Restore, Acquisition System for the Sheriff's office was purchased with Recovery Act – MJCCG/JAG (Multi-Jurisdictional Cyber Crime Grant / Edward Byrne Memorial Justice Assistance Grant) funds administered by the Missouri Department of Public Safety.

The Iris Biometric Hardware and Software Identity Solution for the Sheriff's office was funded by the COPS Technology Program Grant.

The Boone County Government Center and Old Johnston Paint Building Re-model were partially funded by the Transform Missouri Communities EECBG grant.

These Recovery Act grants contained many different required federal clauses to be included in our bid specifications than our normal process. Some of these included Buy American Provisions, Cargo Preference Requirements, Seismic Safety, Energy Conservation Requirements, Clean Water, Certification Regarding Use of Contract Funds for Lobbying, Access to Records, Federal Changes, Clean Air, Davis-Bacon and Copeland Anti-Kickback Acts, Contract Work Hours and Safety Standards, No Obligation by the Federal Government, Program Fraud and False or Fraudulent Statement or Related Acts, Termination Clauses, Suspension and Debarment, Civil Rights, Disadvantaged Business Enterprise, and Incorporation of Missouri DNR, ARRA, or other required Federal Terms.

Our primary goal in the Purchasing Department is to ensure that public funds are spent effectively, legally and ethically. The Director, Buyer and Office Specialist attended professional conferences in 2010 that provided training and education to help meet those goals. Dave Eagle, Office Specialist was awarded a scholarship through MAPP to attend the MAPP Spring Conference at Lake Ozark (\$155.00 conference registration fee and \$197.76 for hotel).

On a final note, we awarded \$5,164,364 from our bids 2010, with the average bid total of \$5,564,696 for a savings of \$450,332. This does not include our term and supply contracts.

Commission

7. Public Comment

8. Commissioner Reports

Commissioner Robb reported Boone County Fire Protection District volunteers are helping post barriers in Rocheport on June 24, 2011. Commissioner Robb stated an order had been placed with the Army Corps of Engineers for additional sand bags.

The meeting adjourned at 1:50 p.m.

Attest:

Edward H. Robb
Presiding Commissioner

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner