

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

19th

day of

November

20 15

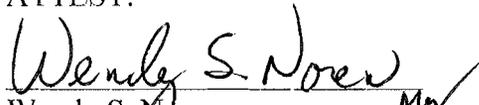
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision for the Sheriff's Department to use position savings to replace outdated equipment (washers and dryer) in the jail.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1256	92300	Sheriff's FM/HK	Replacment Equipment		32,938
1255	10100	Corrections	Salaries & Wages	32,938	

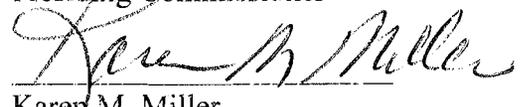
Done this 19th day of November, 2015.

ATTEST:

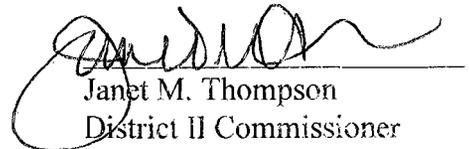

 Wendy S. Noren
 Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

Boone County Purchasing

Jacob M. Garrett
Buyer



613 E. Ash Streets, Rm. 111
Columbia, MO 65201
(573) 886-4393
(573) 886-4390

TO: Leasa Quick
Budget Analyst, Sheriff Department

FROM: Jacob M. Garrett
Buyer

DATE: October 14, 2015

RE: Bid Award Recommendation – 67-09OCT15 – Washers & Dryer for Jail

Attached is the bid tabulation for the three responses received for the above referenced bid. Please return this cover sheet with your recommendation by e-mail or fax to 886-4390 after you have completed the evaluation of this bid. If you have any questions, let me know.

DEPARTMENT REPLY:

Please complete the following:

Department Number: 1256

Account Number: 92300

◇ Budgeted: \$

Award Bid by low bid to MidAmerica Equipment Company for:

Washers: \$17,670

Dryer: ~~\$22,915~~ 4,645.00

Bases: \$820 (will you be re-using your existing bases and these are not needed?) These bases are needed

17,670•000 +
4,645•000 +
820•000 +
5,075•000 +
139•000 +
2,686•100 +
1,902•080 +
32,937•180 G+

_____ Recommend accepting the following bid(s) for reasons detailed on attached page. (Attach department recommendation).

_____ Recommend rejecting bids for reasons detailed on attached page. (Attach department recommendation).

Administrative Authority Signature. _____

Date: 10-16-15

Boone County Purchasing

Jacob M. Garrett
Buyer



613 E. Ash Streets, Rm. 111
Columbia, MO 65201
(573) 886-4393
(573) 886-4390

TO: Leasa Quick
Budget Analyst, Sheriff Department

FROM: Jacob M. Garrett
Buyer

DATE: October 27, 2015

RE: Bid Award Recommendation – 70-26OCT15 – Kitchen Equipment for Jail

Attached is the bid tabulation for the three responses received for the above referenced bid. Please return this cover sheet with your recommendation by e-mail or fax to 886-4390 after you have completed the evaluation of this bid. If you have any questions, let me know.

DEPARTMENT REPLY:

Please complete the following:

Department Number: 1256

Account Number: 92300

Budgeted: \$ BR in progress

Award Bid by low bid to CARE Sales and Service for:

----- Vulcan Oven: \$5,075.00

_____ Gas Hose Kit: \$139.00

_____ Frymaster: \$2,686.10

_____ Warmer: \$1902.08

_____ Recommend accepting the following bid(s) for reasons detailed on attached page. (Attach department recommendation).

_____ Recommend rejecting bids for reasons detailed on attached page. (Attach department recommendation).

Administrative Authority Signature: _____

Date: 10-28-15

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

19th

day of

November 20 15

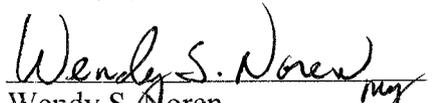
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 67-09OCT15 – Washers and Dryer for the Boone County Sheriff's Department to MidAmerica Equipment Company and dispose of two (2) washers and one (1) dryer.

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

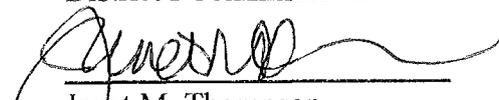
Done this 19th day of November, 2015.

ATTEST:


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

Jacob M. Garrett
Buyer



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

MEMORANDUM

TO: Boone County Commission
FROM: Jacob M. Garrett
DATE: November 6, 2015
RE: RFB Award Recommendation: 67-09OCT15 – Washers & Dryer for the Boone County Sheriff's Department

Request for Bid 67-09OCT15 – Washers & Dryer for Boone County Sheriff's Department closed on October 9th, 2015. Three bid responses were received. Recommendation for award is MidAmerica Equipment Company for offering the lowest and best bid.

Cost of the contract is \$23,135.00 and will be paid from department 1256 – Sheriff & Corrections Building Maintenance, account 23001 – Replacement Machinery & Equipment. According to Leasa Quick savings from 1255 – Corrections will be used for this bid.

Purchasing is seeking permission to trade in with zero value the following Washers & Dryer:

Fixed Asset Tag Number: 12613 – Washer 50lb 4 cycle Speedqueen (Jail)
Fixed Asset Tag Number: 16312 – Washer 50lb 4 cycle Speedqueen (Jail)
Fixed Asset Tag Number: 11647 – Dryer Gas Commercial Huebsch (Jail)

cc: Bid File
Gary German / Leasa Quick, Sheriff Department

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10-16-15

FIXED ASSET TAG NUMBER: 12613

DESCRIPTION: Washer 50lb 4 Cycle

REQUESTED MEANS OF DISPOSAL: Removal by replacement bidding company

OTHER INFORMATION: Speedqueen model SC50MN20U4001, SN #M0400168737

CONDITION OF ASSET: Very old

REASON FOR DISPOSITION: Replaced

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Will be removed by winning bidder

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

DEPARTMENT: Sheriff's 1255

SIGNATURE 

RECEIVED

OCT 16 2015

BOONE COUNTY AUDITOR

AUDITOR

ORIGINAL PURCHASE DATE 8-22-00

RECEIPT INTO 6100-3835 HR

ORIGINAL COST \$5,751.99

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2784

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

 TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

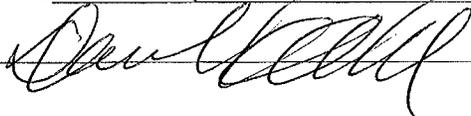
TRADE AUCTION SEALED BIDS

 OTHER EXPLAIN Vendor handed off when install new

bid #

COMMISSION ORDER NUMBER 547-2015

DATE APPROVED 11-19-15

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10-16-15

FIXED ASSET TAG NUMBER: 16312

DESCRIPTION: Washer

RECEIVED

REQUESTED MEANS OF DISPOSAL: Removal by replacement bidding company

OCT 16 2015

OTHER INFORMATION: Speedqueen model HC40MN2 SN #0704008662

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Replaced

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Will be removed by winning bidder

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

DEPARTMENT: Sheriff's 1255

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 7-25-07

RECEIPT INTO 1190-3836 Ha

ORIGINAL COST \$6,740

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

ASSET GROUP 1604

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

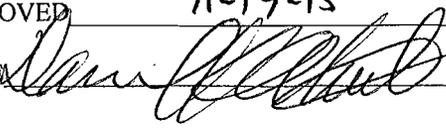
TRADE AUCTION SEALED BIDS

OTHER EXPLAIN Vendor hauled off when no steady revenue

Vendor

COMMISSION ORDER NUMBER 547-2015

DATE APPROVED 11-19-15

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 10-16-15

FIXED ASSET TAG NUMBER: 11647

DESCRIPTION: Dryer Gas Commercial

RECEIVED

REQUESTED MEANS OF DISPOSAL: Removal by replacement bidding company

OCT 16 2015

OTHER INFORMATION: Huebsch SN #OTC9805004410

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Very old

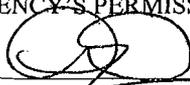
REASON FOR DISPOSITION: Replaced

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Will be removed by winning bidder

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

DEPARTMENT: Sheriff's 1255

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 6-11-98

RECEIPT INTO 6100-3836 HA

ORIGINAL COST \$2,793

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2784

GRANT NAME _____

% FUNDING _____

ASSET GROUP 1604

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

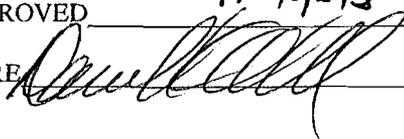
TRADE AUCTION SEALED BIDS

OTHER EXPLAIN Vendor worked off when installing new

BID #

COMMISSION ORDER NUMBER 547-2015

DATE APPROVED 11-19-15

SIGNATURE 

**PURCHASE AGREEMENT FOR
WASHERS & DRYER FOR JAIL**

THIS AGREEMENT dated the 19th day of November 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **MidAmerica Equipment Company** herein "Contractor."

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for the furnishing, delivery, and installation of two (2) washers, two (2) bases and one (1) dryer for the Boone County Sheriff's department, bid number **67-09OCT15** including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, any applicable addenda, as well as the Contractor's bid response dated **October 14, 2015** and executed by **Amy Knoche**, on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in the bid specifications including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. **Purchase** – The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the items identified and responded to in Section 2 of bid as follows:

<u>Description</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Extended</u>
Washer: Speed Queen SCN060KNF	2	\$8,095.00	\$16,190.00
Washer(s) Installation	1		\$1,480.00
Dryer: Speed Queen ST075EEO	1		\$4,150.00
Dryer Installation	1		\$495.00
Bases for Washer: Speed Queen ACBF60X6X110002	2	\$285.00	\$570.00
Installation of Bases	1		\$250.00
TOTAL			\$23,135.00

Items shall 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.

3. **Delivery and Installation** - Contractor agrees to furnish, deliver and install the equipment per the bid specifications within 30 days after receipt of order. County existing trade-in washers, dryer and bases must be picked up and hauled off free of charge at time of installation.

4. **Billing and Payment** - All billing shall be invoiced to Boone County Sheriff Department and billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the

547-2015

Contractor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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.

MIDAMERICA EQUIPMENT COMPANY

BOONE COUNTY, MISSOURI

by *M. J.*
title President

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

APPROVED AS TO FORM:

ATTEST:

by: *B. Beckett*
County Counselor

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

June Pitchford by *jj* 11/18/2015 1256 / 92300 / \$23,135.00
Signature Date Appropriation Account

4. **Revised Response Form**

Since time is of the essence, faxed or e-mailed bids will be received. Fax to (573) 886-4390 or e-mail: jgarrett@boonecountymo.org. Call (573) 886-4393 to confirm receipt of bid response. Bid response MUST be received by October 9, 2015 1:30 p.m. CST.

- 4.1. Company Name: MZC, LLC DBA Mid America Equip. Co.
- 4.2. Address: 4629 W Calhoun
- 4.3. City/Zip: Springfield MO 65802
- 4.4. Phone Number: 636-978-10345
- 4.5. Fax Number: 417-862-7405
- 4.6. E-Mail Address: KFRye@KeeWes.com
- 4.7. Federal Tax ID: 43-1504564
- 4.7.1. Corporation
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____
 Other (Specify) _____

4.8. **PRICING**

		Qty.	Unit Price	Extended Price
4.8.1.	Washer: 30 Cycle Micro Processor #SCN060KNF or Equivalent	2	\$8095. ⁰⁰	\$16190. ⁰⁰
4.8.1.1.	Manufacturer Name		Speed Queen	
4.8.1.2.	Model Number		SCN060KNF	
4.8.2.	Installation for two (2) Washers			\$1480. ⁰⁰
4.8.3.	TOTAL for Washer + Installation (4.8.1. + 4.8.2.)		\$17670. ⁰⁰	
4.8.4.	Dryer: Speed Queen #ST075EEO or Equivalent	1		\$4150. ⁰⁰
4.8.4.1.	Manufacturer Name		Speed Queen	
4.8.4.2.	Model Number		ST075EEO	
4.8.5.	Installation for one (1) Dryer			\$495. ⁰⁰

4.8.6.	TOTAL for Dryer + Installation (4.8.4. + 4.8.5.)		\$ 4645. ⁰⁰
4.8.7.	SUB-TOTAL WASHER + DRYER (4.8.3. + 4.8.6.)		\$ 22315. ⁰⁰
	Optional Bid		
4.8.8.	Bases for Washers: (Provide price if bidding a make/model different than washer specified above).	2	\$ 285. ⁰⁰ \$ 570. ⁰⁰
4.8.8.1.	Manufacturer Name		Speed Queen
4.8.8.2.	Model Number		ACBFLDXL6X110002
4.8.9.	Installation for two (2) bases	3	\$ 125. ⁰⁰ \$ 250. ⁰⁰
4.8.10.	TOTAL for optional bid (4.8.8. + 4.8.9.)		\$ 820. ⁰⁰
4.8.11	GRAND TOTAL: Washers + Dryer + Bases (4.8.7. + 4.8.10.)		\$ 23,135. ⁰⁰
4.8.12	Vendor offers a trade-in price for the lot of the following County owned equipment being replaced: (2) Washers: Speed Queen SC50MN20U400001 (one is non-functioning -bearings are out) (1) Dryer: Hurbsch JT75CE		(\$ 0)
4.8.13.	If not offering a trade-in above, vendor agrees to haul off the lot of equipment being replaced free of charge or for the the price noted:		\$ 0

4.8.12. Describe Warranty Features:

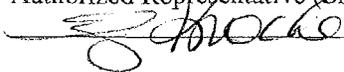
1 year Service, 3 years Manufacture Warranty on parts,
5 year Manufacture Warranty on bearings, Seal, Shafts +
Cylinder

4.13. List any deviations from bid specifications:

NONE

- 4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? X Yes _____ No
- 4.15. Installation will be completed within 30 days after issuance of the notice to proceed.
- 4.16. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.**

4.16.1. Authorized Representative (Sign By Hand):

 Date: 10/14/15

4.16.2. Print Name and Title of Authorized Representative

Amy Knoche Office Manager

ATTACHMENT A
PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. Prior Services Performed for:

Company Name: **BOONE COUNTY SHERIFF'S DEPT**
Address: **2121 COUNTY DRIVE COLUMBIA MO**

Contact Name: **BOB SCHWARTZ**
Telephone Number:

Date of Contract: **8/4/2015**
Length of Contract:

Description of Prior Services (include dates):

ON 8-4-2015 DELIVERED ELECTRIC ORDER AND INSTALLED TO THE BOONE COUNTY JAIL

2. Prior Services Performed for:

Company Name: **CALLAWAY COUNTY SHERIFF DEPT**
Address: **10 E. 5TH FULTON MO**

Contact Name: **DONNY HORSTAMAN**
Telephone Number:

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

ON 5-06-2015 DELIVERED AND INSTALLED SCNO40 WASHER TO CALLAWAY COUNTY JAIL

3. Prior Services Performed for:

Company Name:
Address:

Contact Name:
Telephone Number:

Date of Contract:
Length of Contract:

Description of Prior Services (include dates):

OFFEROR has examined **Addendum #1** to Request for Bid# 67-09OCT15 -Washer & Dryer for Boone County Jail, receipt of which is hereby acknowledged:

Company Name: MidAmerica Equipment Co.
Address: 4629 W Calhoun Spfld Mo 65802

Phone Number: 417-862-8464 Fax Number: 417-862-7405

E-mail: KFRye@keewes.com

Authorized Representative Signature:  Date: 10/14/15

Authorized Representative Printed Name: Amy Knoche



BOONE COUNTY, MISSOURI
Request for Bid #: 67-09OCT15 – Washer & Dryer for the Boone County Jail

ADDENDUM # 1 - Issued October 5, 2015

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

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

- 1) Replace the *Response Form* with the attached *Revised Response Form*.
- 2) County will provide for electrical hook-up and chemical feeds on new equipment installation.
- 3) Vendor should offer a trade-in price on the *Revised Response Form* for the lot of equipment being replaced. If not offering a trade-in price, vendor should list if there is a price to haul off and recycle/dispose of the two washers and one dryer that are being replaced.
- 4) The County has received the following questions and is providing the responses below:

- a. Question:** Can vendors view the installation site and the current equipment being replaced?

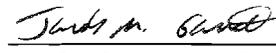
Response: Yes. Contact Bob Swartz at the Sheriff's Department to make an appointment by calling (573) 864-8912.

- b. Question:** Several places in the bid mention one (1) washer and one (1) dryer but the *Response Form* lists two (2) washers.

Response: There are two (2) washers, one (1) dryer and two (2) bases if Bidder is bidding a washer model other than what is specified.

- c. Question:** Bid includes a base for the dryer. Dryers don't typically require a base.

Response: The *Revised Response Form* deletes the base for the dryer.

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

OFFEROR has examined **Addendum #1** to Request for Bid# 67-09OCT15 –Washer & Dryer for Boone County Jail, receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

4. Revised Response Form

Since time is of the essence, faxed or e-mailed bids will be received. Fax to (573) 886-4390 or e-mail: jgarrett@boonecountymo.org. Call (573) 886-4393 to confirm receipt of bid response. Bid response MUST be received by October 9, 2015 1:30 p.m. CST.

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. E-Mail Address: _____
- 4.7. Federal Tax ID: _____
- 4.7.1. () Corporation
- () Partnership - Name _____
- () Individual/Proprietorship - Individual Name _____
- () Other (Specify) _____

4.8. PRICING

		<u>Qty.</u>	<u>Unit Price</u>	<u>Extended Price</u>
4.8.1.	Washer: 30 Cycle Micro Processor #SCN060KNF or Equivalent	2	\$ _____	\$ _____
4.8.1.1.	Manufacturer Name			
4.8.1.2.	Model Number			
4.8.2.	Installation for two (2) Washers			\$ _____
4.8.3.	TOTAL for Washer + Installation (4.8.1. + 4.8.2.)		\$ _____	
4.8.4.	Dryer: Speed Queen #ST075EEO or Equivalent	1		\$ _____
4.8.4.1.	Manufacturer Name			
4.8.4.2.	Model Number			
4.8.5.	Installation for one (1) Dryer			\$ _____

4.8.6.	TOTAL for Dryer + Installation (4.8.4. + 4.8.5.)		\$ _____	
4.8.7.	SUB-TOTAL WASHER + DRYER (4.8.3. + 4.8.6.)		\$ _____	
	Optional Bid			
4.8.8.	Bases for Washers: (Provide price if bidding a make/model different than washer specified above).	2	\$ _____	\$ _____
4.8.8.1.	Manufacturer Name			
4.8.8.2.	Model Number			
4.8.9.	Installation for two (2) bases	3	\$ _____	\$ _____
4.8.10.	TOTAL for optional bid (4.8.8. + 4.8.9.)			\$ _____
4.8.11.	GRAND TOTAL: Washers + Dryer + Bases (4.8.7. + 4.8.10.)		\$ _____	
4.8.12.	Vendor offers a trade-in price for the lot of the following County owned equipment being replaced: (2) Washers: Speed Queen SC50MN20U400001 (one is non-functioning –bearings are out) (1) Dryer: Hurbsch JT75CE		(\$ _____)	
4.8.13.	If not offering a trade-in above, vendor agrees to haul off the lot of equipment being replaced free of charge or for the the price noted:		\$ _____	

4.8.12. Describe Warranty Features:

4.13. List any deviations from bid specifications:

4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? _____ Yes _____ No

4.15. Installation will be completed within _____ days after issuance of the notice to proceed.

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

4.16.1. Authorized Representative (Sign By Hand): _____ Date: _____

4.16.2. Print Name and Title of Authorized Representative



Request for Bid (RFB)

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

 **ORIGINAL**

Jacob M. Garrett, Buyer

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

Email: JGarrett@boonecountymo.org

Bid Data

Bid Number: **67-09OCT15**
Commodity Title: **Washer & Dryer for Jail**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **FRIDAY, OCTOBER 9, 2015**
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**
Location / Mail Address: **Boone County Purchasing Department
Boone County Annex Building
613 E. Ash Street, Room 111
Columbia, MO 65201**

Directions: The Purchasing office is located on the Southeast corner at 7th Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **FRIDAY, OCTOBER 9, 2015**
Time: **1:30 P.M.**
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 A **Prior Experience**
- Standard Terms and Conditions**
- “No Bid” Form**

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, preferably by fax or e-mail, to the Purchasing Department Buyer of Record. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
 - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
 - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to compare the lowest bid received with the current State contract pricing, and award in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
- 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for the furnishing, delivery and installation of a **Washer & Dryer** for the Boone County Sheriff Department in accordance with the specifications outlined below.
- 2.2. This washer & dryer shall replace an existing washer & dryer at the Boone County Jail Facility located at 2121 County Drive, Columbia, MO 65202.
- 2.3. **Washer:** Two (2) 30 Cycle – 8 segment advanced micro processor with IrDA, PC/PDA programming, stainless steel cabinet, 100g, Model #: SCN060KNF or equivalent.
- 2.4. **Dryer:** One (1) Speed Queen Electric Quantum Gold 75lb Tumbler, OPL, White, 208/60/3, OPT auto dry, Model #: ST075EEO or equivalent.
- 2.5. **Optional Bid:**
Base(s): Bidder shall provide pricing on Response Page for a Base(s) if bidding equipment other than brand specified in paragraph 2.3. & 2.3.1.2.
- 2.6. **WARRANTY** - The bidder shall include a description of the manufacturer’s warranty included with equipment and any and all other warranties offered as part of this contract.
- 2.7. **CONTRACTOR QUALIFICATIONS AND EXPERIENCE:** Bidders must provide evidence that they have past experience in the installation of commercial washers and dryers for a minimum of five years. Bidder shall submit, with the bid, the name, address, telephone number and point-of-contact for a minimum of three firms for which the bidder has provided similar services within the preceding 60 months. References may be checked prior to award. Any negative responses received may result in disqualification of the bid. *Attachment A – Prior Experience* may be used to list references.
- 2.8. **CONTRACTOR RESPONSIBILITY/SERVICE REQUIREMENTS:**
 - 2.8.1. **Work Hours:** The contractor must coordinate all work hours with the assigned Boone County Designee. All work shall be done during normal business hours. Normal business hours are Monday-Friday 8:00 a.m. to 5:00 p.m., excluding holidays.
 - 2.8.2. The contractor shall be required to remove all waste and debris and leave the site neat and clean. In the event the work takes longer than one (1) day, the contractor shall ensure the work site is cleaned at the end of each work day.
- 2.9. **Or Equal:** Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County’s responsibility.
- 2.10. **Descriptive Literature:** Bidders proposing to furnish items other than specified must submit Complete Descriptive Literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.11. **Guarantee:** Bidder agrees to unconditionally guarantee all equipment against defect in material, workmanship and performance for a period of one year from the date of acceptance by the County, unless otherwise specified.
- 2.12. **DEVIATION(S)** - It is the bidder’s responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the specifications for the Speed Queen model described within and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder’s proposal non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be sufficient or acceptable as proper identification of deviations from the written specifications.
- 2.13. **FOB Destination:** All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

- 2.14. **BOONE COUNTY 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. 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. AM Best posts the financial standing of carriers. The A VI (6) represents that the carrier is in good financial standing. If there is a carrier that is a B+, their financial standing has been downgraded.
- 2.14.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor.
- Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 2.14.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them 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 by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 per project limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.
- 2.14.3. The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverage's. Should any work be subcontracted, these limits will also apply.
- 2.14.4. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

- 2.15. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor 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.
- 2.16. **SALES/USE TAX EXEMPTION** - County will provide the Contractor with a completed Missouri Project Exemption and Missouri Tax Exemption letter for Boone County, Missouri and the Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized sub-contractors and suppliers providing materials incorporated in the work. All invoices issued for purchases for such materials, supplies, and taxable rentals shall be in the name of Boone County and contain the project number assigned by Boone County for the contract awarded. It shall be the responsibility of the Contractor to insure that no sales or use taxes are included in the invoices and that the County pays no sales/use taxes from which it is exempt. The Contractor shall be responsible for obtaining revised exemption certificates and revised expiration dates if the work extends beyond the estimated project completion date or a certificate expiration date. The Contractor shall also be responsible for retaining a copy of the project exemption certificate for a period of five years and for compliance with all other terms and conditions of section 144.062 RSMo. Not otherwise herein specified. The Contractor agrees not to use or permit others to use the project exemption certificate for taxable purchases of materials or rentals and supplies not directly incorporated into or used in the work to which it applies and agrees to indemnify and hold the County harmless from all losses, expenses and costs including litigation expenses and attorney fees resulting from the unauthorized use of such project exemption certificates.
- 2.17. **DESIGNEE** – Boone County Sheriff Department, Leasa Quick, Budget Administrator, 2121 County Drive, Columbia, MO 65202. Phone: (573) 876-2149.
- 2.17.1. **Bid Clarification:** Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Jacob M. Garrett, Buyer, 613 E. Ash Street, Room 111, Columbia, Missouri 65201. Phone: (573) 886-4393 Fax: (573) 886-4390 or Email: JGarrett@boonecountymo.org
- 2.18. **INVOICES:** Contractor must submit an invoice and charges must only include prices listed in the contractor's bid response. No additional fees or taxes shall be included as additional charges. The County's purchase order must appear on the invoice. The County agrees to pay the monthly statement within thirty (30) days from receipt of a correct statement and all other required documents. The billing address is Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202.
- 2.19. ***Since time is of the essence, faxed or e- mailed bids will be received by County. Fax to (573) 886-4390 or e-mail: jgarrett@boonecountymo.org. Call (573) 886-4393 to confirm receipt of bid response. Bid response MUST be received by October 9, 2015 1:30 p.m. CST.***

3. **Response Presentation and Review**

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

Since time is of the essence, faxed or e-mailed bids will be received. Fax to (573) 886-4390 or e-mail: jgarrett@boonecountymo.org. Call (573) 886-4393 to confirm receipt of bid response. Bid response MUST be received by October 9, 2015 1:30 p.m. CST.

4. Response Form

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. E-Mail Address: _____

4.7. Federal Tax ID: _____

4.7.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

4.8. PRICING

		<u>Qty.</u>	<u>Unit Price</u>	<u>Extended Price</u>
4.8.1.	Washer: 30 Cycle Micro Processor #SCN060KNF or Equivalent	2	\$ _____	\$ _____
4.8.1.1.	Manufacturer Name			
4.8.1.2.	Model Number			
4.8.2.	Installation for two (2) Washers			\$ _____
4.8.3.	TOTAL for Washer + Installation (4.8.1. + 4.8.2.)		\$ _____	
4.8.4.	Dryer: Speed Queen #ST075EEO or Equivalent	1		\$ _____
4.8.4.1.	Manufacturer Name			
4.8.4.2.	Model Number			
4.8.5.	Installation for one (1) Dryer			\$ _____
4.8.6.	TOTAL for Dryer + Installation (4.8.4. + 4.8.5.)		\$ _____	

4.8.7.	SUB-TOTAL WASHER + DRYER (4.8.3. + 4.8.6.)		\$ _____	
	Optional Bid			
4.8.8.	Base(s) for Washers and Dryer: (Provide price if bidding a make/model different than washer and dryer specified above).	3	\$ _____	\$ _____
4.8.8.1.	Manufacturer Name			
4.8.8.2.	Model Number			
4.8.9.	Installation for three (3) bases for two (2) washers and one (1) dryer	3	\$ _____	\$ _____
4.8.10.	TOTAL for optional bid (4.8.8. + 4.8.9.)			\$ _____
4.8.11	GRAND TOTAL: Washers + Dryer + Base (4.8.7. + 4.8.10.)		\$ _____	

4.8.12. Describe Warranty Features:

4.13. List any deviations from bid specifications:

4.14. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?
 _____ Yes _____ No

4.15. Installation will be completed within _____ days after issuance of the notice to proceed.

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

4.16.1. Authorized Representative (Sign By Hand):

_____ Date: _____

4.1.2. Print Name and Title of Authorized Representative

ATTACHMENT 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 Street, Room 111
Columbia, MO 65201

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

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

Boone County Purchasing
Jacob M. Garrett
Buyer



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

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH 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. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. *If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.*

If you have questions, please call the Purchasing Office at (573) 886-4393. Thank you for your cooperation.

Bid Number: 67-09OCT15 – Washer & Dryer for Jail

(Business Name)

(Date)

(Address/P.O. Box)

(Telephone)

(City, State, Zip)

(Contact)

REASON(S) FOR NOT SUBMITTING A BID:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

19th

day of

November 20 15

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

Now on this day the County Commission of the County of Boone does hereby award bid 64-20OCT15 – Copy Paper Term & Supply to Office Essentials, Inc.

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

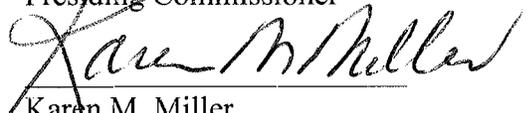
Done this 19th day of November, 2015.

ATTEST:

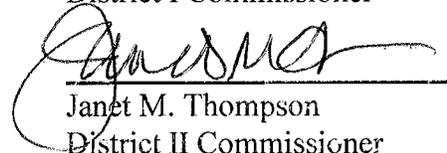
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

548-2015

Boone County Purchasing

Jacob M. Garrett
Buyer



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

MEMORANDUM

TO: Boone County Commission
FROM: Jacob M. Garrett
DATE: November 9, 2015
RE: RFB Award Recommendation: 64-20OCT15 – Copy Paper Term & Supply

Request for Bid for 64-20OCT15 – Copy Paper Term and Supply closed on October 20, 2015. Four bid responses were received and the Purchasing Committee recommends award to Office Essentials, Inc. for offering the lowest and best bid for Boone County.

This is a County wide contract. The contract period is from January 1, 2016 through December 31, 2016 and may be automatically renewed for an additional four (4) one year periods.

ATT: Bid Tabulation

**PURCHASE AGREEMENT
FOR
COPY PAPER TERM AND SUPPLY**

THIS AGREEMENT dated the 19th day of November 2015 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Office Essentials Inc** herein "Contractor".

IN CONSIDERATION of the parties performance of the respective obligations contained herein, the parties agree as follows:

1. Contract Documents - This agreement shall consist of this Purchase Agreement for **Copy Paper Term and Supply**, County of Boone Request for Bid number **64-20OCT15**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response dated **October 13, 2015** and executed by **Jim Porter** on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on the **January 01, 2016** and extend through **December 31, 2016** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the county for **four (4) additional one (1) year periods** subject to the pricing clauses in the 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.

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

4. Billing and Payment - All billing shall be invoiced to the ordering department and billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

4. **Response Form**

- 4.1. Company Name: OFFICE ESSENTIALS
- 4.2. Address: 1834 WALTON RD
- 4.3. City/Zip: ST. LOUIS, MO 63114
- 4.4. Phone Number: 314-432-4666
- 4.5. Fax Number: 866-740-4958
- 4.6. E-mail: JPORTER@OFFESS.COM
- 4.7. Federal Tax ID: 43-1910261
- 4.7.1. Corporation
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____
 Other (Specify) _____

Instructions for Bidder: Please complete the unit price, extended price, manufacturer and item #.

4.8. PRICING	Quantity	Unit Price	Ext. Price
4.8.1. Paper, Copy: Xerox 4200 (No Substitution Allowed) 8 1/2" x 11," 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 10 reams per case. Manufacturer: <u>XEROX</u> Item #: <u>XER3RO2047</u>	340 cases	\$ <u>32.20</u>	\$ <u>10,948</u>
4.8.2. Paper, Copy: Xerox 4200 or equivalent: Generic 8 1/2" x 11," 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 10 reams per case. Manufacturer: <u>IP-INTERNATPAPER</u> Item #: <u>OE1BC8511</u>	640 cases	\$ <u>26.70</u>	\$ <u>17,088</u>
4.8.3. Paper, Copy: Xerox 4200 or equivalent 8 1/2" x 11", 3-hole punch, 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 10 reams per case. Manufacturer: <u>IP-HAMERMILL</u> Item #: <u>UNJ28230</u>	7 cases	\$ <u>32.40</u>	\$ <u>226.80</u>

4.8.4.	Paper, Copy: Xerox 4200 or equivalent 8 1/2" x 14", 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 10 reams per case. Manufacturer: <u>IP-HAMMERMILL</u> Item #: <u>UNV34200</u>	7 cases	\$ <u>39.50</u>	\$ <u>276.50</u>
4.8.5.	Paper, Copy: Xerox 4200 or equivalent 11" x 17", 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 5 reams per case Manufacturer: _____ Item #: <u>UNV28110</u>	3 cases	\$ <u>32.40</u>	\$ <u>97.20</u>
4.8.6.	Paper, Copy: Multipurpose Colored 8 1/2" x 11", 20 pound, 500 sheets per ream Manufacturer: <u>BOISE</u> Item #: <u>UNV11200-</u>	502 <u>reams</u>	\$ <u>3.80</u>	\$ <u>1907.60</u>

4.8.7. TOTAL COST (Sum of Extended Price for 4.7.1-4.7.6) \$ 30,544.10

4.8.8. Percent off list for any paper products not listed herein: 42 %

4.9. Maximum Percentage Increase In Total Cost for any renewal period: 3.5 %

4.10. Delivery After Receipt of Order: 1-2 Days

4.11. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? Yes No

PLEASE SUBMIT THREE (3) COPIES OF THE RESPONSE

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

4.12.1. **Authorized Representative (Sign By Hand):**

Jim Porter

Date: 10-13-15

4.12.2. **Print Name and Title of Authorized Representative**

JIM PORTER - PRESIDENT



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

Request for Bid (Bid)

Jacob M. Garrett, Buyer
Phone: (573) 886-4393 – Fax: (573) 886-4390
Email: JGarrett@boonecountymo.org

Bid Data

Bid Number: **64-20OCT15**
Commodity Title: **Copy Paper Term and Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **TUESDAY – OCTOBER 20, 2015**
Time: **1:30 P.M.** (Bids received after this time will be returned unopened)
Location / Mail Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash Street, Room 111
Columbia, MO 65201

Directions: The Purchasing office is located on the Southeast corner at 7th Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

Bid Opening

Day / Date: **TUESDAY – OCTOBER 20, 2015**
Time: **1:30 P.M.** (Bids received after this time will be returned unopened)
Location / Address: Boone County Annex Building
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**
Instructions For Compliance With House Bill 1549
Work Authorization Certification
Certification of Individual Bidder
Individual Bidder Affidavit
Debarment Form
Standard Terms and Conditions
No Bid Response Form

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, preferably by fax or e-mail to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to not award any item or group of items. The County also reserves the right to not award any items or group of items in the case that product/services can be obtained from cooperative MMPPC contracts or other governmental entities under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
 - 1) the provisions of the Contract (as it may be amended);
 - 2) the provisions of the Bid;
 - 3) the provisions of the Bidder's Response.
- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.
- 1.7. **CONTRACT PERIOD** - Any Term and Supply Contract period resulting from this Bid will have an initial term from **January 1, 2016 through December 31, 2016, and may be automatically renewed for an additional four (4) one year periods** unless canceled by Purchasing Director in writing prior to a renewal term.
- 1.7.1. **CONTRACT EXTENSION** – After completion of the fourth renewal period, this Agreement will continue on a month-to-month basis until either party terminates this Agreement by providing the other party with 30 days prior written notice.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – A Term and Supply contract for the Furnishing and Delivery of **Copy Paper** as detailed in the following specifications.
- 2.1.1. **Estimated Quantity Used Per Year:**
- 2.1.1.1. **340 cases:** Copy Paper: Xerox 4200 - **NO SUBSTITUTIONS ALLOWED** – 8 ½” x 11,” 500 sheets per ream, 10 reams per case
- 2.1.1.2. **640 cases:** Copy Paper: Generic 8 ½” x 11,” 500 sheets per ream, 10 reams per case
- 2.1.1.3. **7 cases:** Copy Paper: Xerox 4200 or equivalent – 8 ½” x 11,” 3-hole punch, 500 sheets per ream, 10 reams per case
- 2.1.1.4. **7 cases:** Copy Paper: Xerox 4200 or equivalent – 8 ½” x 14,” 500 sheets per ream, 10 reams per case
- 2.1.1.5. **3 cases:** Copy Paper: Xerox 4200 or equivalent – 11” x 17,” 500 sheets per ream, 5 reams per case
- 2.1.1.6. **502 reams:** Copy Paper: Assorted Colors – 8 ½” x 11,” 500 sheets per ream
- 2.2. **COPY PAPER SPECIFICATIONS:**
- 2.2.1. Where the word “colors” is a part of the specification for an item, the County intends this to mean the full line of sheet colors covering the brand of paper bid for that item. “Regular Colors” are minimally white, canary, pink, gray, ivory, green, and blue.
- 2.2.2. All ordered standard and special size paper must be uniformly cut with no variance in weight. All drilled paper must be cleanly drilled without any sheet distortion or drilling waste in the wrapper or between sheets.
- 2.2.3. All paper shall be cut so as to cause the grain to run parallel to the longest side (i.e. Grain Long), unless otherwise specified for a particular order.
- 2.3. **ADDITIONAL INSTRUCTIONS**
- 2.3.1. **Samples:** Boone County reserves the right to request samples after bids are opened and before the award is made. Samples must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.3.2. **Equal:** Bidders are to bid as specified herein or bid an approved equal. Determination of equality is solely Boone County’s responsibility.
- 2.3.3. **Descriptive Literature:** Bidders proposing to furnish items other than specified must submit Complete Descriptive Literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.3.4. **Performance:** All paper supplied shall be manufactured to reproduce successfully in all high-speed copiers, laser printers and offset duplicators.
- 2.4. **SUBSTITUTION:** If during the term of the contract or any extensions thereof, the brand of paper bid is no longer sold by the contractor, then the contractor must select a replacement grade of the same quality and specifications as detailed in the contract. The contractor must then submit a substitution request, in writing, to the County, detailing the previous brand and the tentative replacement. The county reserves the right to accept or reject the substitute(s) within 30 days after the date of the request. Pricing for any accepted substitute items shall remain the same as in effect for the previous brand. Final acceptance is solely Boone County’s prerogative.
- 2.5. **QUANTITIES:** Quantities are estimated based on past usage for a 12-month period. Boone County does not guarantee minimum order quantities. The County reserves the right to increase or decrease quantities as requirements dictate.
- 2.6. **AWARD:** Boone County reserves the right to award this bid on an item by item basis, or an “all or none” basis, whichever is in the best interest of the County.
- 2.6.1. The County reserves the right to award to multiple vendors in order to fill the complete requirements and in the best interest of the County considering delivery and availability.
- 2.6.2. Should a need arise, the County reserves the right to secure services from other sources to meet its immediate needs without prejudice of the contract.
- 2.7. **INSPECTION:** All items delivered shall be subject to inspection after delivery. If deficient in any respect, the items shall be rejected and returned at bidder’s expense for full credit or replacement at no additional cost to the County.

- 2.8. **BID CONTACT:** Jacob M. Garrett, Buyer, 613 E. Ash Street, Room 111, Columbia, MO 65201. Telephone (573) 886-4393; Facsimile (573) 886-4390 or email: JGarrett@boonecountymmo.org.
- 2.9. **DELIVERY:** Delivery shall be made FOB Destination, inside delivery to various designated County locations, with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.9.1. **Delivery Locations:** Inside delivery will be provided at the following County sites in Columbia, Missouri:
Boone County Government Center, 801 E. Walnut;
Sheriff Department, 2121 County Drive;
Courthouse, 705 E. Walnut;
Public Works, 5551 Tom Bass Rd;
Annex Building, 613 E. Ash;
Juvenile Justice Center, 5665 Roger I. Wilson Drive;
Children's Community Services, 605 E. Walnut Suite A;
Joint Communications 17 N. 7th Street Suite A – until June 2016, then the address will be Emergency Communications Center 2145 E. County Drive.
- 2.9.2. **Delivery Time:** All deliveries shall be made between the hours of 8:00 a.m. and 3:00 p.m., local time Monday through Friday, excluding state holidays.
- 2.10. **PRICE** -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. Additionally, the County shall not be subject to any minimum order quantities or total prices.
- 2.10.1. **Price Adjustment:** All pricing shall remain firm against any increase for 90 days from the effective date of the contract. After this period, a request for selective increases on an item by item basis, substantiated by documentation from the mill manufacturer, may be submitted, with the County reserving the right to accept or reject the increase(s) within 30 days after the date of the request. Any increase accepted shall become effective 30 days after the date of the request and shall remain firm for at least 90 days after acceptance. In the event of any decrease in price, either by market change or if the contractor shall charge a lower price to other customers, Boone County shall be notified promptly and receive such decreases.
- 2.10.2. In the event the County is overcharged, the contractor shall refund the amount paid in excess of the lower price by crediting that amount on the next invoice.
- 2.10.3. The contractor shall extend any and all special promotional (including "educational" promotions) sale prices or discounts immediately to the County during the term of the contract. These prices shall be honored for the duration of the specific sale or discount period.
- 2.11. **BILLING AND PAYMENTS** – Invoices shall be submitted to each individual County office. It is estimated there are 30 different offices and departments requiring separate billing. Invoices may be delivered with the materials and packing slip or may be mailed to each County office. Payment will be made within 30 days from receipt of an accurate monthly statement. Contractor shall provide each department with invoices and statements of account on a monthly basis noting any amounts and invoices past due.
- 2.11.1. **Billing and Usage Reports** – The contractor shall be required to provide the County Purchasing Department with quarterly usage reports. Each bidder must submit a sample of the various reports available with their bid.
- 2.12. **MINIMUM ORDER QUANTITY** – The contractor shall not impose a minimum order quantity for any item listed in the contract or otherwise available to the County through the contractor.
- 2.13. **RETURN OF GOODS** – County may cancel any purchase at any time for a full credit.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses **MUST** be received by the date and time noted on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS**. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, **the bid number and the due date and time**.
 - 3.2.2. **Advice of Award** - Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>. Then select "Purchasing" along the left.
- 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 our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** - The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** - The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** - The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** - The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** - The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
 - 3.5.3. **Endurance of Pricing** - Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

4. **Response Form**

4.1. Company Name: _____

4.2. Address: _____

4.3. City/Zip: _____

4.4. Phone Number: _____

4.5. Fax Number: _____

4.6. E-mail: _____

4.7. Federal Tax ID: _____

4.7.1. () Corporation

() Partnership - Name _____

() Individual/Proprietorship - Individual Name _____

() Other (Specify) _____

Instructions for Bidder: Please complete the unit price, extended price, manufacturer and item #.

4.8. PRICING	Quantity	Unit Price	Ext. Price
4.8.1. Paper, Copy: Xerox 4200 (No Substitution Allowed) 8 ½" x 11," 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 10 reams per case. Manufacturer: _____ Item #: _____	340 cases	\$ _____	\$ _____
4.8.2. Paper, Copy: Xerox 4200 or equivalent: Generic 8 ½" x 11," 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 10 reams per case. Manufacturer: _____ Item #: _____	640 cases	\$ _____	\$ _____
4.8.3. Paper, Copy: Xerox 4200 or equivalent 8 ½" x 11", 3-hole punch, 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 10 reams per case. Manufacturer: _____ Item #: _____	7cases	\$ _____	\$ _____

4.8.4.	Paper, Copy: Xerox 4200 or equivalent 8 ½" x 14" , 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 10 reams per case. Manufacturer: _____ Item #: _____	7 cases	\$ _____	\$ _____
4.8.5.	Paper, Copy: Xerox 4200 or equivalent 11" x 17" , 20 pound. White bond copy paper, dual purpose, long grain, minimum brightness 92, 500 sheets per ream, 5 reams per case Manufacturer: _____ Item #: _____	3 cases	\$ _____	\$ _____
4.8.6.	Paper, Copy: Multipurpose Colored 8 ½" x 11" , 20 pound, 500 sheets per ream Manufacturer: _____ Item #: _____	502 <u>reams</u>	\$ _____	\$ _____

4.8.7. **TOTAL COST** (Sum of Extended Price for 4.7.1-4.7.6) \$ _____

4.8.8. **Percent off list for any paper products not listed herein:** _____ %

4.9. **Maximum Percentage Increase In Total Cost for any renewal period:** _____ %

4.10. **Delivery After Receipt of Order:** _____ **Days**

4.11. **Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?** Yes _____ No _____

PLEASE SUBMIT THREE (3) COPIES OF THE RESPONSE

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

4.12.1. **Authorized Representative (Sign By Hand):** _____ **Date:** _____

4.12.2. **Print Name and Title of Authorized Representative**

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

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

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

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

CERTIFICATION OF INDIVIDUAL BIDDER

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

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents, but provide an affidavit (copy attached) 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 Individual Bidder Certification 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

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

item purchased until same is delivered to the County and is accepted by the County.

14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
19. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

Boone County Purchasing

Jacob M. Garrett
Buyer



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

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU ***DO NOT*** WISH 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. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. ***If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.***

If you have questions, please call the Purchasing Office at (573) 886-4393. Thank you for your cooperation.

Bid Number **64-20OCT15** – Copy Paper Term and Supply

_____	_____
(Business Name)	(Date)
_____	_____
(Address/P.O. Box)	(Telephone)
_____	_____
(City, State, Zip)	(Contact)

REASON(S) FOR NOT SUBMITTING A BID:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

November Session of the October Adjourned

Term. 20 15

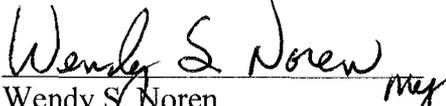
In the County Commission of said county, on the 19th day of November 20 15

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

Now on this day the County Commission of the County of Boone does hereby approve the application for an Urban Small Waters Grant to be submitted to the Environmental Protection Agency by Resource Management regarding stormwater education and park design in El Chaparral Subdivision.

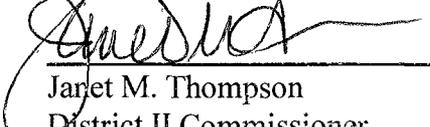
Done this 19th day of November, 2015.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Karen M. Miller
District I Commissioner


Jarret M. Thompson
District II Commissioner

SUMMARY OF EPA GRANT PROPOSAL FOR 1st READING NOVEMBER 12, 2015

The objectives of the Urban Small Waters Grant are twofold, with both urban stormwater education and environmental justice components. We feel that the proposed project meets both objectives.

El Chaparral subdivision has a reputation as a lower-income residential neighborhood, with a combination of single family residences (many of which are owned by elderly residents who have lived in the neighborhood for years) and rental properties (duplexes / townhouses). The neighborhood has a complicated history, and although it is surrounded by property owned by the City of Columbia, it remains a part of the unincorporated portion of Boone County. There are no streetlights in the neighborhood, and the park, which is owned by the county, has become a hangout for troubled youth. The roof of the shelter in the park has been replaced several times over the years as it has been climbed up on and destroyed. Signs commemorating a project funded by the Missouri Department of Natural Resources are torn down and replaced each year. Drug paraphernalia has been found on the basketball court by Boone County Facilities Maintenance staff on many occasions during trips to mow the park. In 2011, media coverage reported a number of break-ins, and problems with trashy yards at the rental properties. Attempts to address these issues are complicated by the lack of communication between the homeowners and the tenants in the rental properties.

The neighborhood was designed without stormwater infrastructure. Runoff through the neighborhood causes flooding issues for local residents during and after high precipitation events, as well as potential impacts to local impaired streams due to pollution carried in the stormwater runoff. As homes in El Chaparral subdivision age, residents are reporting problems with cracked foundations and sewer lines, due to poor construction exacerbated by the lack of stormwater management.

Working with the El Chaparral Neighborhood Watch (homeowner's association) and other partners, we hope to accomplish a number of improvements in the subdivision. The primary focus of the grant will be stormwater education. We plan to hold monthly workshops to educate community members and partners on stormwater management, best management practices, and low impact development. At the conclusion of the grant, community participants will plan improvements for installation in the park, and we will have a local architect (using a bidding process as required) draft a design perhaps including a bioretention cell. A portion of the grant funds requested is for the purchase and installation of solar lights around at least a portion of the park property, to make it safer for community residents at night. By bringing community members and partners together on a common project, we hope to facilitate breakdown of the historic disconnect between homeowners and tenants. This is not an intended goal, but a hoped for outcome. The Urban Small Waters Grant can be considered as phase one of a two phase process. This phase is for education and planning, while phase two (funded from an as yet undetermined source) will be for the purpose of construction and implementation of park improvements for the benefit of all community members.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="54,134.00"/>
* b. Applicant	<input type="text" value="29,500.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="83,634.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:



Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
---	---	--

* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier: <input type="text"/>
--	---

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
---	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

* a. Legal Name: County of Boone, Missouri, Resource Management	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 43-6000349	* c. Organizational DUNS: 0737559770000

d. Address:

* Street1: 801 E. Walnut Street
Street2: <input type="text"/>
* City: Columbia
County/Parish: <input type="text"/>
* State: MO: Missouri
Province: <input type="text"/>
* Country: USA: UNITED STATES
* Zip / Postal Code: 65201-7730

e. Organizational Unit:

Department Name: Resource Management	Division Name: <input type="text"/>
---	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms.	* First Name: Lynne
Middle Name: <input type="text"/>	
* Last Name: Hooper	
Suffix: <input type="text"/>	
Title: Urban Hydrologist	

Organizational Affiliation: Boone County Resource Management

* Telephone Number: 573-886-4330	Fax Number: 573-886-4340
---	---------------------------------

* Email: lhooper@boonecountymo.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:
[Empty field]

Type of Applicant 3: Select Applicant Type:
[Empty field]

* Other (specify):
[Empty field]

*** 10. Name of Federal Agency:**

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.440

CFDA Title:
Urban Waters Small Grants

*** 12. Funding Opportunity Number:**

EPA-OW-IO-15-01

* Title:
Urban Waters Small Grants

13. Competition Identification Number:

[Empty field]

Title:
[Empty field]

14. Areas Affected by Project (Cities, Counties, States, etc.):

[Empty field]

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

El Chaparral Neighborhood Stormwater Education and Park Design Grant Proposal

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 15

County of Boone

In the County Commission of said county, on the

19th

day of

November

20 15

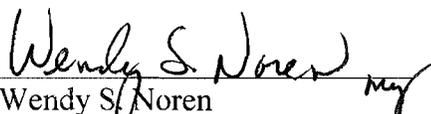
the following, among other proceedings, were had, viz:

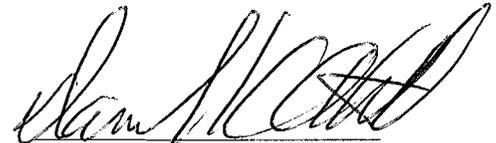
Now on this day the County Commission of the County of Boone does hereby approve the following budget revision for the Public Works Department to purchase a single axle spreader.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2040	92300	PW	Replacement Equipment	10,700	
2040	91300	PW	Replacement Equipment		10,700

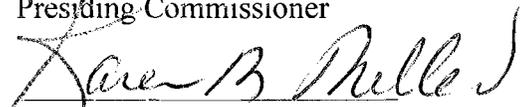
Done this 19th day of November, 2015.

ATTEST:

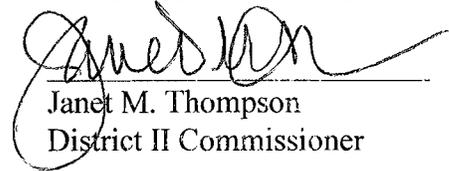

 Wendy S. Noren
 Clerk of the County Commission



Daniel K. Atwill
 Presiding Commissioner



Karen M. Miller
 District I Commissioner



Janet M. Thompson
 District II Commissioner



Henderson Truck Equipment-Iowa
916 South 10th Street
Manchester, Iowa 52057

Toll Free: 888-360-7483
Office: 563-927-7000

Quote

Date:11/13/2015
To: Greg Edington, Boone County
By: Doug Frauenholtz
Re: Contract Number 3-120315RJ

Henderson Truck Equipment-Iowa is pleased to quote the following equipment:

Henderson 10 Foot SS Spreader per contract \$10,370.84
Henderson Spinner Chute \$247.77

Price per Unit:	\$10,618.61
Number of Units	1
Extended Price	\$10,618.61
Tax	
Total Quote Price	\$10,618.61

Optional Dual Auger Add \$2100.00

FOB Manchester, IA

Please note the following regarding installation quotes:

A clean truck frame without obstruction is assumed in the pricing of our quote. Re-positioning of air tanks, fuel tanks or other obstacles to the ease of installation may require additional charges. Henderson will notify you before modification if this occurs.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 15

County of Boone

19th

day of

November 20 15

In the County Commission of said county, on the

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 grant application from the Substance Abuse and Mental Health Services Administration GAINS Center for Behavioral Health and Justice Transformation for its Sequential Intercept Mapping for Early Diversion Strategic Planning Opportunity.

Done this 19th day of November, 2015.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller

Karen M. Miller
District I Commissioner

Janet M. Thompson

Janet M. Thompson
District II Commissioner

SAMHSA GAINS Center, Sequential Intercept Mapping(SIM) Workshop Application
Boone County, Missouri
November 9, 2015

Boone County is located in mid-Missouri, half-way between St. Louis and Kansas City. It is home to the main campus of the University of Missouri and several private colleges, as well as one of four Veterans Medical Hospitals in Missouri – the Harry S. Truman Memorial Veterans' Hospital. With both rural and urban populations, Boone County's total population is 170,773, the vast majority of which reside in the County seat, Columbia. Boone County's state court includes four treatment courts: Drug Court, DWI Court, Veterans Treatment Court, and Mental Health Court. The Mental Health Court (funded by a County law enforcement tax) addresses the treatment needs of certain individuals with co-occurring mental health and substance use disorders who come into contact with the criminal justice system.

Boone County is participating in the National Association of Counties (NACo) "*Stepping Up Initiative*," to determine how to better prevent those with mental health conditions from entering the criminal justice system and to better address the recidivism rates of those who are already in the system. Boone County has already tasked its Judicial & Law Enforcement Task Force (JLETF) to take on the Stepping Up Initiative. JLETF, which is chaired by a prominent member of Boone County's defense bar, Jerome (Rusty) Antel, was created in the late 1990s to address the jail overcrowding issue and has continued to meet quarterly to continue to examine the system, law enforcement and court processes, and the jail population.

In 2012, Boone County also enacted a Children's Mental Health Fund tax, which seeks to address the needs of children age 19 and below and their families as they relate to mental health issues. In 2015, City and County law enforcement agencies and the Columbia Public Schools finalized a Memorandum of Understanding regarding alternatives to referrals to the juvenile system by the schools, law enforcement, families and others. In 2015, funding was established, through the Children's Mental Health Fund tax, for a family access center to coordinate services and care for children and families.

Using the *Intensity of Integration Continuum*, Boone County is best described as being in the early stage of "Cooperation and Coordination." While some processes are in place to address mental health issues after someone is in the court system (treatment courts, mental health care professional and social worker in the jail for assessment) , and the JLETF committee studies the jail population and is now assessing and reaching out to other community resources, thus far no program or process exists to effectively divert those with mental health conditions, or crises, before they come into contact with police or at the jail nor to reduce their recidivism rates. The JLETF committee has been expanded. Its membership is informed by and in many cases consists of county and city law enforcement, corrections, the courts (including Adult Court Services--the state court's pre-trial services office--, juvenile court agencies), county elected officials, private defense counsel and the public defender, public and private mental health agencies and providers, the community mental health liaison, substance abuse professionals, the veterans hospital, the prosecutor, the public administrator, city officials, health care providers, the housing authority, the faith community, the regional economic development agency, and the University's School of Social Work. We are fortunate that, in Boone County, the leaders and

policymakers of these entities agree and are willing to assist in identifying and addressing how to divert those with mental health conditions from jail when appropriate. The committee has met at least three times to discuss the Stepping Up initiative, the extent to which jail resources are utilized by this population, the number of people with mental health diagnosis currently in custody, and the identified resources within the community. JLETF Chair Antel and Commissioner Thompson also have met one-on-one with agency and organization representatives that may have an impact on either diverting those with mental health conditions entirely away from the criminal justice system or reducing their rates of recidivism. At this point, the committee is still in a 'working phase' to see who all the players should be but coordination of client services and referral processes, as well as transitional housing needs have been discussed with relevant agencies, corrections administrators, County officials, and the community mental health liaison, among others.

As indicated above, the jail has taken some measures to identify and respond to treatment needs of adults in the criminal justice system. On intake, defendants are asked to self-identify any mental health conditions. That information, along with circumstances that present at the jail, is further analyzed and addressed to some extent by the part-time social workers and nurses at the jail. Because of the part-time status of those workers, the JLETF and the professionals who have informed its study, has identified a lack of continuity of care for the defendants. The JLETF has also identified a need for additional assistance in arranging a care plan for individuals leaving the jail, as well as follow-up assistance to ensure compliance with the care plan. Discussions are underway with the School of Social Work to identify all of the needs and craft a plan that addresses those needs. As noted above, individuals in the jail setting may be screened to participate in one of the treatment courts, including the Mental Health Court.

As part of the *Stepping Up* initiative, the County is working with law enforcement to create policies or services relating to early diversion initiatives. Many law enforcement agencies within the County participate in CIT training, which assists in identifying those with mental illness. Further, as noted above, Boone County citizens passed a Children's Mental Health Fund tax, which is a resource for families and children in need of help. While it is anticipated that Fund will have substantial effects on the County's overall mental health condition, the Fund is only available to individuals under the age of 20. Thus, Boone County's adult population that struggles with mental health conditions and co-occurring substance abuse disorders are not served by that Fund. The County seeks guidance on how best to connect these individuals to services, in lieu of calling law enforcement and having to someone put in jail, with the likelihood that that person will re-offend because the underlying conditions have not been adequately addressed.

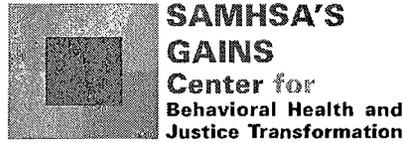
Boone County has two specific goals for Intercept 1 (Law Enforcement). We are looking for 1) a way to communicate to the public that, instead of calling "911" when they see someone with a mental health condition who needs help, they can contact a specific agency or referral center; and 2) guidance on how to structure our system to enable law enforcement to take adults with mental health and potentially with substance abuse disorders to someplace other than the jail.

Two specific goals Boone County wants to achieve at Intercept 2 (Initial detention, initial court hearings), include: 1) what information our Adult Court Services (pre-trial services/bond investigations) should be providing judges and 2) best practices for getting help to people in jail, or who are released from jail, while ensuring they continue getting treatment. Boone County is not atypical in that many adults who enter our County jail with mental health and substance abuse issues may be released from jail upon a plea of guilty to a misdemeanor with no treatment plan in place, nor services to ensure compliance, and they return to the system within days because the treatment (and medications) they received while in jail is no longer in place. This revolving door consumes inordinate amounts of resources and never addresses the individual's core needs. It forms the root of the issue the County seeks to address.

There are no anticipated obstacles to adhering to the schedule or expectations of the project.

It is important that Boone County receive the workshop as soon as practicable because we are in the planning stages already and believe we have all of the partners on board. We need help in determining how to best put our resources to use; how to identify individuals who need and can benefit from help and get them that help before law enforcement is involved AND how to help law enforcement divert these individuals from the system as soon as possible AND how to align our resources to stop the revolving door that currently exists because of a lack of continuum of care.

SOLICITATION FOR APPLICATIONS



Strategic Planning Opportunity:

Sequential Intercept Mapping (SIM) for Early Diversion

PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY TO ENSURE THAT WE HAVE ACCURATE BACKGROUND INFORMATION ON YOUR COMMUNITY AND THAT THE APPROPRIATE LEVEL OF COMMITMENT AMONG AGENCIES IS DEMONSTRATED.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

PLEASE RETURN THIS APPLICATION VIA POSTAL MAIL OR E-MAIL BY DECEMBER 4, 2015:

SAMHSA's GAINS Center
Policy Research Associates, Inc.
345 Delaware Avenue
Delmar, NY 12054
Attn: Matthew Robbins, Training Coordinator

Phone: 800.311.4246
E-mail: mrobbins@prainc.com

OVERVIEW

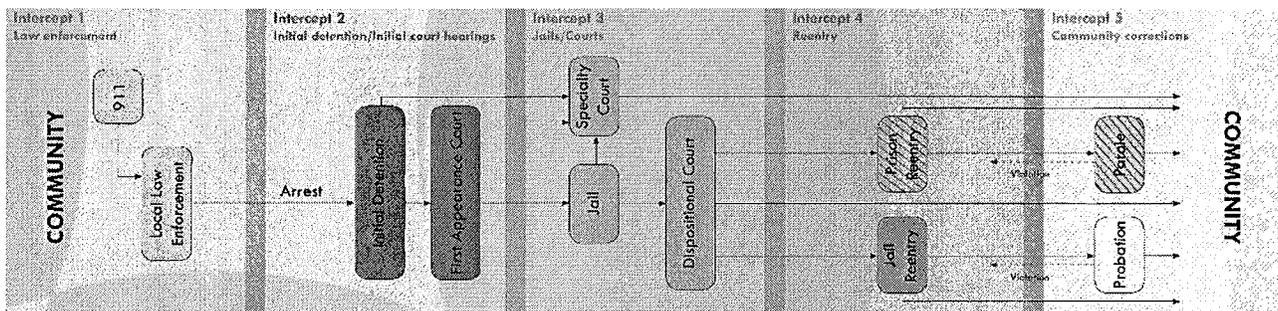
SAMHSA's GAINS Center for Behavioral Health and Justice Transformation, operated by Policy Research Associates, Inc. (PRA), is known nationally for its work in regard to people with behavioral health needs involved in the criminal justice system. The GAINS Center is soliciting applications from communities interested in developing integrated strategies to better identify and respond to the needs of adults with co-occurring mental and substance use disorders in contact with the criminal justice system. Sequential Intercept Mapping (SIM) is designed to allow local, multidisciplinary teams of people from jurisdictions to facilitate collaboration and to identify and discuss ways in which barriers between the criminal justice, mental health, and substance use systems can be reduced and to begin development of integrated local plans.

This year's solicitation targets communities that are focusing on Intercepts 1 and 2 (from pre-arrest through first appearance) as discussed below. Applications should emphasize gaps and opportunities at Intercepts 1 and 2. Workshop participants are expected to be drawn, in large part, from agencies with responsibilities at these intercepts. Homeless services are also a special priority for this solicitation. Housing authorities and homeless services providers are essential participants in the workshop.

PURPOSE & BACKGROUND

Sequential Intercept Mapping (SIM) is a 1.5-day workshop that develops a map that illustrates how people with behavioral health needs come in contact with and flow through the criminal justice system. SIM workshops bring together key stakeholders to create a local "systems map" utilizing the framework of the Sequential Intercept Model and establish priorities and opportunities through a strategic planning process.

THE SEQUENTIAL INTERCEPT MODEL



During the SIM workshop, opportunities and resources are identified for diverting people out of the criminal justice system at various intercepts along the Sequential Intercept Model and into appropriate behavioral health services. As part of the mapping process, critical gaps in services are identified and summarized. Based on the mapping exercise and identified service gaps, opportunities for systems change and practice improvement are identified. Participants determine areas where immediate steps will result in a more cohesive, integrated approach to service delivery, and a local set of priorities for change is established. On the second day of the workshop, these priorities will be used to develop a community-specific action plan. Throughout this process, the GAINS Center staff provides examples of successful systems integration and promising programs from around the U.S.

This year's solicitation will target communities that are focusing on diversion within Intercepts 1 and 2.

For the past few years, SAMHSA's GAINS Center has been conducting SIM workshops focused on early diversion, with an emphasis on Intercept 1. Intercept 1 resources and gaps are identified during the mapping workshop, including a review of law enforcement and other first responder encounters and responses, 911 and police dispatcher protocols, the crisis care continuum for people with mental and substance use disorders, emergency room services and diversion procedures, and peer-led responses and crisis services.

Extending the special emphasis on early diversion in the SIM workshops from Intercept 1 to include Intercept 2, from pre-arrest through first appearance, will permit a focus on the full range of front-end criminal justice issues for people with mental and substance use disorders. This will drastically expand opportunities for early diversion

through exploration of pretrial release and detention as well as bail/bond determinations. Release and detention decisions made by criminal justice decision-makers (i.e., bail commissioners, prosecutors, judges, probation officers, etc.) at Intercept 2 can have severe consequences for people with mental and substance use disorders. The SIM workshops will also emphasize services to reduce justice system contact by people who are homeless.

By facilitating cross-system communication and collaboration, the SIM workshop helps identify underused resources, improves the early identification of people with mental and substance use disorders coming into contact with the criminal justice system, increases effective service linkage, reduces the likelihood of recycling through the criminal justice system, enhances community safety, and improves quality of life for people in the community.

SITE SELECTION

SAMHSA's GAINS Center for Behavioral Health and Justice Transformation will offer this workshop free of charge to selected communities between March 2016 and August 2016. There are no fees for registration, tuition, or materials associated with these workshops. The GAINS Center will pay all costs associated with pre and post-workshop coordination, conference calls, and facilitator time and travel.

Communities selected for these workshops must be able to provide facilities and AV to comfortably accommodate up to 40 event participants. Further details will be provided to communities selected to participate.

To be considered, all must applications must be received by December 4, 2015. Selected communities will be notified on or before January 4, 2016.

TARGET AUDIENCE/TRAINING PARTICIPANTS

The target audiences for this training are community-based criminal justice system professionals, including police, community corrections (probation, parole, and pretrial services officers), judges and court personnel, and human service providers. Since the training is highly interactive in nature, to achieve maximum participation for all attendees, each workshop is limited to 40 participants.

TARGET ATTENDEE GROUPS:

- Criminal Justice System Professionals (police officers, dispatchers, correction officers, probation officers, judges, attorneys, bail commissioners, pretrial services, bail commissioners.)
- Mental Health Professionals (psychologists, psychiatrists, social workers, supervisors, program managers, administrators, etc.)
- Substance Use Professionals (chemical dependency counselors, substance use specialists, supervisors, program managers, administrators, etc.)
- First Responders/Crisis Services (EMS, mobile crisis, detoxification services, suicide prevention staff, domestic violence workers)
- Peer Representatives and Family Members, including Peer-Operated and Family-Operated Organizations
- Housing and Community Support Services (housing providers, homeless outreach teams, local SSI/Medicaid agency representatives, etc.)
- Cultural Organizations and Local Foundations
- Elected Officials

KEY STAKEHOLDER PARTICIPANTS:

- Administrators from the local city police and county sheriff's departments;
- Administrator from the local jail;
- Administrator from the local public mental health agency (e.g., county mental health department);
- Administrator from the local public substance use agency;
- Administrator from the local housing authority or homeless continuum of care;
- People with lived experience in both the criminal justice and behavioral health systems;
- Judges and court staff (prosecutor, defense counsel/public defender, court administrator; bail commissioner);
- Administrator from the local probation and pretrial services department(s);
- State Department of Corrections and Parole regional representatives

APPLICATION REQUIREMENTS

It is required that each community submitting an application for consideration identify leaders within their community that support this project and are dedicated to allocating staff time to participate in the workshop activities. Support must be illustrated by a written letter of support or commitment from community partners.

This must include administrators from the following local agencies:

- Law enforcement
- Jail
- Court(s)
- Mental health and substance use services
- Probation Department

In addition, communities selected must agree to participate in the following:

- Pre-workshop planning conference call(s) with GAINS Center staff;
- Local planning committee activities on an as needed basis to determine participants, recruit participants for workshop, confirm logistical arrangements, etc.
- Provide space to host workshop – space must be able to comfortably accommodate up to a total of 40-45 people (40 training participants and up to 5 GAINS Center staff and other support staff)
- Participate in SIM workshop.

Following the workshop, communities will receive a formal copy of their systems map and local action plan.

SEQUENTIAL INTERCEPT MAPPING (SIM) WORKSHOP

SITE APPLICATION

PLEASE COMPLETE THE APPLICATION BELOW.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED FOR SITE SELECTION.

APPLICANT JURISDICTION/COMMUNITY: Boone County, Missouri

NAME OF PERSON COMPLETING THIS FORM	Janet Thompson
TITLE:	Commissioner
ADDRESS:	801 E. Walnut, Columbia, MO 65201
PHONE:	(573) 886-4305
EMAIL:	jthompson@boonecountymo.org

PLEASE COMPLETE AND ATTACH A SEPARATE STATEMENT TO THIS APPLICATION THAT ADDRESSES THE APPLICANT EVALUATION CRITERIA BELOW. YOUR STATEMENT SHOULD BE A **MAXIMUM OF FIVE PAGES** IN LENGTH, AND SHOULD CLEARLY INDICATE WHY YOUR COMMUNITY SHOULD BE SELECTED TO RECEIVE THE SEQUENTIAL INTERCEPT MAPPING (SIM) WORKSHOP.

Please address the following in your statement:

- Using the *Intensity of Integration Continuum* (Page 5), identify the level that your jurisdiction is currently at (choose only one):
 - Information Sharing and Communication
 - Cooperation and Coordination
 - Collaboration
 - Consolidation
 - Integration
- Describe the current efforts that put you into that category (e.g., MOUs in place, joint staff meetings, etc.).
- Provide a brief description of your community (including demographics, population, available resources, and any other information that you think gives us a good “picture” of your community).
- Discuss current policies, strategies, and programs that have already been developed to better identify and respond to the treatment needs of adults in contact with the criminal justice system as early as possible at **Intercepts 1 and 2** (e.g., creation of an interagency planning group; adoption of uniform screening and assessment measures, diversion program, etc.).
- Describe any current plans to enhance existing policies or services relating to early diversion initiatives (e.g., law enforcement specialized response, specialized behavioral health crisis response, pretrial release, arraignment-based diversion) at **Intercepts 1 and 2**.
- Discuss 2 specific goals that your community wants to achieve at **Intercept 1**.
- Discuss 2 specific goals that your community wants to achieve at **Intercept 2**.
- Given the emphasis of this solicitation on homelessness, what plans does your community have and/or what actions has it taken to reduce justice system contact among people who are homeless?
- Discuss any obstacles or hurdles you anticipate in regards to adhering to the schedule or expectations of this project.
- Briefly describe why it is important for your jurisdiction to receive this workshop right now.

Please identify a primary contact for your jurisdiction. Please ensure the primary contact is someone who will be accessible to the participants and to GAINS Center staff for pre- and post-training activities.

PRIMARY CONTACT FOR THIS APPLICATION	
Primary Contact Name:	<u>Janet Thompson</u>
Role/Position:	<u>Boone County Commissioner</u>
Agency:	<u>Boone County</u>
Address:	<u>801 E. Walnut, Rm. 333</u>
City/State/Zip:	<u>Columbia, MO 65201</u>
Phone:	<u>(573) 886-4305</u>
Fax:	<u>(573) 886-4305</u>
E-mail:	<u>jthompson@boonecountymo.org</u>

PLEASE IDENTIFY THE LEAD AGENCIES/ORGANIZATIONS THAT HAVE AGREED TO PARTICIPATE IN THE SEQUENTIAL INTERCEPT MAPPING (SIM) WORKSHOP.

IF YOU HAVE ADDITIONAL AGENCIES OR ORGANIZATIONS THAT PLAN TO ATTEND, PLEASE IDENTIFY THEM USING THE "OTHER" CATEGORY. IF THERE ARE MULTIPLE AGENCIES OF THE SAME TYPE, PLEASE COPY THE CORRESPONDING TABLE(S) AND INCLUDE THIS INFORMATION FOR EACH AGENCY SEPARATELY.

LAW ENFORCEMENT	
Agency Name:	<u>Boone County Sheriff</u>
Address:	<u>2121 County Dr, Columbia, MO 65202</u>
LEAD CONTACT	
Name:	<u>Sheriff Dwayne Carey</u>
Agency:	<u>Boone County Sheriff</u>
Address:	<u>2121 County Drive</u>
City, State, Zip:	<u>Columbia, MO 65202</u>
Phone:	<u>(573) 875-1111 x6219 (sheriff)</u>
Fax:	<u>(573)874-8953</u>
Email:	<u>DCarey@boonecountymo.org</u>

COURT	
Agency Name:	13th Circuit, Boone County Court
Address:	705 E. Walnut, Columbia, MO 65201
LEAD CONTACT	
Name:	Mary Epping, Court Administrator
Agency:	Boone County Courthouse
Address:	705 E. Walnut
City, State, Zip:	Columbia, MO 65201
Phone:	(573) 886-4058
Fax:	(573) 886-4070
Email:	mary.epping@courts.mo.gov

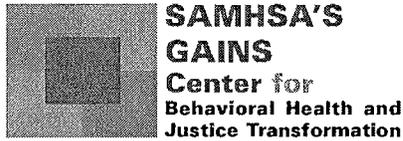
MENTAL HEALTH AGENCY/SERVICE PROVIDER	
Agency Name:	Burrell Behavioral Health
Address:	3401 Berrywood Drive, Suite 204, Columbia, MO 65201
LEAD CONTACT	
Name:	Craig Valone, Regional Director
Agency:	Burrell Behavioral Health
Address:	3401 Berrywood Drive, Suite 204
City, State, Zip:	Columbia, MO 65201
Phone:	(573) 777-8450
Fax:	(573) 777-8487
Email:	

SUBSTANCE USE AGENCY/SERVICE PROVIDER	
Agency Name:	Phoenix Programs, Inc.
Address:	90 E. Leslie Lane, Columbia, MO 65202
LEAD CONTACT	
Name:	Michael Trapp, ED
Agency:	Phoenix Programs, Inc.
Address:	90 E. Leslie Lane
City, State, Zip:	Columbia, MO 65202
Phone:	(573) 875-8880
Fax:	(573) 442-3830
Email:	mtrapp@phoenixhealthprograms.com

COMMUNITY CORRECTIONS	
Agency Name:	Boone County Jail
Address:	2121 County Dr, Columbia, MO 65202
LEAD CONTACT	
Name:	Cpt. Keith Hoskins
Agency:	Boone County Jail
Address:	2121 County Dr
City, State, Zip:	Columbia, MO 65202
Phone:	(573) 875-1111 x6235
Fax:	(573) 875-8953
Email:	KHoskins@boonecountymo.org

OTHER AGENCY	
Agency Name:	Columbia/Boone County Department of Health and Human Services
Address:	1005 W. Worley Street, Columbia, MO 65203
LEAD CONTACT	
Name:	Steve Hollis
Agency:	Columbia/Boone County Department of Public Health and Human Services
Address:	1005 W. Worley Street
City, State, Zip:	Columbia, MO 65203
Phone:	(573) 874-7488
Fax:	(573) 874-7756
Email:	sph@gocolumbiamo.com

OTHER AGENCY	
Agency Name:	University of Missouri School of Social Work
Address:	706 Clark Hall, Columbia, MO 65211
LEAD CONTACT	
Name:	Kelli Canada, LCSW, PhD, Assistant Professor, Director of Integrative Behavioral Health Clinic
Agency:	University of Missouri School of Social Work
Address:	706 Clark Hall
City, State, Zip:	Columbia, MO 65211
Phone:	(573) 882-3765
Fax:	(573) 882-8926
Email:	canadake@missouri.edu



Thank you! SAMHSA's GAINS Center sincerely appreciates your interest in this initiative.

PLEASE RETURN THIS APPLICATION VIA POSTAL MAIL OR E-MAIL BY DECEMBER 4, 2015:

SAMHSA's GAINS Center
Policy Research Associates, Inc.
345 Delaware Avenue
Delmar, NY 12054
Attn: Matthew Robbins, Training Coordinator

Phone: 800.311.4246
E-mail: mrobbins@prainc.com

Questions should be directed to Matthew Robbins at the phone number and email address listed above.

Late submissions will not be accepted or reviewed.
Incomplete applications will not be considered.

All applicants will receive notification regarding the status of their application on or before January 4, 2016.
Notification will be distributed via email.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 15

County of Boone

19th

day of November

20 15

In the County Commission of said county, on the

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Friday, November 20, 2015, at 10:00 a.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 19th day of November, 2015.

ATTEST:

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

Daniel K. Atwill
 Daniel K. Atwill
 Presiding Commissioner

Karen M. Miller
 Karen M. Miller
 District I Commissioner

Janet M. Thompson
 Janet M. Thompson
 District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

November Session of the October Adjourned

Term. 20 15

County of Boone

} ea.

In the County Commission of said county, on the

19th

day of

November

20 15

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, November 24, 2015, at 2:00 p.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 19th day of November, 2015.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

November Session of the October Adjourned

Term. 20 15

County of Boone

19th day of November 20 15

In the County Commission of said county, on the

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Monday, November 23, 2015, at 5:00 p.m. The meeting will be held in the City of Columbia City Hall in Conference Rooms 1A & 1B at 701 E. Broadway, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 19th day of November, 2015.

ATTEST:

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



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner