

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

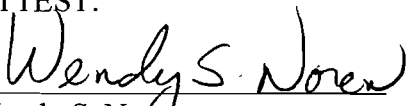
In the County Commission of said county, on the 18th day of December 20 14

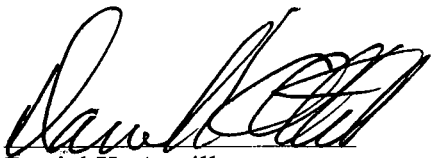
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 9705 North Route E, parcel #11-100-06-02-003.00 01.

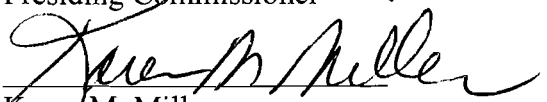
Done this 18th day of December, 2014.

ATTEST:


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


 Daniel K. Atwill

Presiding Commissioner


 Karen M. Miller

District I Commissioner


 Janet M. Thompson

District II Commissioner

**BEFORE THE COUNTY COMMISSION OF
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement)	December Session
9705 North Route E)	October Adjourned
Harrisburg, MO 65256)	Term 2014
)	Commission Order No. <u>582-2014</u>

FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT

NOW on this 18 day of December 2014, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

Findings of Fact and Conclusions of Law

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: abandoned and junk cars and junk in front yard
4. The location of the public nuisance is as follows: 9705 North Route E Cottonwood Hill, Lot 3 (a/k/a parcel #11-100-06-02-003.00 01) Section 6, Township 49, Range 13 as shown by deed book 0017 page 0040, Boone County
5. The specific violation of the Code is: abandoned and junk cars on premises and junk on the premises in violation of sections 6.5 and 6.3.13 of the Code. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 23rd day of July, 2014, to the property owner, occupant, and any other applicable interested persons.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner, occupant, and any other applicable interested persons were given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public

nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

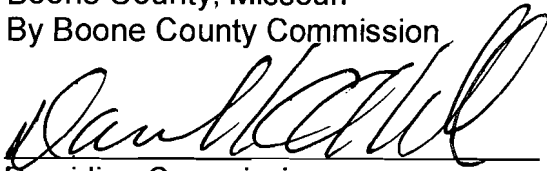
Order For Abatement Chargeable As a Special Assessment To The Property

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

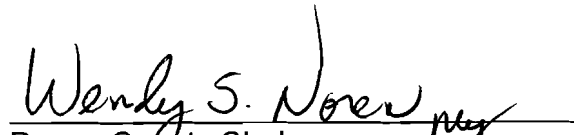
It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

WITNESS the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

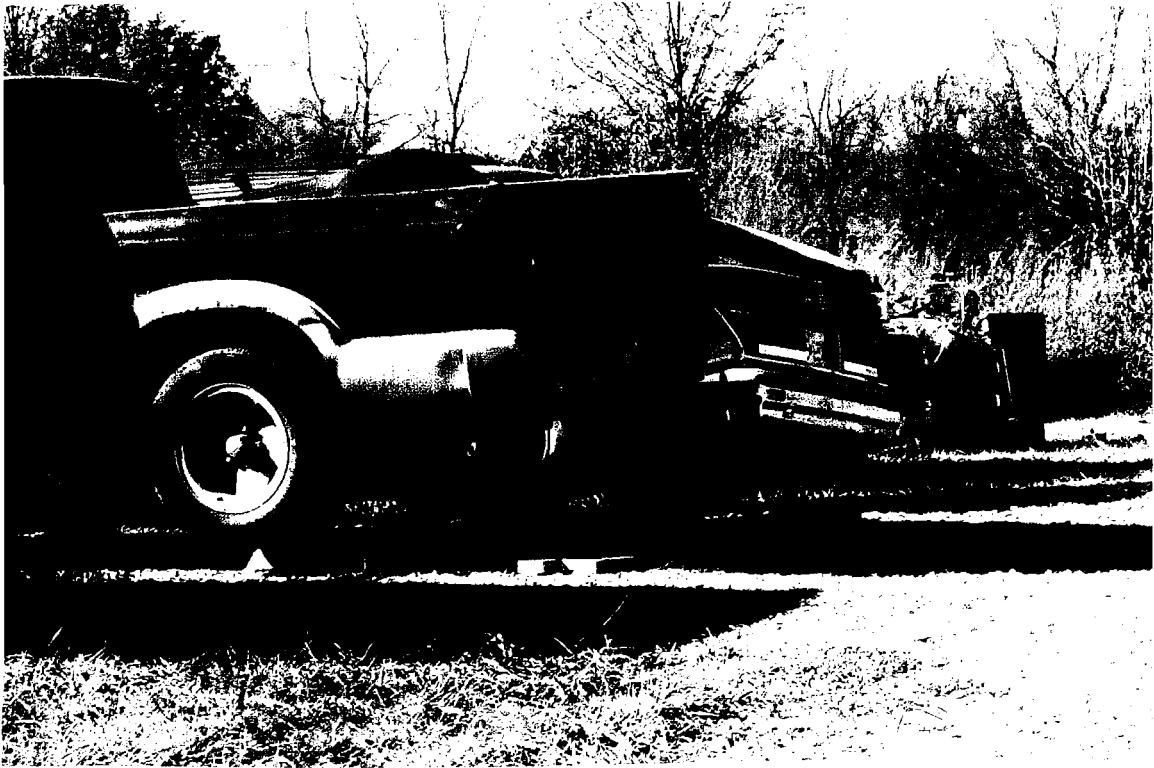
Boone County, Missouri
By Boone County Commission


Presiding Commissioner

ATTEST:


Boone County Clerk







CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

HEARING NOTICE

Slinker John Waldon
9705 North Route E
Harrisburg, MO 65256

An inspection of the property you own located at 9705 North Route E (parcel # 11-100-06-02-003.00 01) was conducted on November 11, 2014 and revealed numerous junk cars and junk on the premises. This condition is declared to be a nuisance and a violation of Boone County Public Nuisance Ordinance Section 6.3.13 and 6.5.

You are herewith notified that a hearing will be held before the County Commission on Thursday, December 18 at 1:30 PM in the County Commission Chambers at the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri. The purpose of this hearing will be to determine whether a violation exists. If the County Commission determines that a violation exists, it will order the violation to be abated.

If the nuisance is not removed as ordered, the County Commission may have the nuisance removed. All costs of abatement, plus administrative fees, will be assessed against the property in a tax bill. **If the above nuisance condition has been corrected prior to the hearing, you do not have to appear for the hearing.**

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter.

Sincerely,

Britni Hendren
Environmental Public Health Specialist

This notice deposited in the U.S. Mail, first class postage paid on the 14th day of December 2014 by MD.

1005 W. Worley ♦ P.O. Box 6015 ♦ Columbia, Missouri 65205-6015
Phone: (573) 874-7346 ♦ TTY: (573) 874-7356 ♦ Fax: (573) 817-6407
www.GoColumbiaMo.com

1110-1001 sent
Check ~~1111~~
Dec. 3 2014

Nov 6, 2014 11:27:43 AM CST
File Edit Commands Help
SUNRISE PUBLIC SECTOR
NavLine

6111
 Events
 Email log
 Reminders
 Work requests

Call Information
Call ID: 6111 Status: Open Entity: City of Columbia
Description: 9705 N. Rt. E
Comments
Junk cars

Call Details
Call type: CE-County Nuisance
Entry date/time: 11/06/2014 10:47:08
Entry user ID: Niles, Michelle M Health -
Origin:
Work group: Environmental Health

Contact Information
Q Contact ID: 154830
Contact name: Undefined
Q From phone: (573) 555-5555
Customer:
Location:
Service:

Call Assignment/Notification
Contact notification: Call back
Notification date:
Email updates: No
Notification user:
Forward to user: Dewrock, Britni M - HL Env. I

Close Information
Close date/time: 00:00:00
Close user:
Elapsed time:
Action taken:

Print
Cancel
Exit
Refresh
Toggle Inform...
Contact Inquiry

sent pics to
Kala about
5 @ wrecked cars
trash/rubbish

Bettie Johnson
Boone County , Missouri - Recorder of Deeds

[Click Here To View Document](#)

Boone County Recorder of Deeds
801 East Walnut, Rm. 132
Columbia, MO 65201-7728

(573) 886-4345 Office
(573) 886-4359 Fax

Document recording information

Instrument DT - DEED OF TRUST
Document No. 2013006492
Book 4123
Page 139
Recording Date 3/18/2013 4:16:07 PM
Dated date 3/14/2013

Referenced By This Document (0)

References To This Document (0)

Referenced Amount \$104,000.00

Grantor(s) (1)

SLINKER, JOHN W

Grantee(s) (1)

WELLS FARGO BANK

Mortgagee's Address

PO BOX 11758
NEWARK, NJ 071014758

Legal Description(s) (1)

LT 3 COTTONWOOD HILL



CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT

Slinker John Waldon
9705 N RTE E
Harrisburg, MO 65256

An inspection of the property you own located at 9705 North RTE E (parcel # 11-100-06-02-003.00 01) was conducted on November 10, 2014 and revealed a large amount of trash and rubbish in the front yard.

This condition is hereby declared to be a public nuisance. You are herewith notified that you must begin correcting this condition within 7 days of receipt of this notice and order and that if the above nuisance condition has not been fully corrected within 15 days after the receipt of this notice, an additional enforcement action will result for violation of Boone County Public Nuisance Ordinance Section 6.5. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been fully corrected by that time, a hearing before the Boone County Commission will be called to determine whether a violation exists. If the County Commission determines that a violation exists and the nuisance has not been removed as ordered under this notice, the County Commission may have the nuisance removed with the cost of abatement, plus administrative fees, charged against the property in a special tax bill. In addition, a complaint may be filed against you in Circuit Court. If the above nuisance condition has been corrected within the 15-day period, no further action is necessary.

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter. Your cooperation is greatly appreciated.

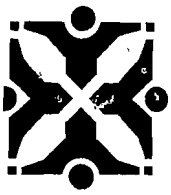
Sincerely,

Britni Hendren

Britni Hendren
Environmental Public Health Specialist

This notice deposited in the U.S. Mail certified, return receipt requested on the 12th day of November 2014 by MN.

1005 W. Worley • P.O. Box 6015 • Columbia, Missouri 65205-6015
Phone: (573) 874-7346 • TTY: (573) 874-7356 • Fax: (573) 817-6407
www.GoColumbiaMo.com



CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT

Slinker John Waldon
9705 North RTE E
Harrisburg, MO 65256

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Sincerely,

Britni Hendren

Britni Hendren
Environmental Public Health Specialist

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CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT

Wells Fargo Bank
PO Box 11758
Newark, NJ 07101-4758

An inspection of the property you hold a lien on located at 9705 North RTE E (parcel # 11-100-06-02-003.00 01) was conducted on November 10, 2014 and revealed several abandoned and wrecked cars on the property.

This condition is hereby declared to be a public nuisance. You are herewith notified that you must begin correcting this condition within 7 days of receipt of this notice and order and that if the above nuisance condition has not been fully corrected within 15 days after the receipt of this notice, an additional enforcement action will result for violation of Boone County Public Nuisance Ordinance Section 6.3.13. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been fully corrected by that time, a hearing before the Boone County Commission will be called to determine whether a violation exists. If the County Commission determines that a violation exists and the nuisance has not been removed as ordered under this notice, the County Commission may have the nuisance removed with the cost of abatement, plus administrative fees, charged against the property in a special tax bill. In addition, a complaint may be filed against you in Circuit Court. If the above nuisance condition has been corrected within the 15-day period, no further action is necessary.

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Sincerely,

Britni Hendren

Britni Hendren
Environmental Public Health Specialist

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Phone: (573) 874-7346 • TTY: (573) 874-7356 • Fax: (573) 817-6407
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CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT
DIVISION OF ENVIRONMENTAL HEALTH

NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT

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PO Box 11758
Newark, NJ 07101-4758

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Sincerely,

Britni Hendren

Britni Hendren
Environmental Public Health Specialist

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Phone: (573) 874-7346 • TTY: (573) 874-7356 • Fax: (573) 817-6407
www.GoColumbiaMo.com

Boone County, Missouri
Unofficial Document

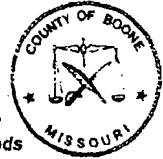


Recorded in Boone County, Missouri
Date and Time 03/18/2013 at 04:16:07 PM
Instrument # 2013006491 Book 4123 Page 138

Grantor GORDON, JANINE N
Grantee SLINKER, JOHN WALDON

Instrument Type WD
Recording Fee \$27 00 S
No of Pages 2

Bette Johnson
Bette Johnson, Recorder of Deeds



Boone-Central Title Company
File No. 1301529

Missouri General Warranty Deed

This Indenture, Made on 1st day of March, 2013, by and between

Janine N. Gordon, a single person and surviving spouse of M. Troy Gordon, deceased,
as GRANTOR, and

John Waldon Slinker, a single person

as GRANTEE, whose mailing address is 1106 Willow Ct.
Estes Park, CO 80517

Property Address 9705 N. Route E, Harrisburg, MO 65256

WITNESSETH THAT THE GRANTOR, in consideration of the sum of Ten Dollars (\$10 00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby Grant, Bargain, Sell, Convey and Confirm unto GRANTEE, GRANTEE'S heirs and assigns, the following described lots, tracts and parcels of land situated in the County of Boone and State of Missouri, to wit

Tract Three (3) of Cottonwood Hill as shown by the plat recorded in Plat Book 17, Page 40, Records of Boone County, Missouri.

Grantor herein states that M Troy Gordon and Janine N Gordon married March 23, 2002 and remained husband and wife until the death of M Troy Gordon on April 25, 2008.

Subject to easements, restrictions, reservations, and covenants of record, if any.

TO HAVE AND TO HOLD The premises aforesaid with all singular, the rights, privileges, appurtenances and immunities thereto belonging or in any wise appertaining unto GRANTEE and unto GRANTEE'S heirs and assigns forever, the GRANTOR hereby covenanting that GRANTOR is lawfully seized of an indefeasible estate in fee of the premises herein conveyed, that GRANTOR has good right to convey the same, that the said premises are free and clear from any encumbrance done or suffered by GRANTOR or those under whom GRANTOR claims, except as stated above and except for all taxes assessments, general and special, not now due and payable, and that GRANTOR will warrant and defend the title to the said premises unto GRANTEE and unto GRANTEE'S heirs and assigns forever, against the lawful claims and demands of all persons

Boone County, Missouri
Unofficial Document

BOONE COUNTY MO MAR 18 2013

whomsoever If two or more persons constitute the GRANTOR or GRANTEE, the words GRANTOR and GRANTEE will be construed to read GRANTORS and GRANTEES whenever the sense of this Deed requires

IN WITNESS WHEREOF, The GRANTOR has hereunto executed this instrument on the day and year above written

Janine N. Gordon
Janine N. Gordon

State of Missouri }
 }
County of Boone } ss

On this 1st day of March, 2013, before me, the undersigned, a Notary Public in and for said County and State, personally appeared
Janine N. Gordon, a single person and surviving spouse of M. Troy Gordon, deceased
to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged that she executed the same as his/her free act and deed

Witness my hand and Notary Seal subscribed and affixed in said County and State, the day and year in this certificate above written

Suzanne L Ayers
Notary Public

My Term Expires 7/28/2015



SUZANNE L AYERS
My Commission Expires
July 28, 2015
Cooper County
Commission #11420942

9705 North Route E

ACTIVITY LOG

11/06/2014	citizen complaint received
11/10/2014	complaint investigated – trash and junk cars on the premises
11/12/2014	notice of violation sent via Certified Mail
11/18/2014	Certified letter signed
12/4/2014	reinspection conducted – violation still present
12/4/2014	pictures taken
12/4/2014	Hearing notice sent out for December 18 2014

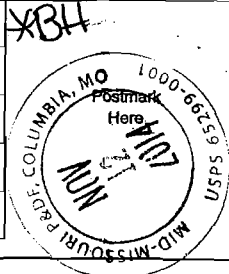
7012 0470 0001 9801 3997

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.48



Sent To

Wells Fargo Bank
P.O. Box 11758
Newark, NJ 07101-4758

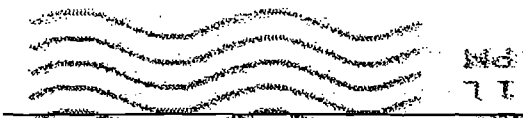
PS Form 3800, August 2006 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Wells Fargo Bank
P.O. Box 11758
Newark, NJ 07101-4758



2. Article Number
(Transfer from service label) 7012 0470 0001 9801 3997

PS Form 3811, July 2013

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent Address
[Signature]

B. Received by (Printed Name) *H. Ibrahim*

C. Date of Delivery *11/18/14*

D. Is delivery address different from item 1? Yes No
If YES, enter delivery address below:

3. Service Type

Certified Mail® Priority Mail Express™

Registered Return Receipt for Merchandise

Insured Mail Collect on Delivery

4. Restricted Delivery? (Extra Fee) Yes

Domestic Return Receipt

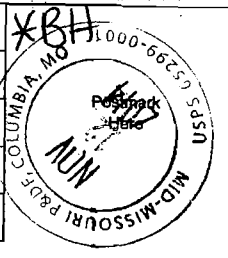
7012 0470 0001 9801 3997

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.48



Sent To

John Slinker
9705 N. Rt. E
Harrisburg, MO 65256

PS Form 3800, August 2006 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

John Slinker
9705 N. Rt. E
Harrisburg, MO 65256

2. Article Number
(Transfer from service label) 7012 0470 0001 9801 3980

PS Form 3811, July 2013

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent Addressee
[Signature]

B. Received by (Printed Name) *Jim Cook*

C. Date of Delivery *11-13-14*

D. Is delivery address different from item 1? Yes No
If YES, enter delivery address below:

3. Service Type

Certified Mail® Priority Mail Express™

Registered Return Receipt for Merchandise

Insured Mail Collect on Delivery

4. Restricted Delivery? (Extra Fee) Yes

Domestic Return Receipt

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 18th day of December 20 14

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 Contract Amendment Number Three to 24-25APR12 – Tires – Passenger and Patrol Vehicles & Light Duty Trucks.

The terms of this amendment are stipulated in the attached Contract Amendment Number Three. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number Three.

Done this 18th day of December, 2014.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill

Presiding Commissioner

Karen M. Miller
Karen M. Miller

District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



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

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins
DATE: December 10, 2014
RE: Contract Amendment Number Three to *24-25APR12 – Tires-Passenger & Patrol Vehicles & Light Duty Trucks*

Contract 24-25APR12 – Tires-Passenger & Patrol Vehicles & Light Duty Trucks was approved in commission on June 12, 2012 on commission order 282-2012. The attached amendment adds an additional tire size and pricing to the list of available tires for the County on the Big O Tires contract.

cc: Greg Edington
Chad Martin
Kelle Westcott
Contract File

**CONTRACT AMENDMENT NUMBER THREE
PURCHASE AGREEMENT FOR
TIRES- PASSENGER AND PATROL VEHICLES AND LIGHT DUTY TRUCKS**

The Agreement **24-25APR12** dated June 12, 2012 made by and between Boone County, Missouri and **BORE/MPC LLC dba Big O Tires – Missouri**, for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. Add the following tires and pricing to the existing list of available tires for the County:

Tire Size	Type	Description / Part Number	Price
P235/50R18 99W	Patrol/Pursuit	Goodyear Eagle RS-A Police TO (PN 732-227-650)	\$125.19

Items/service 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 County.

2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

BORE/MPC LLC D/B/A BIG O TIRES - MISSOURI

BOONE COUNTY, MISSOURI

by *Russell G. Coats*
title *Operations Director*

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

APPROVED AS TO FORM:
[Signature]
County Counselor

ATTEST:
Wendy S. Noren
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Jan E. Pitchford
Signature *by [Signature]* Date *12/10/14* 2040/59105 Term/Supply
No encumbrance required
Appropriation Account

Amy Robbins - RE: Quote for Pursuit Tire

From: Rusty Coats <rcoats@mobigotires.com>
To: Amy Robbins <arobbins@boonecountymo.org>
Date: 12/3/2014 1:00 PM
Subject: RE: Quote for Pursuit Tire

Okay – new info.

Good news - The 732-227-650 is available. (It is the 99W tire.)

Great news – the cost on this tire is only \$125.19 (plus installation.)

Rusty

From: Amy Robbins [mailto:arobbins@boonecountymo.org]
Sent: Tuesday, December 2, 2014 4:18 PM
To: Rusty Coats
Subject: RE: Quote for Pursuit Tire

Rusty - Does that stock number cover the 99W speed rating? We weren't real sure what the "Model RS-A Police TO" stood for either..?

Amy Robbins
Senior Buyer
Boone County Purchasing
613 E. Ash St. Room 109
Columbia, MO 65201
Phone 573-886-4392
Fax 573-886-4390
Email: arobbins@boonecountymo.org

Check out our web page at: www.ShowMeBoone.com

>>> Rusty Coats <rcoats@mobigotires.com> 12/2/2014 3:55 PM >>>

I finally got through.

Stock # 732-483-500 / 235/50R18 Goodyear Eagle RS-A Pursuit / \$180.00 each plus \$13.00 installation (mounting and balancing – as per the contract)

Thanks,

Rusty

From: Amy Robbins [<mailto:arobbins@boonecountymo.org>]
Sent: Tuesday, December 2, 2014 3:47 PM
To: Rusty Coats
Subject: RE: Quote for Pursuit Tire

Sounds good, thank you!

Amy Robbins
Senior Buyer
Boone County Purchasing
613 E. Ash St. Room 109
Columbia, MO 65201
Phone 573-886-4392
Fax 573-886-4390
Email: arobbins@boonecountymo.org

Check out our web page at: www.ShowMeBoone.com

>>> Rusty Coats <rcoats@mobiqotires.com> 12/2/2014 3:42 PM >>>

I am having trouble connecting to Goodyear's website.

I will try to get the info by tomorrow morning.

Rusty

From: Amy Robbins [<mailto:arobbins@boonecountymo.org>]
Sent: Tuesday, December 2, 2014 3:21 PM
To: Rusty Coats
Cc: Greg Edington
Subject: Quote for Pursuit Tire

Hi Rusty - Could you please provide a quote for the following pursuit tire for the County's current contract:

P235/50R18 99W Goodyear Eagle Model RS-A Police TO

Pending receipt of quote, the County will amend the current contract to add this tire and pricing.

Thank you!
Amy

Amy Robbins
Senior Buyer
Boone County Purchasing
613 E. Ash St. Room 109
Columbia, MO 65201
Phone 573-886-4392
Fax 573-886-4390
Email: arobbins@boonecountymo.org

Check out our web page at: www.ShowMeBoone.com

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 18th day of December 20 14

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

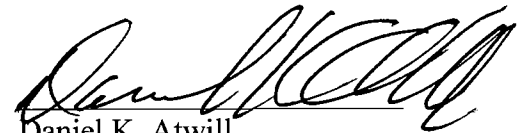
Now on this day the County Commission of the County of Boone does hereby award bid 47-23OCT14 – Records Shredding and Disposal Services Term & Supply to Data Retention Services, Inc. of Columbia MO.

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

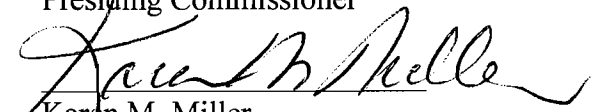
Done this 18th day of December, 2014.

ATTEST:

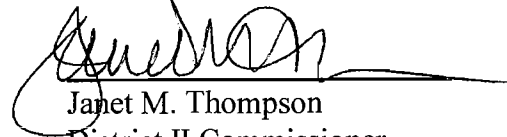
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner


Boone County Purchasing

Elizabeth Sanders, CPPB
Senior Buyer



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

MEMORANDUM

TO: Boone County Commission
FROM: Elizabeth Sanders 
DATE: December 11, 2014
RE: RFB No. 47-23OCT14 Records Shredding and Disposal Services

Request for Bid 47-23OCT14 – Records Shredding and Disposal Services opened on October 23, 2014 with three bids received: OnSite Mobile Document Destruction of Missouri LLC, Cintas Document Management, and Data Retention Services, Inc.

The Boone County Clerk, Boone County Circuit Clerk, Prosecuting Attorney's office, and Purchasing evaluated the RFB and recommend award to Data Retention Services, Inc. of Columbia, Missouri. Data Retention's bid was second low in pricing for Section A (mobile/on-site shredding of paper records) with no minimum order requirements, and overall low for Section B (off-site shredding of paper records). Of all bids received, this vendor quoted on all pricing sections requested. Services will be on an 'as needed' basis.

Purchasing requests permission to make award of this contract to Data Retention Services, Inc. based on bids received and evaluated by Purchasing, Clerks' offices and Prosecuting Attorney's office as being the lowest and best offer meeting County of Boone's needs for this service.

The contract period will be effective with date of award and Commission Order through October 31, 2015 with a maximum of four (4) one year renewal periods, same prices as initial contract period, and subject to fiscal year funds availability, with potential final expiration date of October 31, 2019.

As this is a Term and Supply contract, there are no accompanying purchase requisitions. A bid tabulation is attached for your information.

Attachments: Bid Tabulation

cc: Contract File

RECORDS SHREDDING AND DISPOSAL SERVICES-T&S

RFB #47-23OCT14 BID CLOSING: 10/23/14

A-Mobile Shredding On-Site				
<i>Attachment 1 documents</i>				
Name of Respondent	OnSite Mobile Document Destruction		Cintas Document Management	
Weight Category	0 - 500 Lbs	Over 500 Lbs	0 - 500 Lbs	Over 500 Lbs
	PRICING		PRICING	
Original Contract Period	\$0.20	\$0.18	\$0.08	\$0.08
1st Renewal Period	\$0.20	\$0.18	\$0.08	\$0.08
2nd Renewal Period	\$0.20	\$0.18	\$0.08	\$0.08
3rd Renewal Period	\$0.20	\$0.18	\$0.08	\$0.08
4th Renewal Period	\$0.20	\$0.18	\$0.08	\$0.08
			\$20.00 minimum	\$20.00 min
B-Off-Site Shredding				
<i>Attachment 1 documents</i>				
Name of Respondent	OnSite Mobile Document Destruction		Cintas Document Management	
Weight Category	0 - 500 Lbs	Over 500 Lbs	0 - 500 Lbs	Over 500 Lbs
	PRICING		PRICING	
Original Contract Period	N/A	N/A	\$0.08	\$0.08
1st Renewal Period	N/A	N/A	\$0.08	\$0.08
2nd Renewal Period	N/A	N/A	\$0.08	\$0.08
3rd Renewal Period	N/A	N/A	\$0.08	\$0.08
4th Renewal Period	N/A	N/A	\$0.08	\$0.08
			\$20.00 minimum	\$20.00 min
C-Electronic removable Media				
<i>Mobile Shredding On-Site</i>				
Name of Respondent	OnSite Mobile Document Destruction		Cintas Document Management	
	Price Per Lb		Price Per Lb	
Original Contract Period	N/A		N/A	
1st Renewal Period	N/A		N/A	
2nd Renewal Period	N/A		N/A	
3rd Renewal Period	N/A		N/A	
4th Renewal Period	N/A		N/A	
			Onsite N/A- see bid for process	
Off-Site Shredding				
Name of Respondent	OnSite Mobile Document Destruction		Cintas Document Management	
	Price Per Lb		Price Per Lb	
Original Contract Period	N/A		\$1.29	
1st Renewal Period	N/A		\$1.29	
2nd Renewal Period	N/A		\$1.29	
3rd Renewal Period	N/A		\$1.29	
4th Renewal Period	N/A		\$1.29	

RECORDS SHREDDING AND DISPOSAL SERVICES-T&S

RFB #47-23OCT14 BID CLOSING: 10/23/14

A-Mobile Shredding On-Site		
<i>Attachment 1 documents</i>		
Name of Respondent	Data Retention Services, Inc	
Weight Category	0 - 500 Lbs	Over 500 Lbs
PRICING		
Original Contract Period	\$0.11	\$0.10
1st Renewal Period	\$0.11	\$0.10
2nd Renewal Period	\$0.11	\$0.10
3rd Renewal Period	\$0.11	\$0.10
4th Renewal Period	\$0.11	\$0.10
B-Off-Site Shredding		
<i>Attachment 1 documents</i>		
Name of Respondent	Data Retention Services, Inc	
Weight Category	0 - 500 Lbs	Over 500 Lbs
PRICING		
Original Contract Period	\$0.08	\$0.06
1st Renewal Period	\$0.08	\$0.06
2nd Renewal Period	\$0.08	\$0.06
3rd Renewal Period	\$0.08	\$0.06
4th Renewal Period	\$0.08	\$0.06
C-Electronic removable Media		
<i>Mobile Shredding On-Site</i>		
Name of Respondent	Data Retention Services, Inc	
Price Per Lb		
Original Contract Period	\$0.50	
1st Renewal Period	\$0.50	
2nd Renewal Period	\$0.50	
3rd Renewal Period	\$0.50	
4th Renewal Period	\$0.50	
<i>Off-Site Shredding</i>		
Name of Respondent	Data Retention Services, Inc	
Price Per Lb		
Original Contract Period	\$0.25	
1st Renewal Period	\$0.25	
2nd Renewal Period	\$0.25	
3rd Renewal Period	\$0.25	
4th Renewal Period	\$0.25	

RECORDS SHREDDING AND DISPOSAL SERVICES-T&S

RFB #47-23OCT14 BID CLOSING: 10/23/14

Name of Respondent	OnSite Mobile Document Destruction	Cintas Document Management	Data Retention Services
Disposal Location:	Federal Recycling 2730 W Main, Jeff City, Mo	2730 W Main, Jeff City Missouri	2900 Lemone Indust Blvd, Columbia, Mo
If performing criminal background checks, what agency to be used?	Missouri State Highway Patrol, Jefferson City	Yes- HireRight	Yes- Missouri State Highway Patrol
Employees assigned to contract bonded and insured?	Yes	No- Cintas is self- insured	Yes- all employees are insured and have surety bonds
Cooperative Purchasing?	Yes	No	Yes

**PURCHASE AGREEMENT
FOR
RECORDS SHREDDING AND DISPOSAL SERVICES**

THIS AGREEMENT dated the 18th day of December 2014 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and Data Retention Services, 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 for **Records Shredding and Disposal Services**; County of Boone Request for Bid 47-23OCT14, including the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and the Contractor's bid response dated October 23, 2014, and executed by David Cruse, registered agent for Data Retention Services, Inc., as Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this contract if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, County's RFB Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with Records Shredding and Disposal Services as needed, per RFB 47-23OCT14 specifications, and in conformity with the contract documents for the prices identified and responded to in the Contractor's bid response. Services shall be provided as required, and as needed and ordered by the County.

3. **Contract Duration** - This agreement shall commence on date of Commission Order written above and extend through October 31, 2015, with (4), one-year renewal options, subject to the pricing clauses in Contractor's RFB 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** - Invoicing- Contractor shall submit an invoice by no later than the 15th day of the following month to each participating County department for which services were provided during the previous month. All billing may only include the prices listed in the vendor's bid response. No additional fees for paper work processing, extra services, 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 accurate and valid 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.

584-2014

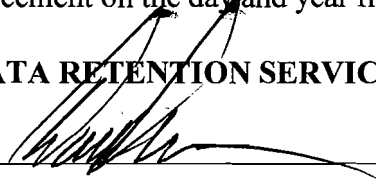
6. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

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

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

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

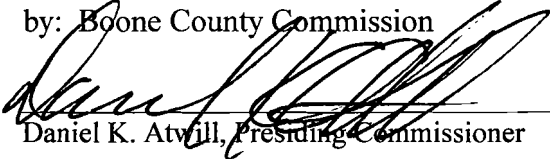
DATA RETENTION SERVICES, INC.

by  _____

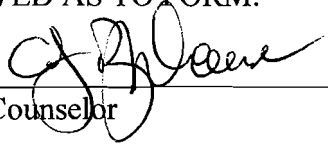
title President

BOONE COUNTY, MISSOURI

by: Boone County Commission

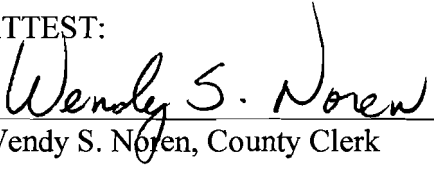

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:



County Counselor

ATTEST:




Wendy S. Noren, County Clerk

For County Auditor signature

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

1196/83160 Records Management Services
1221/71100- \$2,300.00 Circuit Clerk
1261/71100- \$1,000.00 Prosecuting Attorney office



Signature

by *jj* 12/12/2014

Date

Appropriation Account

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY INFORMATION PAGE

StateFar

14-3445-FBD7-1

POLICY NO. 95-BU-W183-2 REPLACES NO. 95-BU-T183-9

COVERAGE IS PROVIDED BY STATE FARM FIRE AND CASUALTY COMPANY 918-621-3000 12222 STATE FARM BL, TULSA OK 74146-5402

NCCI CARRIER CODE NO. 14842 RISK ID NO. 240783975 FEIN 431726447

1. NAMED INSURED & MAILING ADDRESS DATA RETENTION SERVICES INC 2900 LEMONE IND BLVD COLUMBIA MO 65201-8227

WORKPLACE NOT SHOWN INSURED IS A CORPORATION

COPYRIGHT 1987 NATIONAL COUNCIL ON COMPENSATION INSURANCE

2. THE POLICY PERIOD IS FROM 11/19/2014 TO 11/19/2015 12:01 A.M. STANDARD TIME AT THE INSURED'S MAILING ADDRESS.

3A. WORKERS COMPENSATION INSURANCE: PART ONE OF THE POLICY APPLIES TO THE WORKERS COMPENSATION LAW OF THE STATES LISTED HERE: MO

B. EMPLOYERS LIABILITY INSURANCE: PART TWO OF THE POLICY APPLIES TO WORK IN EACH STATE LISTED IN ITEM 3A. THE LIMITS OF OUR LIABILITY UNDER PART TWO ARE: BODILY INJURY BY ACCIDENT \$ 100,000 EACH ACCIDENT BODILY INJURY BY DISEASE \$ 100,000 EACH EMPLOYEE BODILY INJURY BY DISEASE \$ 500,000 POLICY LIMIT

C. OTHER STATES INSURANCE: PART THREE OF THE POLICY APPLIES TO ALL STATES EXCEPT ME, MT, ND, OH, RI, WA, WV, WY AND STATES LISTED IN 3A.

D. THIS POLICY INCLUDES THESE ENDORSEMENTS AND SCHEDULES: WC000000B WC240406C WC000414 WC240602B WC240604 WC240601B WC000403/0484 WC000422A WC000114* WC240302* WC000406/0884

*EFFECTIVE 11/19/14

4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES, CLASSIFICATIONS, RATES AND RATING PLANS. ALL INFORMATION REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT.

Table with 4 columns: CODE NOS. AND CLASSIFICATIONS, PREMIUM BASIS TO-TAL ESTIMATED AN-NUAL REMUNERATION, RATE/\$100 REMUNERA-TION, ESTIMATED ANNUAL PREMIUM. Rows include 7228 AUTO HAULWAY OR DRIVEAWAY & DRIVERS: LOCAL, 8292 STORAGE WAREHOUSE NOC, 8742 SALESPERSONS, COLLECTORS OR MESSENGERS - OUTSIDE, 8810 CLERICAL OFFICE EMPLOYEES NOC.

PREMIUM PRIOR TO EXPERIENCE MODIFICATION 9,731 EXPERIENCE MODIFICATION: 910 -876 PREMIUM AFTER EXPERIENCE MODIFICATION 8,855 PREMIUM DISCOUNT -463 TERRORISM 9740 156,930 .02 31

MINIMUM PREMIUM \$ 750 MISSOURI TOTAL ESTIMATED ANNUAL PREMIUM \$ 8,423

PREMIUM ADJUSTMENT PERIOD SHALL BE ANNUAL DEPOSIT PREMIUM \$ 8,423 3.00% MISSOURI SURCHARGE \$ 252.69

PREPARED 09/09/2014

COUNTERSIGNED

WC 00 00 01 A 53 2171 3233 BY AGENT

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
INFORMATION PAGE ENDORSEMENT
PAGE 01

State Fa



THIS FORMS A PART OF
POLICY NO 95-BU-W183-2

COVERAGE IS PROVIDED BY
STATE FARM FIRE AND CASUALTY COMPANY 918-621-30
12222 STATE FARM BL, TULSA OK 74146-5402

14-3445-FBD7-1

NAMED INSURED AND MAILING ADDRESS
DATA RETENTION SERVICES INC
2900 LEMONE IND BLVD
COLUMBIA MO 65201-8227

THE EFFECTIVE DATE IS 11/19/2014

THE EXPIRATION DATE IS 11/19/2015

LOCATION OF THE INSURED

LOCATION
NUMBER

01 2900 LEMONE IND BLVD

SIC: COLUMBIA MO 65201-8227
4226

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

PREPARED 09/09/2014
WC 99 00 02 04-84

COUNTERSIGNED _____

BY AGENT _____

4. Response Form

- 4.1. Company Name: Data Retention Services, Inc.
- 4.2. Address: 2900 Lemore Industrial Boulevard City/Zip: Columbia 65201
- 4.3. Phone Number: 573-815-1115 Fax Number: 573-815-1116
- 4.4. Federal Tax ID: 43-1726447
 Corporation _____
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____
 Other (Specify) _____

4.5. **PRICING- RECORDS SHREDDING AND RECYCLING SERVICES:** The bidder shall provide a firm, fixed price per pound of shredded records in each weight category for the original contract period and maximum 'not to exceed' prices for each potential renewal period, in accordance with the provisions and requirements of this RFB. Items for shredding and disposal shall include, but not be limited to, those items in Attachment 1. All costs associated with providing the required services shall be included in the stated prices. Certificates of Disposal are required for on-site and off-site record disposal.

NOTICE TO BIDDERS: County reserves the right to award to one or multiple service providers if deemed to be in the best interest of the County. If bidder elects to bid only for "All or None", it must be clearly stated in your Bid Response. Refer to Response Presentation and Review, 3.5.1.

4.6. **Shredding:** The bidder shall shred all records to a maximum size of no greater than particles one square inch. Will bidder have capability of shredding records to a maximum size of 5/16"? County may request this shredded size if situation warrants and bidder is capable: Yes _____ No X

(A)

Mobile Shredding On-Site. The Contractor shall bring a mobile shredder and perform the shredding on site. Complete pricing for this service below.

Weight Category	Original				
	Contract Period	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
0 - 500 lbs	\$.11 /lb	\$.11 /lb	\$.11 /lb	\$.11 /lb	\$.11 /lb
Over 500 lbs	\$.10 /lb	\$.10 /lb	\$.10 /lb	\$.10 /lb	\$.10 /lb

(B)

Off-Site Shredding: The Contractor shall haul away the locked containers and shred off-site. Complete pricing for this service below.

Weight Category	Original				
	Contract Period	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
0 - 500 lbs	\$.08 /lb	\$.08 /lb	\$.08 /lb	\$.08 /lb	\$.08 /lb
Over 500 lbs	\$.06 /lb	\$.06 /lb	\$.06 /lb	\$.06 /lb	\$.06 /lb

(C) – Electronic removable media (CDs, DVDs, diskettes, videotapes)

Mobile Shredding On-Site. Contractor brings mobile shredder on-site to shred media.

	Original	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
Price per LB:	\$ <u>.50</u>	\$ <u>.50</u>	\$ <u>.50</u>	\$ <u>.50</u>	\$ <u>.50</u>

Off-Site Shredding. Contractor collects the electronic media from departments, transports to facility and shreds off-site.

	Original	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
Price per LB:	\$ <u>.25</u>	\$ <u>.25</u>	\$ <u>.25</u>	\$ <u>.25</u>	\$ <u>.25</u>

Recycled Containers: The Contractor shall provide, if County requests, recycling containers (locking with lids and wheels) and empty as needed. Containers will be provided at no charge.

List the address of the disposal location where shredded documents will be disposed:

2900 Lemone Industrial Boulevard

Will you be performing the criminal background checks on employees who will be performing shredding and disposal services for Boone County? If yes, what agency will perform the criminal background check? Yes, Missouri State Highway Patrol

Are those employees who will be performing shredding and disposal services for Boone County bonded and insured? Please describe: Yes, all employees are insured and have surety bonds.

Will you honor the services described in this bid at the prices quoted for cooperative purchase by other entities who participate in cooperative purchasing with Boone County?

X YES _____ NO

(A negative response to this question will not affect evaluation of your bid for services to Boone County)

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

Authorized Representative (Sign by Hand):

David A. Cruse

Type or Print Signed Name

Date of Signature: 10/23/14

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: Data Retention Services, Inc.
2. Business Address: 2900 Lemone Industrial Boulevard
3. When Organized: December, 1995
4. When Incorporated: December, 1995 5. List federal tax identification number: 43-1726447
If not incorporated, state type of business (sole proprietor, partnership, or other) _____
6. Number of years engaged in business under present firm name: 19 years in 12/2014
7. If you have done business under a different name, please give name and business location under that name: N/A
8. Percent of work done by own staff: 100%
9. Have you ever failed to complete any work awarded to your company? If so, where and why? NO
10. Have you ever defaulted on a contract? NO If so, give details: _____
11. List of contracts completed within the last four years, including value of each: See Exhibit A next page
see attached
12. List of projects currently in progress: N/A

*** Attach additional sheets as necessary ***



EXHIBIT A

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name: Shelter Insurance Companies
Address: 1817 W. Broadway, Columbia, MO

Contact Name: Brian Fick
Telephone Number: 214-6588

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name: Columbia Insurance Group
Address: 2102 Whitegate Drive, Columbia, MO

Contact Name: Judy Donnell
Telephone Number: 474-6193, ext. 1205

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name: Capital Region Medical Center
Address: 1125 Madison, Jefferson City, MO

Contact Name: Kelly Dolan
Telephone Number: 573-632-5645

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

(Please complete and return with Contract)

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.

David A. Chase President
Name and Title of Authorized Representative

[Signature]
Signature

12-1-14
Date



Company ID Number: 247347

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 Data Retention Services, 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).

E-Verify



Company ID Number: 247347

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: Data Retention Services, Inc.

David Cruse

Name (Please Type or Print)

Title

President

Electronically Signed

Signature

09/08/2009

Date

Department of Homeland Security -- Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

09/08/2009

Date



Boone County Purchasing
613 E. Ash St, Room 111
Columbia, MO 65201

Request for Bid (RFB)

Elizabeth Sanders, CPPB, Senior Buyer

(573) 886-4393 – Fax: (573) 886-4393

Email: lsanders@boonecountymo.org

Bid Data

Bid Number: **47-23OCT14**
Commodity Title: **Records Shredding and Disposal Services Term & Supply**

DIRECT ANY BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Thursday, October 23, 2014**
Time: **2:00 PM (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Annex Building
613 E. Ash St, Room 111
Columbia, MO 65201**
Directions: **The Annex Building is located on the Northwest corner of 7th Street and Ash Street. Enter the building from the south side. Wheel chair accessible entrance is available on the south side of the building.**

Bid Opening

Day / Date: **Thursday, October 23, 2014**
Time: **2:00 PM**
Location / Address: **Boone County Annex Building Conference Room
613 E. Ash Street
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
 - Attachment 1 to Response Form**
 - Statement of Bidders Qualification**
 - Standard Terms and Conditions**
 - No Bid Response Form**
 - E-Verify**
 - Work Authorization Certification**
 - Certification regarding Debarment**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department(s) or Office(s) - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.
Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. 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 according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of [forty eight] hours in advance of the bid deadline. Bids, addenda, bid tabulations and bid awards are posted on our web site at: www.showmeboone.com
 Note: written requirements in the Bid or its Addenda are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new Bid Closing date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to award this bid on an item by item basis, or an "all or none" basis, whichever is in the best interest of the County.

- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** – Any Term and Supply contract resulting from this bid will have an initial term effective from date of award through 12 months, and may be renewed at Purchasing Director's discretion for additional 12-month terms up to a maximum of four (4) renewals unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.
- 1.8. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED**
Contractor agrees to comply with Missouri State Statute section 285.530 in that they 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 this 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 shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

Contractor shall require each subcontractor to affirmatively state in its contract with 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. Contractor shall also require each subcontractor to provide 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. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** - Boone County, hereafter referred to as "County", seeks bid offers from individual(s) or organization(s) to provide RECORDS SHREDDING AND DISPOSAL SERVICES as needed, and as specified herein.
 - 2.1.1. All service requests will be placed on an "as needed basis". The County does not guarantee a minimum volume under a prospective contract. Additionally, the County reserves the right to request shredding and disposal services from other vendors when the County deems it necessary.
- 2.2. **CONTRACT DURATION** – This contract shall be a Term and Supply, effective from date of award for one 12-month period and following expiration of this initial term, shall have the option for renewal up to a maximum of four 12-month periods, each to be exercised separately at the discretion of the County.
 - 2.2.1. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items quoted on the Response Form shall not increase by more than the maximum percent proposed on the Response Form. If renewal percentages are not provided, then prices shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months *from the date of final expiration or termination* if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
- 2.6. **MINIMUM ORDER QUANTITY** – The contractor shall not impose a minimum order volume for any services listed in the contract or otherwise available to the County.
- 2.7. **MINIMUM TECHNICAL SPECIFICATIONS** - The contractor shall shred and dispose of records which shall include, but not necessarily be limited to, any or all of those items listed on Attachment 1. For purposes of this document, "records" shall be used to define those items to be shredded.
 - 2.7.1. The contractor shall perform all services to the sole satisfaction of the County as specified herein.
 - 2.7.2. The contractor shall understand that County department representatives may, at any time throughout the contract, accompany the contractor during any collection, hauling, weighing, or shredding process being conducted by the contractor. The contractor shall not restrict or in any way limit the County's right or ability to oversee any and all services provided by the contractor.
 - 2.7.3. The contractor shall perform shredding services for each applicable County facility on an 'as needed basis', or if mutually agreed upon between contractor and County department(s), on a regular scheduled basis.
 - 2.7.4. The contractor shall provide the shredding services by no later than five (5) working days after a request for service is made, or by the date mutually agreed upon between the requesting County department and the contractor. Each County department will request services by telephone, fax, or other method as agreed upon between the contractor and each County department.
 - 2.7.5. The contractor shall collect all records from an identified location, weigh all records using a certified scale, shred completely, and provide the County with a Certificate of Destruction and weigh ticket. At a minimum, the Certificate of Destruction must include the name and address of the County department, date of service, description and weight of records shredded, service representative name, and truck number.

- 2.7.5.1. The contractor shall shred all records to a maximum size of no greater than particles one square inch. However, if requested by the County and if the contractor is capable (as specified on the Response Form), the contractor shall shred records to a maximum size of 5/16".
- 2.7.5.2. In the event the contractor shreds the records on-site, the contractor shall clean up the immediate shredding area and ensure that all loose material particles are collected and removed each time shredding services are performed.
- 2.7.6. In most cases, records to be shredded will be in boxes in a locked storage area for each County facility. Contractor, accompanied by a County designee if situation warrants, shall transport the records on carts or other method from each storage area to the contractor's truck on-site. The contractor shall load and unload all records without assistance from County personnel.
- 2.7.6.1. The contractor shall handle and transport all records in covered containers to ensure that no record is lost or mislaid en route.
- 2.7.6.2. If requested, the contractor shall remove and/or dispose of all cardboard boxes that were used to contain the records. The contractor is encouraged to reuse or recycle all cardboard boxes.
- 2.7.7. The contractor shall understand and agree that the County requires flexibility in the arrangements and methods for the collection of records on a building-to-building and case-by-case basis. The contractor shall coordinate and work in good faith with each County department and designee in seeking and obtaining the best arrangements and methods of collection.
- 2.7.8. If requested by the County, the contractor shall supply locked security containers for the collection of records in the size(s) and quantity specified by the applicable County department. The contractor shall provide all containers free of charge.
- 2.7.8.1. Each container supplied shall have a drop-slot and a key-locked dead bolt. The contractor shall place each container in the location requested by the County, provided that placement is in accordance with applicable fire codes.
- 2.7.8.2. The contractor shall clearly mark containers for their intended use.
- 2.7.8.3. The contractor shall not limit the number of containers at any particular County site. The County designee shall notify the contractor if it is determined that different sizes or additional containers are required. The contractor shall coordinate and work in good faith with each County department and designee in determining the number and size of containers required.
- 2.7.8.4. The contractor shall retain ownership of the containers and shall agree that the County will not be responsible for any liability incurred by the contractor or the contractor's employees arising out of the possession, use, maintenance, delivery, return, and/or collection from the containers provided by the contractor.
- 2.7.9. Confidentiality: Due to the sensitivity of the records being shredded, the contractor shall not disclose any information obtained from the records in the event the contractor observes any such records during the course of pick up and shredding. As the need for confidentiality dictates, and as determined solely by the County, the contractor shall agree and understand that either of the following may be required:
 - 2.7.9.1. The County designee shall witness the destruction of the confidential records.
 - 2.7.9.2. The contractor shall submit a letter to the applicable County department guaranteeing that the confidentiality of all such records were maintained from the time of collection until the records were shredded and that none of the records were read or copied by the contractor or contractor's personnel prior to such destruction.
- 2.7.10. The contractor's personnel assigned to perform services under the contract must, at all times, wear a photo ID badge and uniform which reflects the contractor's company name.
- 2.7.11. The contractor and each of the contractor's employees assigned to work with confidential records must have a security clearance approved by the County and sign a statement of confidentiality guaranteeing non disclosure of information in order to provide service under the contract.
 - 2.7.11.1. The confidentiality statement shall be designed, implemented, and maintained by the contractor.
- 2.7.12. If requested, the contractor shall replace any personnel with whom the County is not satisfied.

- 2.7.13. The contractor shall furnish all material, labor, vehicles, equipment, and supplies necessary to perform the services required herein.
- 2.8. **RECYCLING REQUIREMENTS**
- 2.8.1. The contractor must recycle those shredded records that are recyclable.
- 2.9. **INSURANCE REQUIREMENTS:** The Contractor shall not commence work under this contract until they have 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 subcontractor has been so obtained and approved. All policies shall be in amounts, form and 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.
- 2.9.1. **Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers 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 Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers 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 this Contract at the site of the work is not protected under the Workers 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.
- 2.9.2. **Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this 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 this 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 \$1,000,000.00 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 Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- 2.9.3. **Business Automobile Liability** - The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 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; non-owned and both on and off the site of work.
- 2.9.4. **Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

- 2.9.5. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. 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.
- 2.10. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, 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 Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor 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 contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.
Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.
- 2.11. **BILLING AND PAYMENTS** – Invoicing- Contractor shall submit an invoice by no later than the 15th day of the following month to each participating County department for which services were provided during the previous month.
- 2.11.1. Each invoice shall be itemized by date of service, number of pounds of records shredded, the applicable fixed price per pound, and the total invoice amount. The applicable fixed price per pound shall be determined based upon the total weight of the shredded records.
- 2.11.2. Payments- For each trip to a County department, the Contractor shall be paid for each pound of records shredded in accordance with the applicable fixed price stated on the Response Form. Each County department shall be solely responsible for payment of only those services requested by that County department.
- 2.12. **BID CLARIFICATION** – Any questions or clarifications concerning bid documents should be addressed to Elizabeth Sanders, CPPB, Senior Buyer, 613 E. Ash Street, Room 111, Columbia, Missouri 65201. Telephone (573) 886-4393; Fax (573) 886-4390; Email- lsanders@boonecountymmo.org

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, bidder must submit his/her Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in the Bid Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses **MUST** be received by the date and time noted on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS**. County will not be 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 proposal number and the due date and time.
 - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at www.showmeboone.com.
- 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 will be read aloud.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in the County Purchasing 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 the 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** - 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** - County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at County's discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - The sole purpose in the evaluation process is to determine from among the Responses received which one(s) are 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 County's judgment the Contractor selected appears to offer the best overall solution for current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** - Submitted responses will be evaluated in relation to all aspects of this Bid. County reserves the right to award to one or multiple service providers in order to obtain an award solution that best meets the County's needs at the lowest possible cost. If bidder elects to submit an "All or None" bid, it must be clearly stated in the bidder's Bid Response. If this statement is not included, and County elects to make award of one category to bidder and bidder declines, that bidder's response will be disqualified.
 - 3.5.2. **Acceptability** - County reserves the sole right to determine whether goods and/or services offered are acceptable for its use.
 - 3.5.3. **Discrepancies** - In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
 - 3.5.4. **Endurance of Pricing** - Bidder's pricing must be held until contract execution or 60 days, whichever comes first.
 - 3.5.5. In the cost evaluation, if bidder quotes other than 'per pound', 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. The bidder is cautioned that the County reserves the right to clarify the unit of measure modification/deviation or to disqualify the bid for that line item if the unit of measure modification/deviation is not deemed appropriate or in the best interest of the County.

4. Response Form

4.1. Company Name: _____

4.2. Address: _____ City/Zip: _____

4.3. Phone Number: _____ Fax Number: _____

4.4. Federal Tax ID: _____

() Corporation _____

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.5. **PRICING- RECORDS SHREDDING AND RECYCLING SERVICES:** The bidder shall provide a firm, fixed price per pound of shredded records in each weight category for the original contract period and maximum 'not to exceed' prices for each potential renewal period, in accordance with the provisions and requirements of this RFB. *Items for shredding and disposal shall include, but not be limited to, those items in Attachment 1.* All costs associated with providing the required services shall be included in the stated prices. Certificates of Disposal are required for on-site and off-site record disposal.

NOTICE TO BIDDERS: County reserves the right to award to one or multiple service providers if deemed to be in the best interest of the County. If bidder elects to bid only for "All or None", it must be clearly stated in your Bid Response. Refer to Response Presentation and Review, 3.5.1.

4.6. **Shredding:** The bidder shall shred all records to a maximum size of no greater than particles one square inch. Will bidder have capability of shredding records to a maximum size of 5/16"? County may request this shredded size if situation warrants and bidder is capable: Yes _____ No _____

(A)

Mobile Shredding On-Site. The Contractor shall bring a mobile shredder and perform the shredding on site. Complete pricing for this service below.

Weight Category	Original				
	Contract Period	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
0 – 500 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb
Over 500 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb

(B)

Off-Site Shredding: The Contractor shall haul away the locked containers and shred off-site. Complete pricing for this service below.

Weight Category	Original				
	Contract Period	1 st Renewal	2 nd Renewal	3 rd Renewal	4 th Renewal
0 – 500 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb
Over 500 lbs	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb	\$ _____/lb

(C) – Electronic removable media (CDs, DVDs, diskettes, videotapes)

Mobile Shredding On-Site. Contractor brings mobile shredder on-site to shred media.

	Original				
	Contract Period	1st Renewal	2nd Renewal	3rd Renewal	4th Renewal
Price per LB:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Off-Site Shredding. Contractor collects the electronic media from departments, transports to facility and shreds off-site.

	Original				
	Contract Period	1st Renewal	2nd Renewal	3rd Renewal	4th Renewal
Price per LB:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Recycled Containers: The Contractor shall provide, if County requests, recycling containers (locking with lids and wheels) and empty as needed. Containers will be provided at no charge.

List the address of the **disposal location** where shredded documents will be disposed:

Will you be performing the **criminal background checks** on employees who will be performing shredding and disposal services for Boone County? If yes, what agency will perform the criminal background check? _____

Are those employees who will be performing shredding and disposal services for Boone County **bonded and insured**? Please describe: _____

Will you honor the services described in this bid at the prices quoted for **cooperative purchase** by other entities who participate in cooperative purchasing with Boone County?

_____ YES _____ NO

(A negative response to this question will not affect evaluation of your bid for services to Boone County)

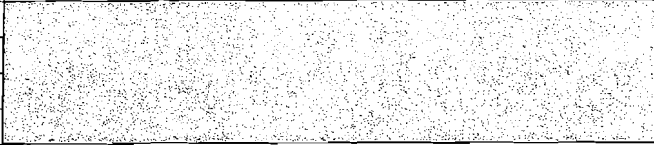
The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid,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

Authorized Representative (Sign by Hand): _____

Type or Print Signed Name

Date of Signature: _____

ATTACHMENT 1

<p>White and Color Paper and cardstock (All grades and colors), including, but not limited to these listed in the space to the right-</p>	<ul style="list-style-type: none"> • Copier paper • Computer Paper • Fax paper • Ledger paper • Card Stock • NCR forms (carbonless) • Road maps
<p>All envelopes with or without adhesive labels and stamps, and with or without plastic windows, including, but not limited to these listed in the space to the right-</p>	<ul style="list-style-type: none"> • Regular 10# • Window • Kraft (brown) • White
<p>Adding Machine Tape</p>	
<p>Post-it notes</p>	
<p>File Folders (Manilla)</p>	
<p>Copier paper (Ream) Wrappers</p>	
<p>Confidential materials</p>	<p>Boxed and marked as confidential</p>
<p>Newsprint Paper/Publications and Books or Bound materials, regardless of quality of paper or type of binding, including, but not limited to these listed in space to the right-</p>	<ul style="list-style-type: none"> • Newspapers • City Telephone Books • State Telephone Books • MO. State Statute Books and Revisions
<p>Glossy and Coated Paper, including, but not limited to these listed in space to the right-</p>	<ul style="list-style-type: none"> • Photographs • Blueprints • Magazines • Catalogs • Junk Mail • Sales Literature & brochures • Calendars • Publications
<p>Non-paper items, including, but not limited to these listed in space to the right-</p>	<ul style="list-style-type: none"> • Microfilm • Microfiche • X-Rays • Staples • Spiral and GBC (Plastic Comb) Bindings • Paper clips • Rubber bands

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder for the work included in the specifications and plans and the Contract Documents shall submit with their bid the data requested in the following schedule of information. This data must be included in and made a part of each bid document and be contained in the sealed envelope. Failure to comply with this instruction may be regarded as justification for rejecting the Contractor's proposal.

1. Name of Bidder: _____
2. Business Address: _____
3. When Organized: _____
4. When Incorporated: _____ 5. List federal tax identification number: _____
If not incorporated, state type of business (sole proprietor, partnership, or other) _____
6. Number of years engaged in business under present firm name: _____
7. If you have done business under a different name, please give name and business location under that name: _____
8. Percent of work done by own staff: _____
9. Have you ever failed to complete any work awarded to your company? If so, where and why? _____

10. Have you ever defaulted on a contract? _____ If so, give details: _____
11. List of contracts completed within the last four years, including value of each: *See Exhibit A next page*

12. List of projects currently in progress: _____

*** Attach additional sheets as necessary ***



EXHIBIT A

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Services Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Services Performed for:

Company Name:

Address:

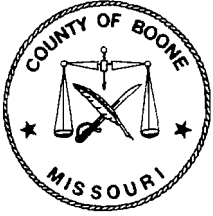
Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):



Standard Terms and Conditions

Boone County Purchasing

613 E. Ash St, Room 111

Columbia, MO 65201

Elizabeth Sanders, CPPB, Senior Buyer

Phone: (573) 886-4393 – Fax: (573) 886-4390

1. 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.
2. 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.
3. 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.
4. 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.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
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 Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed shall disqualify Bidder from future bidding.
10. 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.
11. No bid transmitted by fax machine will be accepted.

12. 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.
13. 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 entity contract under more favorable terms.
14. 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.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. 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.
17. **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.
18. **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.
19. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, at County's sole Discretion, shall give County the right to terminate this Contract.



“No Bid” Response Form

Boone County Purchasing
613 E. Ash St, Room 111
Columbia, MO 65201

Elizabeth Sanders, CPPB, Senior Buyer
(573) 886-4393 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

**NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID**

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

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

Bid: 47-23OCT14 – Records Shredding and Disposal Services

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

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.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

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 page (which shows your company's name) and the last page (which shows your signature) of the E-Verify Memorandum of Understanding that you completed when enrolling.** The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

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) 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))

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:

(Please complete and return with Contract)

**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

JASON KANDER

MISSOURI
SECRETARY
OF STATE

MISSOURI ONLINE BUSINESS FILING



Gen. Business - For Profit Details as of 10/30/2014

Fees & Forms

FAQ

Corporations Home

Business Outreach Office

UCC Filings

Corporation Filings

SOS Home

Contact Us

*Required Field

If you wish to file online, select the filing from the Filing drop-down list, then click the FILE ONLINE button.

To file a registration report, click the FILE REGISTRATION REPORT button.

To order copies or certificates, click the COPIES/CERTIFICATES button.

RETURN TO

SEARCH RESULTS

Select filing from the list.

FILE

ONLINE

Filing Type Acceptance of a General Business to a Non Pr

ORDER COPIES/

CERTIFICATES

General Information Filings Address Contact(s)

Name(s) DATA RETENTION SERVICES, INC.

Address 2900 Lemone Industrial Boulevard
Columbia, MO 65201

Type Gen. Business - For Profit

Charter No. 00417907

Domesticity Domestic

Status Good Standing

Registered Agent DAVID A. CRUSE
2008 WOODHOLLOW DRIVE
COLUMBIA, MO 65203

Date Formed 10/25/1995

Duration Perpetual

Renewal Month December

Report Due 3/31/2016

The information contained herein is provided as a public service. The State makes no representation or guarantee as to the correctness, completeness or suitability of the information provided or of any linked information. All critical information should be verified directly with the Secretary of State, Corporation Division. The State, its employees, contractors, subcontractors or their employees do not make any warranty, expressed or implied, or assume any legal liability for the accuracy, completeness or usefulness of any information, apparatus, product or process disclosed or represent that its use would not infringe on privately-owned rights. The information and/or services provided may change at any time without notice.

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Search Results

Current Search Terms: Data* retention*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.
No records found for current search.

Glossary

Search

Results

Entity

Exclusion

Search

Filters

By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

SAM | System for Award Management 1.0

IBM v1.P.20.20141027-1628

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20 14

County of Boone

In the County Commission of said county, on the

18th

day of

December

20 14

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

Now on this day, the County Commission of Boone County adopts the Boone County operating budget for fiscal year 2015. The adopted budget shall consist of all appropriations included in the Proposed Budget submitted to the County Commission by the County Auditor, subject to the adjustments shown in the attached Schedule of Changes to the Proposed Budget.

Total appropriations are set forth by line item and are summarized as follows:

- 1) by category of expenditure (i.e., class 1, class 2, etc up to and including class 9.);
- 2) by office, department or spending agency; and,
- 3) by fund.

Appropriations may not be exceeded at the class level for a given office, department, or spending agency without approval pursuant to the County's Budget Adjustment Policy. Total appropriations for each fund are set forth in the individual Fund Statements and are published in the County's FY 2015 Budget. The Proposed Budget submitted by the County Auditor, which is hereby incorporated into this appropriation order by reference, contains detailed documentation and descriptions for each line-item account within each category of expenditure. Appropriations shall be expended only for the purposes that are within the intent of the category in which they are included.

The County Commission approves all employee positions included in the Proposed Budget, adjusted for Commission changes noted in the attached schedule, together with the specified budgeted hours, range, and benefit status for each position. Appropriations for salary and wage *increases* within the Road and Bridge Fund pertaining to employees operating under the Collective Bargaining Agreement (CBA) are contingent upon revision and approval of the CBA.

The County Commission approves appropriations for the specific fixed assets identified in the various fixed asset appropriation accounts and authorizes procurement of the same in accordance with the Budget Adjustment Policy and the County Purchasing Policy adopted by the County Commission.

The County Commission authorizes the County Auditor to re-appropriate unspent FY 2014 grant funds (which may be carried forward into FY 2015 according to the terms of the grant award) upon determination that a remaining balance of the grant award is available for re-budgeting.

Done this 18th day of December, 2014.

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

Term. 20

In the County Commission of said county, on the
the following, among other proceedings, were had, viz:

day of 20

ATTEST:

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

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
District I Commissioner

Janet M. Thompson
District II Commissioner

Schedule of Commission Changes to the 2015 Proposed Budget

	Expenditure	Dept.	Account	Revenue	Description
General (Fund #100)					
Contingency	\$ 4,500	1123	86850	\$ -	Rebudget training & retention incentive--Corrections
Software Service Contract	2,200	1170	70050	-	Pricing increase for Novell Filr & File Management software
Computer Hardware	5,000	1170	71100	-	Cabling/cable drops (misc. as-needed throughout year)
Computer Hardware	64,600	1170	91301	-	Fiber ring upgrade
Utilities	50,000	1190	48XXX	-	Utilities for Central Missouri Events Center (minimum utilities)
Federal Grant Reimbursement	-	1262	3411	4,775	Grant awarded to host 5K race during Victims' Rights Week
Receptions/Meetings	4,775	1262	84010	-	Victims' Rights Week 5K race costs
Outside Services	7,500	1725	71100	-	Forum Nature Area Monitoring project
Total Changes to General Fund	\$ <u>138,575</u>			\$ <u>4,775</u>	

Road and Bridge (Fund #204)

Public Works					
Data Communications	\$ 1,200	2040	48002	\$ -	Data charges for two iPads
Machinery & Equipment	40,000	2040	91300	-	Trailer mounted variable message boards (2)
Computer Hardware	1,160	2040	91301	-	iPads for data collection (2)
Grounds Improvement	(80,000)	2040	91700	-	Remove duplicate budget item (pave access road)
Replacement Computer Hardware	8,000	2040	92302	-	Rebudget replacement/upgrade of time keeping system
	\$ <u>(29,640)</u>			\$ <u>-</u>	
Resource Management -- Design & Construction					
Reimburse Personnel/Projects	\$ -	2045	3528	\$ (44,000)	Reduced reimbursement for Rustic Road Project
Subtotal	\$ <u>-</u>			\$ <u>(44,000)</u>	
Total Changes to Road & Bridge Fund	\$ <u>(29,640)</u>			\$ <u>(44,000)</u>	

911/Emergency Management Sales Tax (Fund #270)

Law Enforcement/Judicial Information Systems					
Other Supplies	\$ 610	2703	23050	\$ -	Rebudget software for System Analyst Supervisor
Minor Tools/Equipment <\$1,000	175	2703	23850	-	Rebudget purchase of telephone for System Analyst Supervisor
Computer Hardware	1,100	2703	91301	-	Rebudget for PC & monitors for System Analyst Supervisor
Computer Software	1,800	2703	91302	-	Rebudget for software for System Analyst Supervisor
Commission Changes to the Proposed Budget	\$ <u>3,685</u>			\$ <u>-</u>	

Law Enforcement Services (Fund #290)

Law Enforcement/Judicial Information Systems					
Computer Hardware	\$ 24,000	2905	91301	\$ -	Fiber ring upgrade
Subtotal	\$ <u>24,000</u>			\$ <u>-</u>	
Total Changes to Law Enforcement Services Fund	\$ <u>24,000</u>			\$ <u>-</u>	

Continued on next page

Schedule of Commission Changes to the 2015 Proposed Budget cont'd

	<u>Expenditure</u>	<u>Dept. Account</u>	<u>Revenue</u>	<u>Description</u>
Facilities & Grounds (Fund #610)				
Supplies	\$ 5,900	6100 2XXXXX	\$ -	Secure & decommission Central Missouri Events Center
Services	12,500	6100 7XXXXX	-	Secure & decommission Central Missouri Events Center
Machinery & Equipment	7,925	6100 91300	-	Secure & decommission Central Missouri Events Center
Total Changes to Facilities and Grounds Fund	\$ 26,325		\$ -	

Capital Repairs & Replacements (Fund #620)

Contingency	\$ 542,100	6200 86850	\$ -	Physical Security/Access Control System Upgrade for Government Center & Sheriff Campus
Commission Revisions Added to the Proposed Budget	542,100		\$ -	

Capital Repairs & Replacements - Public Works (Fund #624)

Replacement Buildings & Improvements	\$ 25,000	6240 92200	\$ -	Re-budget door remodel project at PW North Facility (Hwy124)
Commission Revisions Added to the Proposed Budget	25,000		\$ -	

Summary of Changes to the Proposed Budget (By Fund):

	<u>Expenditure</u>	<u>Revenue</u>
Governmental Funds (excluding Capital Project Funds):		
General (Fund #100)	\$ 138,575	\$ 4,775
Road and Bridge (Fund #204)	(29,640)	(44,000)
911/Emergency Management Sales Tax (Fund #270)	3,685	-
Law Enforcement Services (Fund #290)	24,000	-
Capital Repairs & Replacements (Fund #620)	542,100	-
Capital Repairs & Replacements - Public Works (Fund #624)	25,000	-
Total	\$ 730,045	\$ (39,225)

2015 Budget Summary (excluding Capital Project Funds)

Major Funds

FINANCIAL SOURCES:

	General Fund	Road & Bridge Fund	Law Enforcement Services Fund	Community Children's Services Fund	911/ Emergency Management Fund	Nonmajor Governmental Funds	Total Governmental Funds	Internal Service Funds	Private Purpose Trust Funds	Grand Total
Revenues										
Property Taxes	\$ 3,327,500	1,423,000	-	-	-	-	4,750,500	-	-	4,750,500
Assessments	-	-	-	-	-	153,287	153,287	-	-	153,287
Sales Taxes	14,102,000	14,500,000	3,510,000	6,550,000	10,334,000	500	48,996,500	-	-	48,996,500
Franchise Taxes	138,800	-	-	-	-	-	138,800	-	-	138,800
Licenses and Permits	426,281	11,600	7,210	-	-	78,534	516,415	-	-	516,415
Intergovernmental	1,774,884	1,465,800	-	-	-	242,650	3,490,544	-	-	3,490,544
Charges for Services	3,699,145	257,400	-	-	192,500	1,856,325	6,005,370	6,149,603	-	12,154,973
Fines and Forfeitures	11,000	-	-	-	-	-	11,000	-	-	11,000
Interest	61,770	35,405	11,000	27,800	18,800	37,842	192,617	29,215	640	222,472
Hospital Lease	1,838,000	-	-	-	-	523,800	2,361,800	-	-	2,361,800
Other	518,004	19,150	3,528,210	6,577,800	10,545,300	75,535	612,889	22,031	-	634,920
Total Revenues	25,897,384	17,712,555	3,528,210	6,577,800	10,545,300	2,968,473	67,229,722	6,200,849	640	73,931,211
Other Financing Sources										
Transfer in from other funds	-	-	-	-	-	100,000	100,000	-	-	100,000
Proceeds of Long-Term Debt	1,500	225,250	23,700	-	-	-	250,450	-	-	250,450
Other (Sale of Capital Assets, Insurance Proceeds, etc)	1,500	225,250	23,700	-	-	100,000	350,450	-	-	350,450
Total Other Financing Sources	1,500	225,250	23,700	-	-	100,000	350,450	-	-	350,450
Planned Use of Fund Balance	2,698,773	953,085	115,507	2,645,035	4,371,095	797,396	11,580,891	620,175	3,405	12,204,471
TOTAL FINANCIAL SOURCES	\$ 28,597,657	18,890,890	3,667,417	9,222,835	14,916,395	3,865,869	79,161,063	6,821,024	4,045	85,986,132

FINANCIAL USES:

	General Fund	Road & Bridge Fund	Law Enforcement Services Fund	Community Children's Services Fund	911/ Emergency Management Fund	Nonmajor Governmental Funds	Total Governmental Funds	Internal Service Funds	Private Purpose Trust Funds	Grand Total
Expenditures										
Personal Services	17,996,625	4,463,079	2,615,796	148,070	3,390,915	1,319,670	29,934,175	676,275	-	30,610,450
Materials & Supplies	1,405,140	2,235,916	103,803	2,809	3,285	124,405	3,875,358	77,613	-	3,952,971
Dues Travel & Training	250,691	51,279	24,443	5,000	8,500	142,438	482,351	960	-	483,311
Utilities	557,785	110,159	67,842	4,550	4,395	11,031	755,762	427,589	-	1,183,351
Vehicle Expense	506,447	845,921	475	670	3,392	10,850	1,367,755	16,357	-	1,384,112
Equip & Bldg Maintenance	340,784	308,999	57,041	315	3,640	9,203	719,402	378,702	-	1,098,104
Contractual Services	3,664,450	9,027,723	327,750	8,779,378	1,159,098	1,131,528	24,089,927	4,554,328	3,945	28,648,200
Debt Service (Principal and Interest)	372,113	-	-	-	-	271,978	644,091	-	-	644,091
Emergency	775,000	250,000	25,000	15,000	-	12,000	1,077,000	12,100	-	1,089,100
Other	2,121,174	34,949	31,660	250,300	896,750	571,216	3,906,189	644,175	100	4,550,464
Fixed Assets (New & Replacement)	347,448	1,563,465	413,667	16,522	446,400	221,550	3,209,053	32,925	-	3,241,978
Total Expenditures	28,597,657	18,890,890	3,667,417	9,222,835	5,916,395	3,825,869	70,061,063	6,821,024	4,045	76,886,132
Other Financing Uses										
Transfer Out to other funds	60,000	-	-	-	9,000,000	40,000	9,100,000	-	-	9,100,000
Early Retirement of Long-Term Debt	-	-	-	-	-	40,000	40,000	-	-	40,000
Total Other Financing Uses	60,000	-	-	-	9,000,000	40,000	9,100,000	-	-	9,100,000
TOTAL FINANCIAL USES	\$ 28,597,657	18,890,890	3,667,417	9,222,835	14,916,395	3,865,869	79,161,063	6,821,024	4,045	85,986,132

FUND BALANCE:

FUND BALANCE (GAAP), beginning of year	\$ 13,244,827	10,526,745	2,548,258	5,889,883	7,993,813	8,511,585	48,715,111	4,070,288	108,604	52,894,003
Less encumbrances, beginning of year	-	(944,861)	-	-	-	-	(944,861)	-	-	(944,861)
Add encumbrances, end of year	-	369,861	-	-	-	-	369,861	-	-	369,861
Fund Balance Increase (Decrease) from operations (NET) *	(2,698,773)	(953,085)	(115,507)	(2,645,035)	(4,371,095)	(797,396)	(11,580,891)	(620,175)	(3,405)	(12,204,471)
FUND BALANCE (GAAP), end of year	10,546,054	8,998,660	2,432,751	3,244,848	3,622,718	7,714,189	36,559,220	3,450,113	105,199	47,828,721
Less: FUND BALANCE UNAVAILABLE FOR APPROPRIATION, end of year	(48,260)	(869,861)	(1,353,200)	(3,244,848)	(2,000,000)	(813,013)	(5,084,434)	(861,139)	(37,471)	(5,983,044)
NET FUND BALANCE, end of year	\$ 10,497,794	8,128,799	1,079,551	3,244,848	1,622,718	6,901,176	31,474,786	2,588,974	67,728	34,131,488
Net Fund Balance as a percent of expenditures	36.79%	43.03%	29.43%	35.18%	27.43%					

* Net Change = Total Financial Sources - Total Financial Uses - Fund Balance Used for Operations

2015 Expenditures by Functional Unit and Funding Source—
All Governmental Funds Combined Excluding Capital Project Funds

(continued)

Function Dept. #	Department/Cost Center Name	Major Funds					Total Governmental Funds
		General Fund	Road and Enforcement Bridge Fund	Law Enforcement Services Fund	Community Children's Services Fund	911/Emergency Management Fund	
General Government Operations							
1110	Auditor	\$ 431,714	-	-	-	-	431,714
1111	Human Resources	278,400	-	-	-	-	278,400
1118	Purchasing Services	260,443	-	-	-	-	260,443
1121	County Commission	512,786	-	-	-	-	512,786
1122	County Association Dues	40,629	-	-	-	-	40,629
1123	Emergency & Contingency	782,500	-	-	-	-	782,500
1125	Centralia Office	9,830	-	-	-	-	9,830
1126	County Counselor Office	388,723	-	-	-	-	388,723
1131	County Clerk	284,315	-	-	-	-	284,315
1132	Election and Registration	514,832	-	-	-	-	514,832
2300	Election Services	94,500	-	-	-	-	94,500
1133	Election Activities	283,838	-	-	-	-	283,838
1140	Treasurer	546,632	-	-	-	-	546,632
1150	Collector	509,748	-	-	-	-	509,748
2110	Collector Tax Main Activity	2,092,485	-	-	-	-	2,092,485
1180	Recorder	2,400	-	-	-	-	2,400
2600	Record Storage & Preservation	185,339	-	-	-	-	185,339
1170	Information Technology	797,298	-	-	-	-	797,298
1175	GIS - Consortium	33,820	-	-	-	-	33,820
1176	GIS - County	774,920	-	-	-	-	774,920
1180	Non-Departmental	408,448	-	-	-	-	408,448
1181	Insurance & Safety	50,000	-	-	-	-	50,000
1182	Malware	30,956	-	-	-	-	30,956
1184	Mail Services	1,846,118	-	-	-	-	1,846,118
1185	Insurance Claim Activity	2,810,305	-	-	-	-	2,810,305
1186	Records Management Services	9,797,223	-	-	-	-	9,797,223
2010	Assessment	1,656,013	-	-	-	-	1,656,013
	Sub-Total	21,702	-	-	-	-	21,702
Public Safety & Judicial - Courts							
1210	Circuit Court Services	465,407	-	-	-	-	465,407
1211	Jury Services & Court Costs	386,439	-	-	-	-	386,439
1241	Juvenile Justice Center	182,055	-	-	-	-	182,055
1242	Juvenile Justice Grants	58,600	-	-	-	-	58,600
1243	Juvenile Justice & Justice	110,340	-	-	-	-	110,340
2820	Circuit Drug Court	67,350	-	-	-	-	67,350
2830	Adversary Court	18,025	-	-	-	-	18,025
2850	Adversary Court	390,115	-	-	-	-	390,115
2894	Alabama Sentencing Law Ent Sit Tax	2,100	-	-	-	-	2,100
2897	Information System-Court Only	3,433,616	-	-	-	-	3,433,616
	Sub-Total	4,814,974	-	-	-	-	4,814,974
Public Safety & Judicial - Sheriff & Corrections							
1251	Sheriff	124,916	-	-	-	-	124,916
1252	Prison/Corrections Task Force	217,794	-	-	-	-	217,794
1256	Shed/Cort HR/Meat	12,000	-	-	-	-	12,000
2502	SD Forfeiture - Dept of Treasury	26,200	-	-	-	-	26,200
2510	Sheriff Training	6,605	-	-	-	-	6,605
2521	Community Traffic Safety	1,000	-	-	-	-	1,000
2522	DARE Program	1,200	-	-	-	-	1,200
2525	Community Programs	5,711	-	-	-	-	5,711
2540	Shed/Cort Charge	3,500	-	-	-	-	3,500
2550	Shed/Cort Charge	1,653,330	-	-	-	-	1,653,330
2570	Sheriff HR Operations	783,279	-	-	-	-	783,279
2801	Sheriff Law Ent Sit Tax	195,000	-	-	-	-	195,000
2902	Corrections - Law Ent Sit Tax	2,841,609	-	-	-	-	2,841,609
2906	Contract Inmate Housing - LEIST	119,685	-	-	-	-	119,685
	Sub-Total	9,338,377	-	-	-	-	9,338,377
Environment, Protective Inspection & Infrastructure							
1340	ND Administration	7,000	-	-	-	-	7,000
1360	Solid Waste Recycling	85,920	-	-	-	-	85,920
1370	BC Reg Sewer Dist Mgmt Service	4,712	-	-	-	-	4,712
1720	Building Codes	372,905	-	-	-	-	372,905
1730	Animal Control	452,817	-	-	-	-	452,817
2040	Public Works Administration	180,086	-	-	-	-	180,086
2045	Water/RAB Maintenance	8,645,957	-	-	-	-	8,645,957
2046	Pavement Preservation	4,415,767	-	-	-	-	4,415,767
2045	Public Works Design & Construction	2,130,955	-	-	-	-	2,130,955
2046	Stormwater Administration	109,286	-	-	-	-	109,286
2048	PW - Insurance Claim Activity	40,000	-	-	-	-	40,000
2049	PW - Administration	3,248,905	-	-	-	-	3,248,905
	Sub-Total	18,830,890	-	-	-	-	18,830,890
Community Health & Public Services							
1410	Community Health	1,090,682	-	-	-	-	1,090,682
1420	Social Services	115,230	-	-	-	-	115,230
1430	Community Services	117,260	-	-	-	-	117,260
1740	On-Site Wweta Water	220,637	-	-	-	-	220,637
1740	On-Site Wweta Water	99,546	-	-	-	-	99,546
2130	City Health/Held (Hospital Lease)	38,000	-	-	-	-	38,000
2160	Community Children Services Administration	40,180	-	-	-	-	40,180
2161	Children's Services Funding Opportunities	222,835	-	-	-	-	222,835
	Sub-Total	9,000,000	-	-	-	-	9,000,000
Other							
1510	Economic Support	58,000	-	-	-	-	58,000
1510	Public Works	45,616	-	-	-	-	45,616
3050	2010 Series Spec Oblg Bond - Taxi	102,015	-	-	-	-	102,015
3050	2005A Series GO Bonds - Road NID	23,168	-	-	-	-	23,168
3870	2008 Series GO Bond Swr NID	70,920	-	-	-	-	70,920
3880	2010A Series GO Bond - Swr NID	10,910	-	-	-	-	10,910
3890	2010A Series GO Bond - Swr DNR NID	10,869	-	-	-	-	10,869
3890	2010A Series GO Bond - Swr DNR NID	10,869	-	-	-	-	10,869
3920	2011B GO Bonds - Swr NID Non-DNR	5,030	-	-	-	-	5,030
	Sub-Total	278,572	-	-	-	-	278,572
Total Expenditures							
		28,537,657	18,890,890	3,667,417	9,222,835	5,816,395	70,061,063
Other Financing Uses							
		60,000	-	-	-	-	60,000
Grand Total							
		\$ 28,597,657	18,890,890	3,667,417	9,222,835	14,918,395	79,161,063

2015 Matrix of Expenditures by Function and Class— All Governmental Funds Combined Excluding Capital Project Funds

Function	Personal Services	Materials & Supplies	Dues, Travel & Training	Utilities*	Vehicle Expense	Equip. & Bldg Maintenance	Contractual Services**	Debt Service (Principal & Interest)	Emergency & Other	Fixed Assets New/Replace	Total Expenditures	Other Financing Uses	Combined Total
General Government Operations	\$ 6,610,388	\$ 551,379	\$ 212,166	\$ 134,050	\$ 20,718	\$ 189,839	\$ 2,449,185	\$ 372,113	\$ 1,452,813	\$ 614,877	\$ 12,607,528	\$ 60,000	\$ 12,667,528
Public Safety & Judicial - Courts	2,137,909	177,385	65,155	132,721	24,045	50,922	1,149,857	-	289,000	73,252	4,100,246	-	4,100,246
Public Safety & Judicial - Sheriff/Corrections	9,352,029	831,288	72,868	313,957	411,046	123,302	477,621	-	266,497	451,063	12,299,671	40,000	12,339,671
Public Safety & Judicial - Prosecuting Attorney	2,538,099	51,565	23,287	21,906	9,100	9,702	166,448	-	46,682	5,273	2,872,062	-	2,872,062
Public Safety & Judicial - 911 & Emergency Mngt	3,390,935	5,605	36,600	4,395	3,392	3,640	1,287,848	-	896,950	446,400	6,075,765	9,000,000	15,075,765
Public Safety & Judicial - Other	380,243	5,100	3,850	23,908	16,000	800	313,021	-	31,500	28,450	802,872	-	802,872
Environment, Protective Inspection & Infrastructure	5,319,672	2,247,341	60,854	118,112	880,254	314,137	9,200,078	-	288,399	1,563,465	19,992,312	-	19,992,312
Community Health & Public Services	204,900	4,195	7,571	6,617	3,200	500	9,028,409	-	1,651,814	26,273	10,933,479	-	10,933,479
Other	-	1,500	-	96	-	26,560	17,460	271,978	59,534	-	377,128	-	377,128
Total	\$ 29,934,175	\$ 3,875,338	\$ 482,351	\$ 755,762	\$ 1,367,755	\$ 719,402	\$ 24,089,927	\$ 644,091	\$ 4,983,189	\$ 3,209,053	\$ 70,061,063	\$ 9,100,000	\$ 79,161,063

* Includes land-line phones, cell phones, and data communications; also includes building utilities for those facilities housing a single office or department. Utilities for facilities housing multiple offices are accounted for in an internal service fund with the internal service charge, "Building Use Charge", included in Contractual Services.

** In addition to regular contractual services, this category also includes "Building Use Charge", an internal service charge consisting of facilities maintenance, housekeeping, building utilities, and capital repair and replacement.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 14

In the County Commission of said county, on the 18th day of December 20 14

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

Now on this day the County Commission of the County of Boone does hereby approve the Organizational Use of the Government Center Chambers by the Columbia Farmers Market for January 20, 2015, February 17, 2015 and March 17, 2015 from 5:45 p.m. to 9:30 p.m.

Done this 18th day of December, 2014.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner



Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

The undersigned organization hereby applies for a use permit to use Boone County Government conference rooms as follows:

Organization: Columbia Farmers Market

Address: P.O. Box 10012

City: Columbia State: MO ZIP Code 65205

Phone: 573-823-6889 Website: columbiafarmersmarket.org

Individual Requesting Use: Corrina Smith Position in Organization: Market Manager

Facility requested: Chambers Room 301 Room 311 Room 332 Centralia Clinic

Event: Columbia Farmers Market Annual Membership Meetings

Description of Use (ex. Speaker, meeting, reception): meetings

Date(s) of Use: 1/20/2014, 2/17/2014, 3/17/2014

Start Time of Setup: 5:45 PM Start Time of Event: 6:00 PM

End Time of Event: 9:00 PM End Time of Cleanup: 9:30 PM

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To abide by all applicable laws, ordinances and county policies in using Boone County Government conference rooms.
2. To remove all trash or other debris that may be deposited (by participants) in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including carpet and furnishings in rooms.
4. To conduct its use in such a manner as to not unreasonably interfere with Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use of rooms as specified in this application.

Organization Representative/Title: Corrina Smith, Market Manager

Phone Number: 573-823-6889 Date of Application: 12/08/2014

Email Address: columbiafarmersmarket@gmail.com

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to commission@boonecountymmo.org.

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY GOVERNMENT CONFERENCE ROOMS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

Wendy S. Noren
County Clerk

BOONE COUNTY, MISSOURI

[Signature]
County Commissioner

DATE: 12-18-14